

# How to Export Patient Files

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## Summary

This document shows you how to export patient exams as files. Options for export are; Single Patient and/or Exam, Multiple Patients, or the Entire Database.

Need to Import files? See our support article [How to Import Patient Files](#)

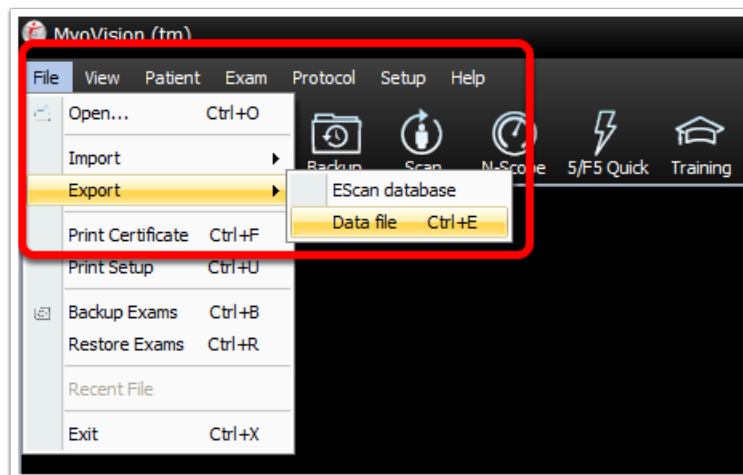
## Before you Begin

1. **IMPORTANT:** Create a new folder to save the exported exam files
  - We recommend the Desktop or Documents folder
  - Not sure how to create a new folder? Click [HERE](#) for instructions.
2. Make sure you have the latest version of the MyoVision software. Download here: <https://www.myovision.com/download.html>
  - [How Do I Check My Software Version?](#)
  - [Updating Your MyoVision Software](#)

# How to Export Patient Files

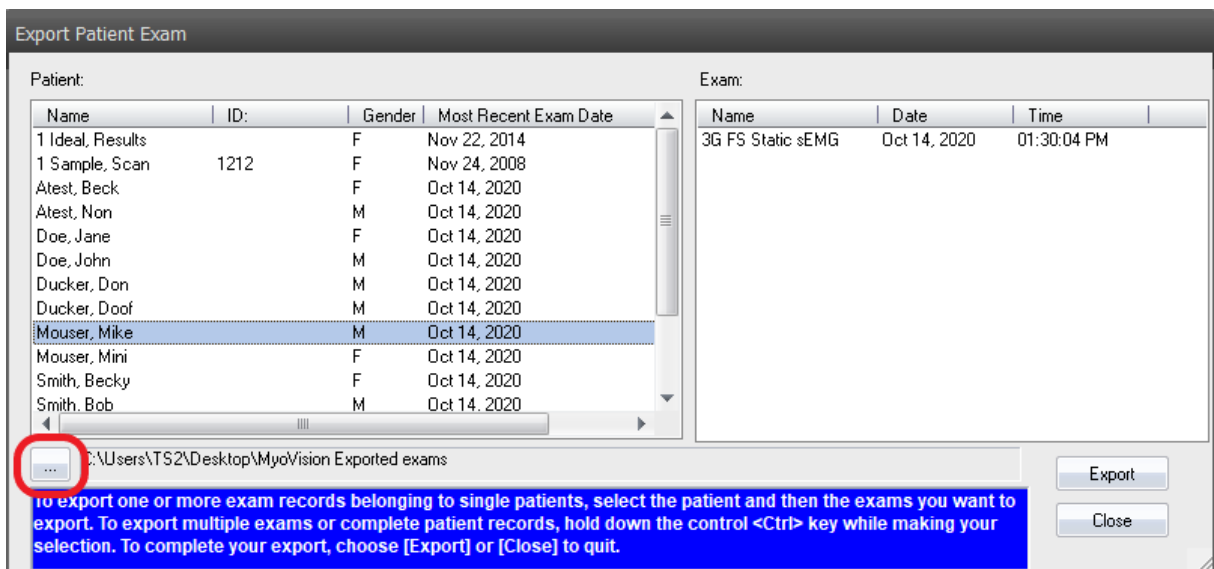
## 1. Navigate to the Data File Export screen

- Click on the drop-down menu "File"
- Choose "Export" then "Data File"
  - You can also press the control key and E on your keyboard at the same time

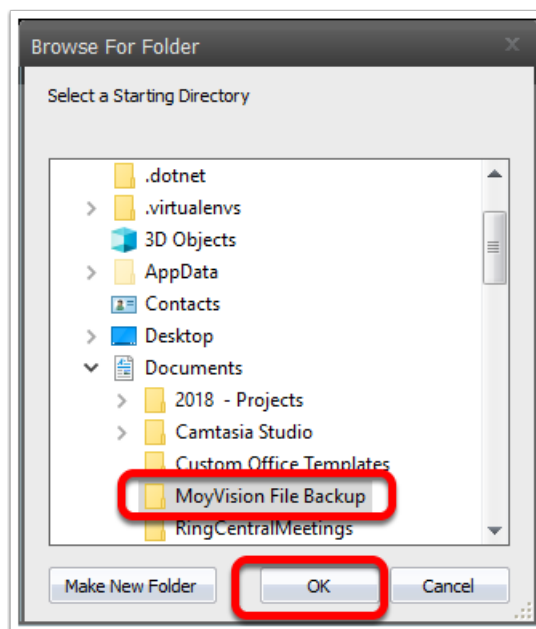


## 2. Choose the Export Folder

- Click on the button in the bottom left corner "..."

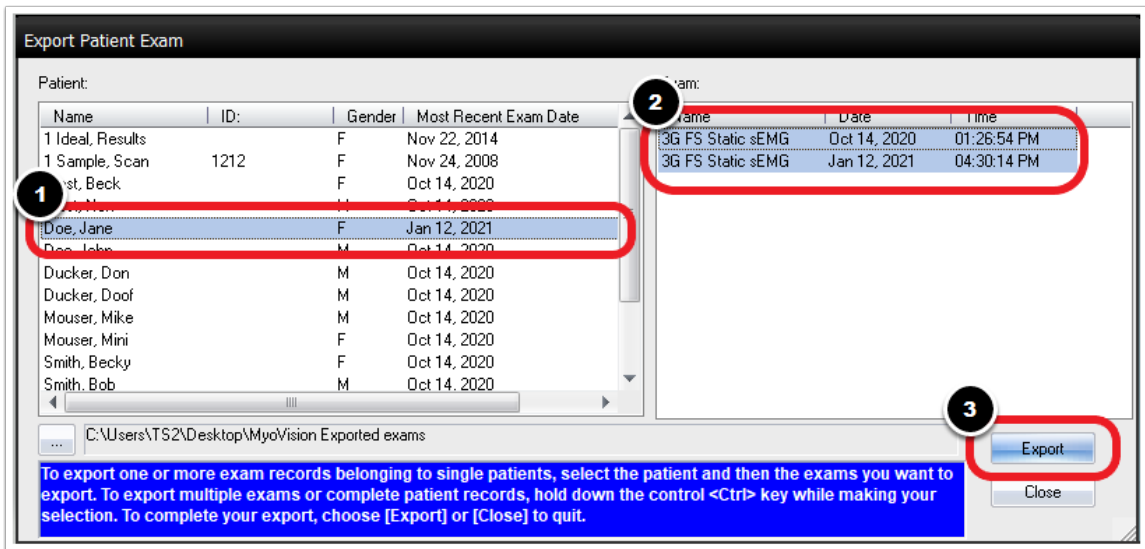


- Select the location where you want the data exported to, this would be the folder created during "Before you Begin". Then click "Ok"



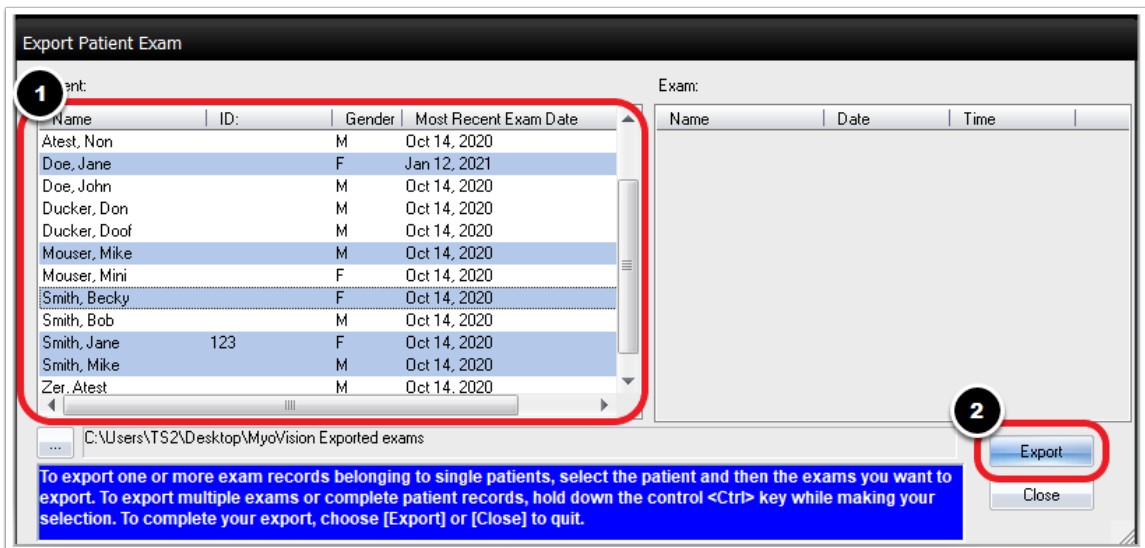
### 3. Choose between Single Patient and/or Exam, Multiple Patients, or Entire Database Export

- Single Patient and/or Exam Export
  - Click on the patient name
  - Click on the exam to export, if you want multiple exams press and hold the Control key on your keyboard while clicking the exams you want to export
  - Once all desired exams are highlighted click Export



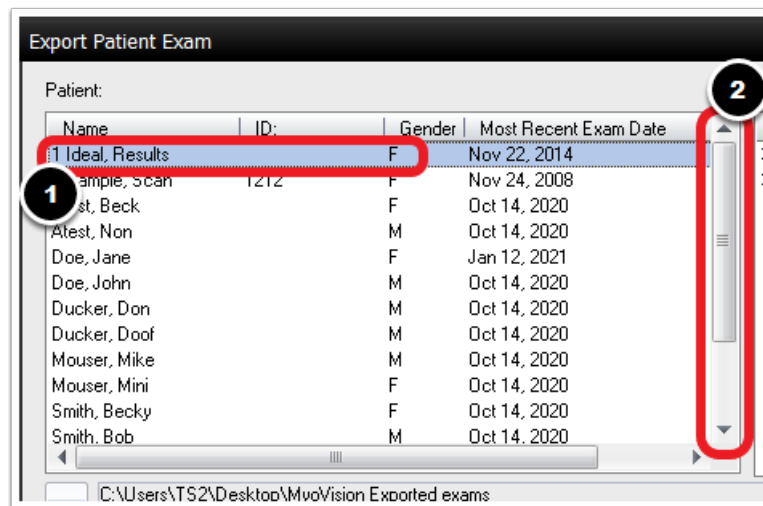
## • Multiple Patient Export

- NOTE: Exporting multiple patients will export all exams for each patient
- Press and hold the Control key on your keyboard then select each patient you want to export
- Once all patients are highlighted, click "Export"

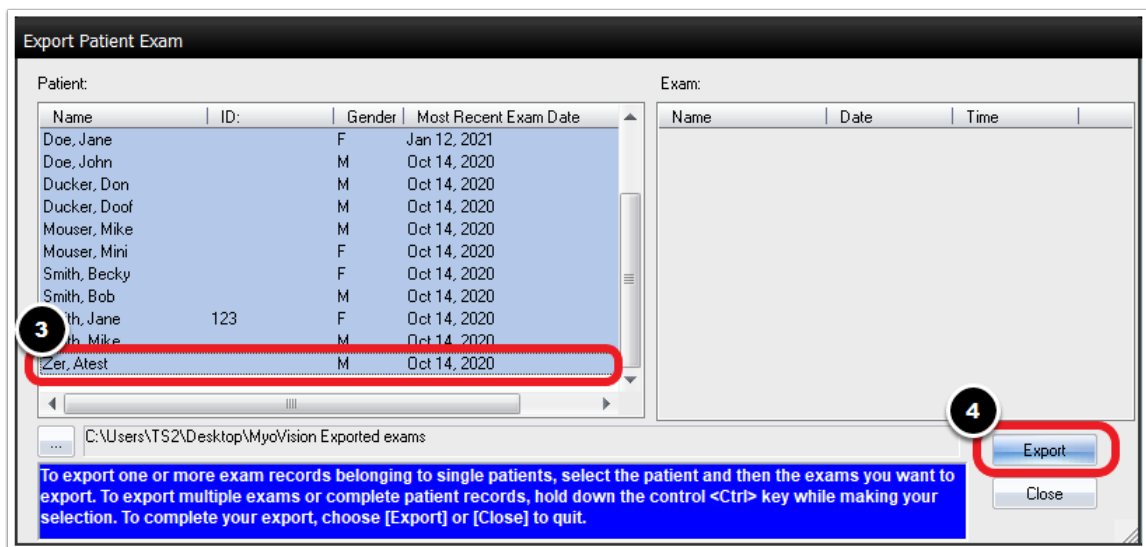


## • Entire Database Export

- Click on the first patient name on the list
- Use the scroll bar to scroll to the bottom of the patient list



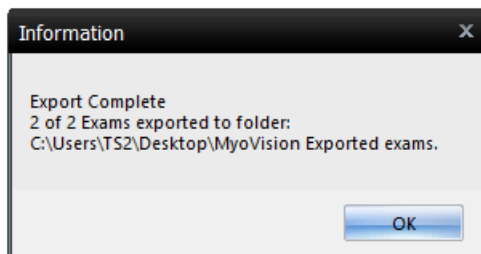
- Press and hold the Shift key on your keyboard and click on the last patient name
- Once all Patients are highlighted click "Export"



## 4. Confirm Successful Export

- Software will confirm when the export is complete and the file location
  - NOTE: The number of exams exported will reflect how many exams were chosen for export

### Single Patient Export



### Multiple Patient Export

