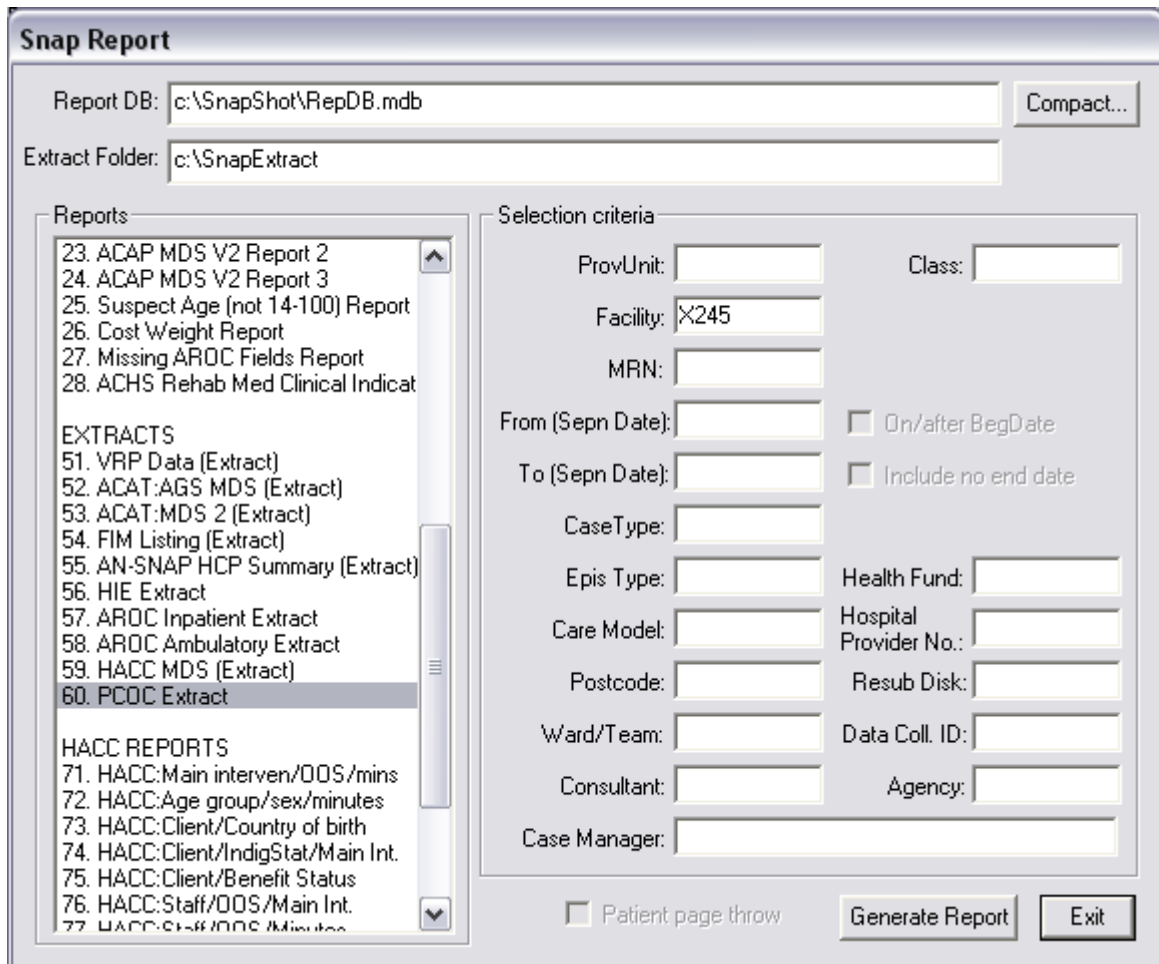


**“How do I extract my PCOC data from SNAPshot?”**

To create the PCOC data extracts:

Press **Shift+ F8** whilst positioned on any of the data lists in SNAPshot. This will bring up the ‘Snap Report’ window:



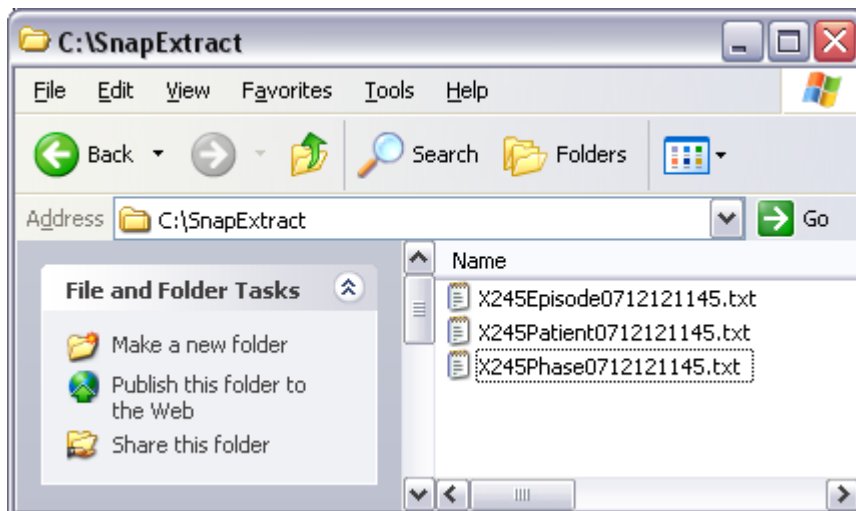
In the *Reports* section, scroll down and select **60. PCOC Extract** and in the *Selection criteria* section, enter your Facility ID next to Facility.

Click on the **Generate Report** button at the bottom, click **OK** resulting screen and then click on **Exit** on the *Snap Report* screen.

To find the extracts you need navigate to the **SnapExtract** folder on your **C:\** drive. You will see three files, in the format:

XXXXPatientDDMMYYYYHHMM.txt  
 XXXXEpisodeDDMMYYYYHHMM.txt  
 XXXXPhaseDDMMYYYYHHMM.txt

where DDMMYYYYHHMM will be the current date and time and XXXX will be replaced by the Facility ID you entered previously.



These three files can now be submitted to PCOC via the SOS Portal:

<http://apps.ahsri.uow.edu.au/SOS/>

These extracts will undergo a quality 'check', and you will receive a PCOC Data Quality report, identifying data entry errors and missing data. Once these have been addressed in SNAPshot, you can generate a new set of extracts and re-submit to PCOC by repeating the process described.