

## View/Export Field Note Report

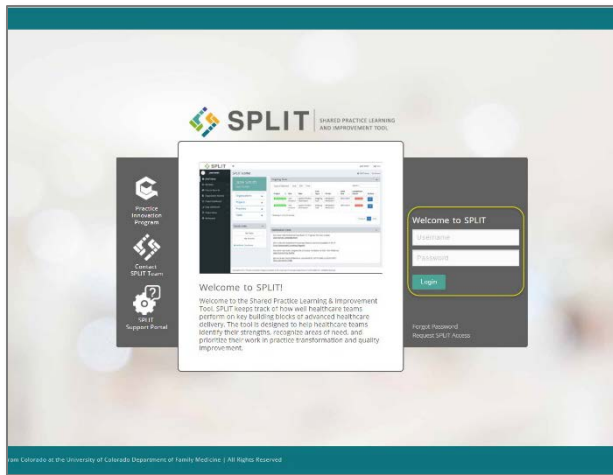
How to view and export completed Field Note responses reported in SPLIT.

### Overview:

PTOs often need to review Field Note responses. This process allows SPLIT users to view and export data from these submissions.

### Instructions:

Navigate to the SPLIT Landing Page (<https://split.practiceinnovationco.org>) to log into SPLIT.



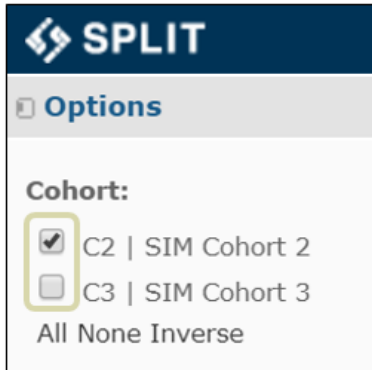
- 1) Select “Data Dashboard” in the left column
- 2) Select “Data Exports”



- 3) Click the link for the SIM Field Note Response Export

Data Exports	
Copy	Excel
CSV	Print
Search: <input type="text"/>	
Report Name	Link
Practice Contact List	<a href="#">View Report</a>
SIM Field Note Response Export	<a href="#">View Report</a>
Survey Response Data	<a href="#">View Report</a>
Showing 1 to 3 of 3 entries	
Previous	1
Next	

4) Check the cohort to view



**SPLIT**

**Options**

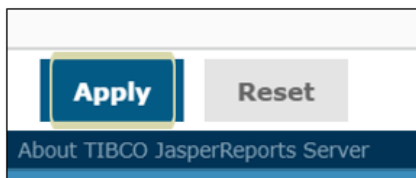
**Cohort:**

C2 | SIM Cohort 2

C3 | SIM Cohort 3

All None Inverse

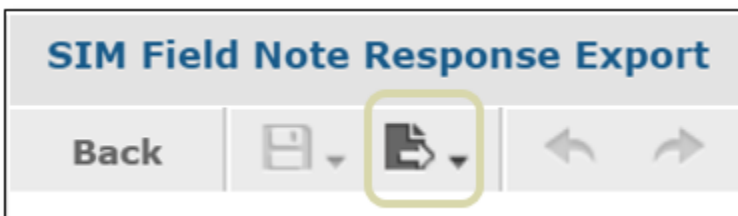
5) Hit apply



**Apply** **Reset**

About TIBCO JasperReports Server

6) Export a list of responses to PDF or excel in the upper drop down menu



**SIM Field Note Response Export**

**Back** 