



SalveoRx[®]
ACADEMY

Lesson 10.1: QUICK TIP – Creating your Upload Patient Template

Version 1.00

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Lesson 10.1 – QUICK TIP > Creating your Upload Patient Template

Getting started with SalveoRx requires you to have a properly installed SalveoRx system. To successfully upload your patient data, you need to have created it from the Upload Patient Template MS-EXCEL file from SalveoRx.

Use the steps below to learn how get the copy and know its details.

Accessing Upload Patient Data

Access this feature from the Tools group of SalveoRx.

1. Click the “Tools” button found on the left panel.
2. Under the expanded Tools group, click the “Upload Patient Data” button.
3. View the Upload Patient Data feature on the right panel.

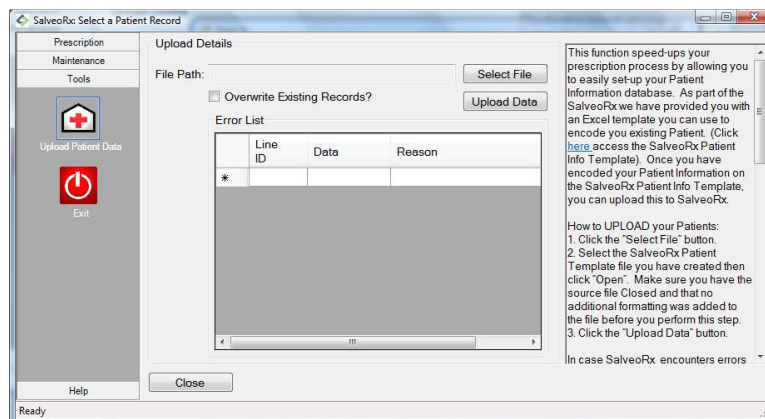


Figure 1.0: Upload Patient Data – How to Access

Upload Patient Template short cut

You can access a link to open the Upload Patient Data Template from the Tips panel.

1. Open the Upload Patient Data Template.
2. Click the “Here” hyperlink on the “Tips” section to open the template.
3. Fill-up the sheet with the basic patient information.

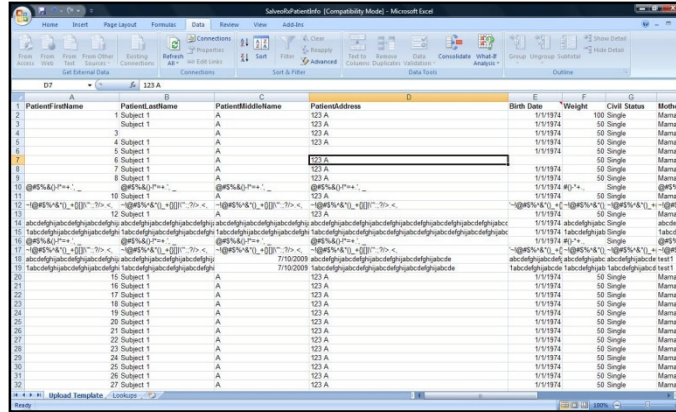



Figure 2.0: Upload Patient Data Template

 Please take note of the following when filling up the basic patient info:

1. Required Fields – You need to fill-up the fields below to successfully upload the patient information.
 - a. Patient First Name
 - b. Patient Last Name
 - c. Patient Birth Date
 - d. Patient Sex
 - e. Patient Address (Number, Street)
 - f. Patient Additional Address (City, State, Country)
2. Special Characters – some of the fields will only allow certain type of special characters.
 - a. Name and Address fields only allow → @ # \$ & () - ! * = + . , _
 - b. Email fields only allow → @ - + . _
 - c. Zip code fields only allow @ # \$ % & () - ! * = +
 - d. Phone and Numeric fields only allow → # () - * . ,
3. Data Formats – some of the fields will only follow a defined format.
 - a. Email fields follow → name@gmail.com
 - b. Date fields follow → mm/dd/yyyy
 - c. Time fields follow → hh:mm
4. Data Length – all the fields used by SalveoRx has a defined data length. SalveoRx will cut your information should it exceed the allowed maximum number of characters.