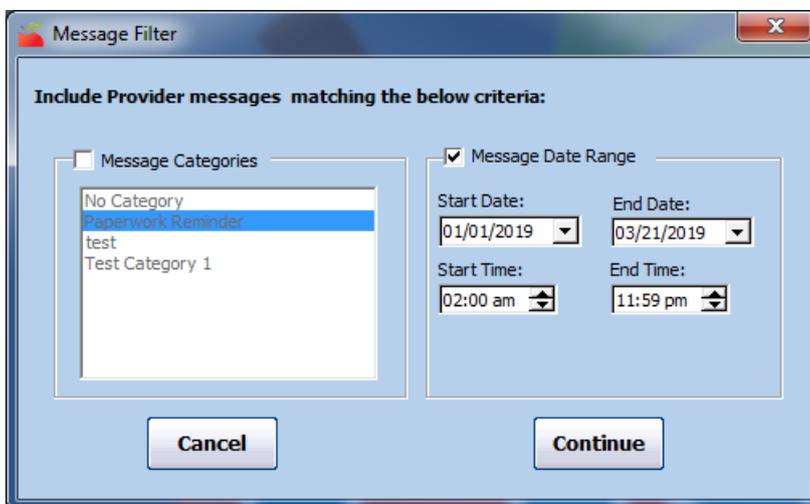


Provider Messages Export File

Last Modified on 07/16/2020 2:10 pm CDT

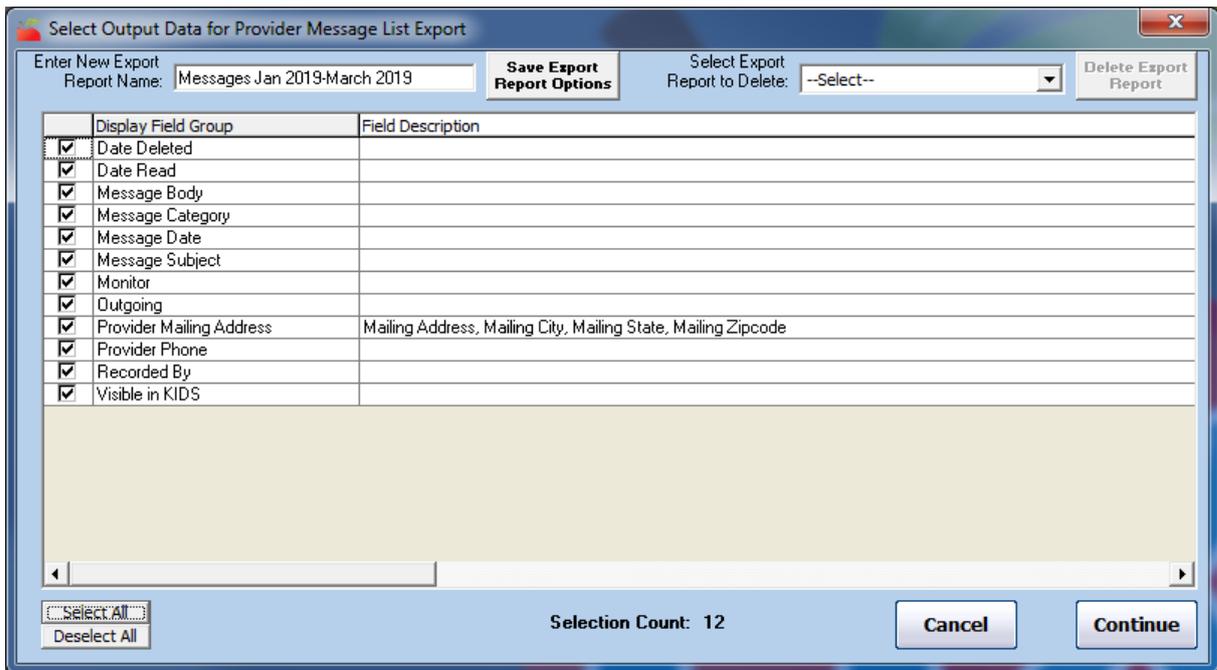
The Message List Export File lists the messages you have recorded for your providers in Minute Menu HX. You can filter the providers and the messages that are included in the export. Note that you must have a program capable of opening spreadsheet files (such as Excel®) to view this export.

1. Click the **Reports** menu, select **Providers**, and click **Providers Messages Export File**. The Provider Filter window opens.
2. Set filters for the providers to include in the export.
 - Check the box next to each filter to use and then select the filter to apply. For example, to limit to providers in a specific county, check the County box and select the counties to include.
 - Check **Choose Providers From List** box to select providers from a list.
3. Click **Continue**.
 - If you did not check Choose Providers From List, the Message Filter window opens. Go to **Step 5**.
 - If you checked Choose Provider From List, the Choose Providers dialog box opens.
4. Check the box next to each provider to include. Click **Continue**. The Message Filter window opens.
5. Set filters for the messages to include.
 - a. Check the **Message Categories** box and select the categories to include in the export. You can select as many categories as needed.
 - b. Check the **Message Date Range** box and select the **Start Date/Start Time** and **End Date/End Time** to include in the export.



Note: Click **Continue** without setting any filters to include all provider messages in the export.

6. Click **Continue**. The Select Output Data for Provider Message List Export window opens.
7. Check the box next to each field to include in the export. You can also click **Select All** to select all fields.



8. To save your settings for future exports:
 - a. Click the **Enter New Export Report Name** box and enter a new name for the export.
 - b. Click **Save Export Report Options**.
9. Click **Continue**. The Save As window opens.
10. Select the location in which to save the file.
11. Click **Save**.
12. The Provider Messages Export File Saved Successfully Message displays. Click **OK**. The spreadsheet opens.