

Downloading the MCI daily file

There is a new feature in the Encounter application for downloading your MCI information. On the left hand side menu panel you will see a MH and AODA Users selection.

Download:

- 1) Click on the MH and AODA Users
- 2) In the pop up window select your reporting unit from the drop down list
- 3) Select which MCIs you want a file of
- 4) Select open (to view it) or save (to store it). If saving continue steps 5-7
- 5) Select a location you want the file stored
- 6) Click on save
- 7) File is saved as a csv file delimited by ^ and contains a header row.

Convert to excel 2003:

- 1) Open excel new blank document
- 2) In the tool bar select Data – Import External Data – Import Data and use the Look in drop down box to locate the MCI file
- 3) Select Original data type as delimited
- 4) Click next
- 5) In the delimiter options deselect the default and select other and put ^ in the box
- 6) Click next
- 7) Click on the Recipient ID (this is the MCI) column then select Column data format text so leading zeroes will not be lost.
- 8) Click finish
- 9) Choose existing worksheet and OK
- 10) Save document to preferred location