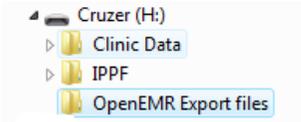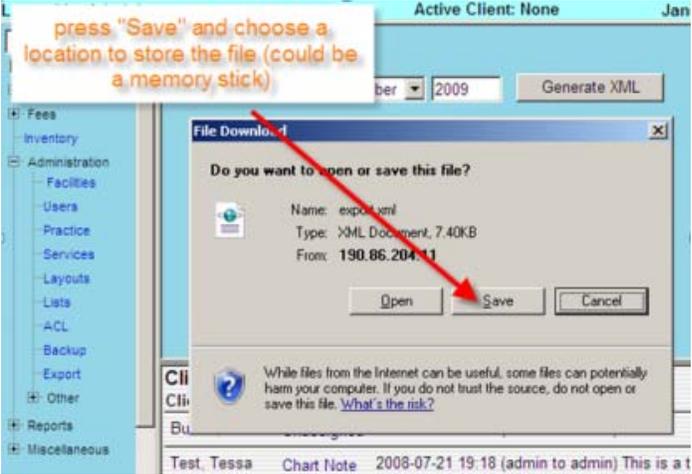| ROLES: EVALUATORS / PROGR MANAGERS / SENIOR STAFF	PROCESS 5.1.0: GENERATING AN EXPORT FILE

#	Step	Observations	Menu options or screen information
0	One of the major features of OpenEMR as a decision-making support system is its ability to produce aggregated data to be exported into external systems such as the IPPF electronic Integrated Management System (eIMS). **Preliminary steps:** Before using OpenEMR export function please verify that basic demographic data, service & product data, and finance data are completed for the month to be exported (i.e. all client records are completed and visits duly closed)	The export function described in this process guideline produces a monthly data file with service, product, demographic and finance data from a clinic using OpenEMR. Note: Export data is aggregated in order to preserve client confidentiality at the clinic level. Exported files are then uploaded into eIMS [See next Process Guideline 5.2.0]	
1	**Select Export function** Upon selecting the Export function a very simple export screen will be displayed. Two fields are included in this page: • **Month:** to be selected in a drop-down menu • **Year:** to be entered typed		 **Note**: If you do not see this option in your OpenEMR Menu, is because the level of your access rights. Ask your system administrator about this.
2	**Generate XML file** Select the **Generate XML** button to produce an XML file with the Month/Year data selected in the previous step.	**XML** (**Extensible Markup Language**) is a textual data format based on simplicity, generality, and usability over the Internet. XML files can be read by eIMS or other software.	
3	**Save XML file** Select the **Save** button and choose a location to store the file (could be a memory stick). Example: Save file 'Bali1209' in OpenEMR Export files folder, in Cruzer memory stick: 		
4	**Verify saved XML file**		