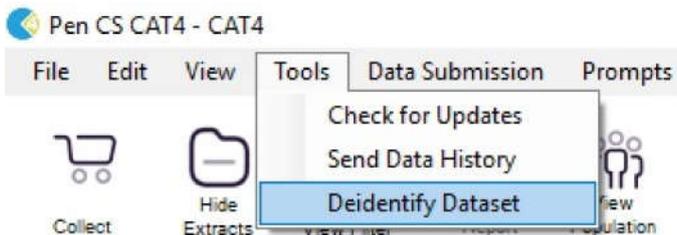


Send to PATCAT

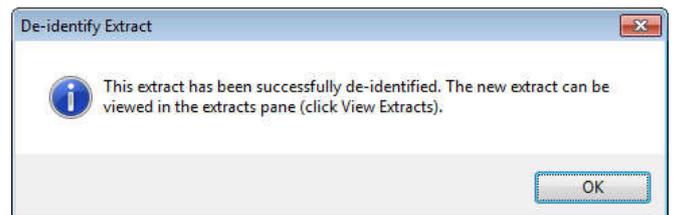
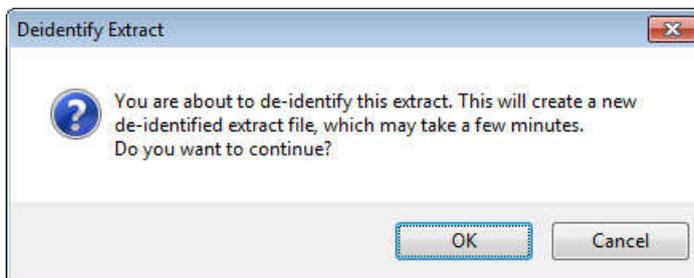
This instruction is for Practice staff or PHN Practice Support Officers.

This process assumes that the data extract location is already configured.

- 1) Open and log into CAT4
- 2) View Extracts
- 3) Select the most recent collection; this will then recalculate itself and populate the charts
- 4) You will then need to de-identify this data set
Tools menu → De-identify Dataset

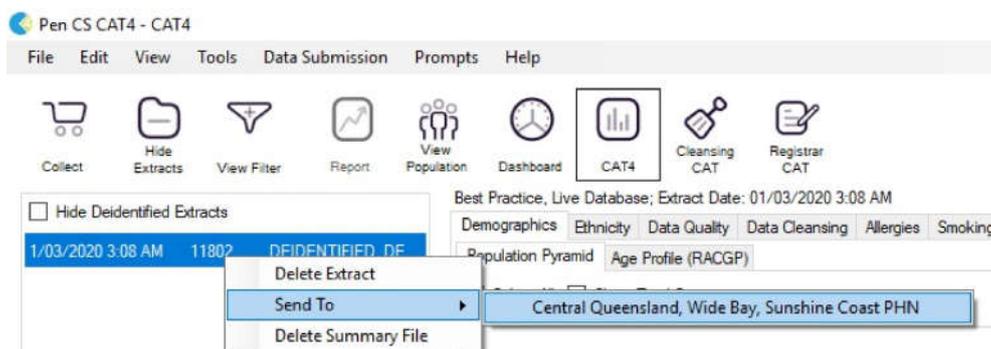


You will be asked if you wish to continue → Click OK

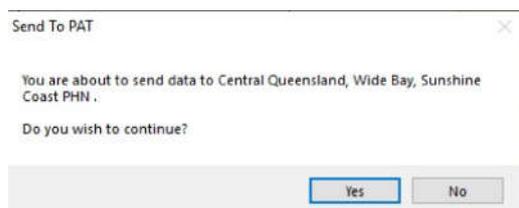


Click OK to continue when successfully de-identified.

- 5) Select this newly de-identified data set from the extracts list on the left, this will then recalculate. When complete it is ready for sending.
- 6) Right mouse click on the extract → Send To → Central Queensland, Wide Bay, Sunshine Coast PHN

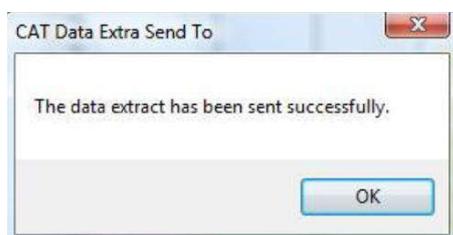


7) A confirmation dialogue box will appear, Click Yes



8) A progress bar will display while the send is in progress

9) Once completed a status message will be provided



10) A history record will be written under menu option: Tools > Send Data History

The data will be uploaded and imported into PAT CAT automatically, but might not immediately appear in PAT CAT due to other data being imported first. All uploaded extracts are queued and will be processed in the order of their upload time.