## Preparing data for uploading into TQAS

Before data is uploaded into TQAS from FirstNet, the data set needs to be first prepared. The following information will guide you through extracting the required data from FirstNet and preparing the data in Excel. Please ensure that you have access to FirstNet.

1. Download from FirstNet the *Triage to Treatment* report, which can be access by **Explorer** menu option in FirstNet. Please see contact the eMR support team if you are unsure how to obtain this.
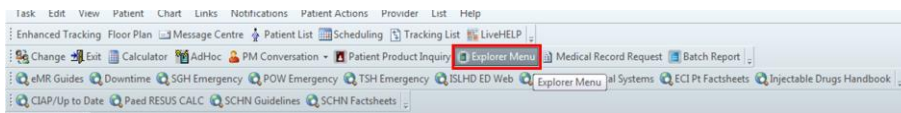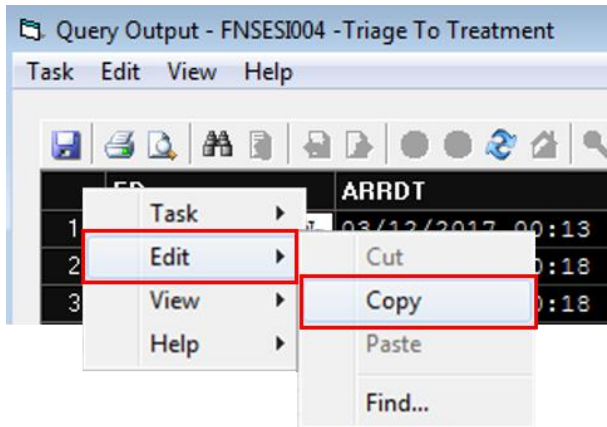

2. **Left-click** on FirstNet User Reports, and select *Triage to Treatment*, complete the required fields and **left-click** *Execute* button.
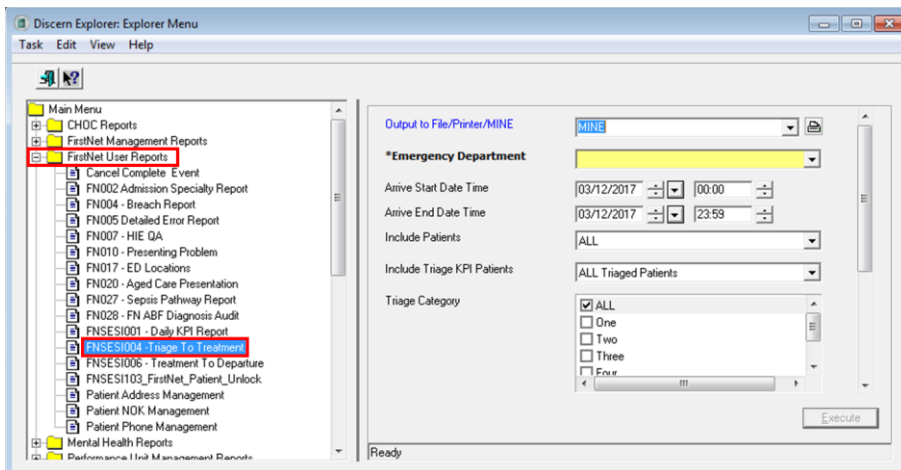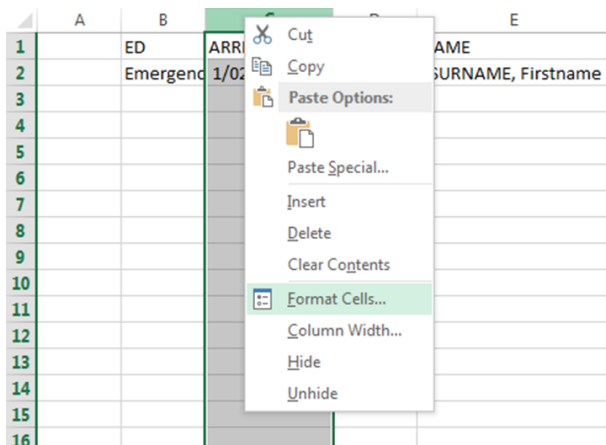

3. Once the report has been generated, **left-click** on the square immediately above the number '1'; the cells should all highlight in black.
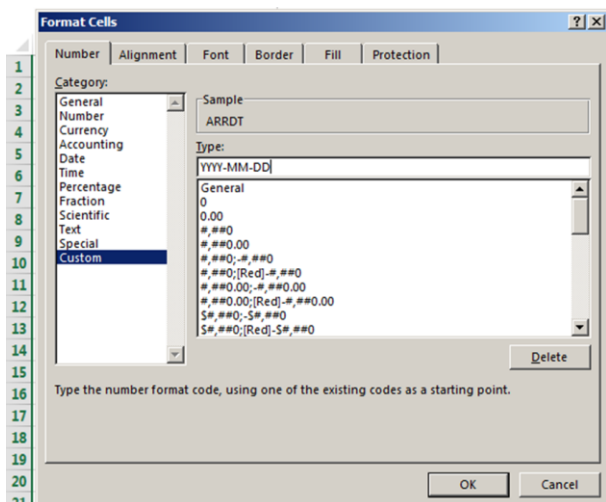
4 **Right-click** to reveal a dropdown menu and select, *Edit* then *Copy*.

5 Open *Excel*, select cell **A1**, **right-click** and select *Paste*.

6 **Right-click** on column 'C' titled *ARRDT* and select *Format Cells*.

7 **Left-click** on *Custom*. In the 'Type:' field, enter '**YYYY-MM-DD**' and **left-click** on the *Enter* button.

8 The date within column C should now read year-month-day. Repeat steps 6 and 7 on column CP titled *DOB*.
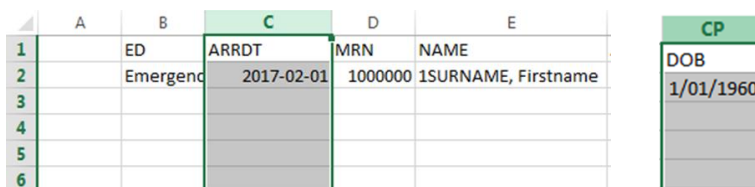
9   Next, click **File** then **Save**. After setting a filename, drop down the *Save as type* and set to *CSV (Common delimited)* and click **Save**.
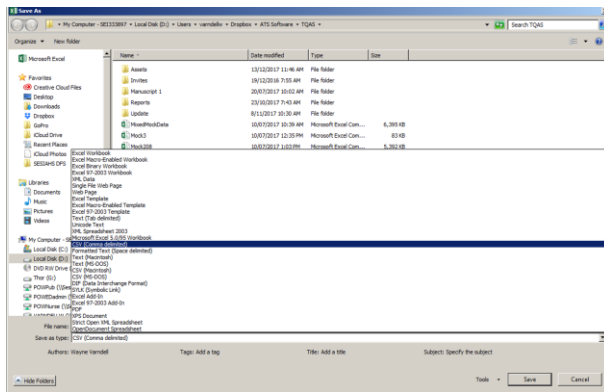
10   You will be prompted to confirm using the CSV format, click **Yes**, then exit Excel.