



## Exporting Basic Patient Info

From Primary Menu, select Utility Menu, then select Advanced Utilities

From the Advanced Utilities Menu select & run the following options:

- 1) Export Patient: Patient Demographics
- 2) Export Transactions: Patient Financial Ledgers
- 3) Export Schedules: Practice Schedule(s)

Copy the Data Files to where you want to save them.

## Exporting EDR Patient Info

- Contact Data Tec for the "Special Password"
- From Primary Menu, select eCharts Icon
- Select the top toolbar "Tools" option
- Select "Export Patient(s) EDR Folders(s)" option
- When prompted, enter the "Special Password"
- Use the Drop-Down Arrow, select the Drive to Export To
- Read and select any desired additional options
- Click the Red Export button, (this can take a long time depending on the Number of Patient EDR Files you have and the speed of your system).