

View/Export Stored Organization Files and Reports

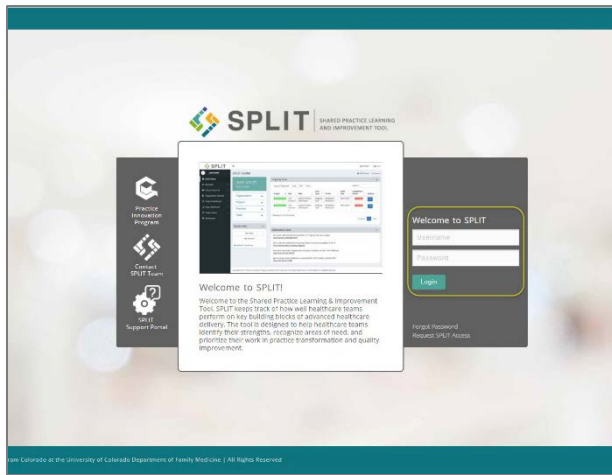
How to view and export stored files and reports in SPLIT for an organization.

Overview:

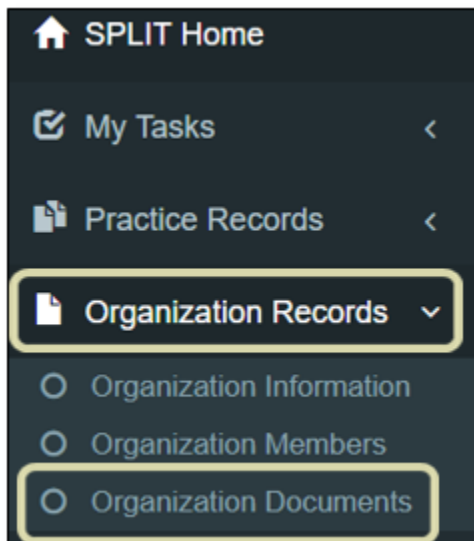
PTOs often need to review status updates and other reports related to their projects. This process allows SPLIT users to access stored files associated with their PTO.

Instructions:

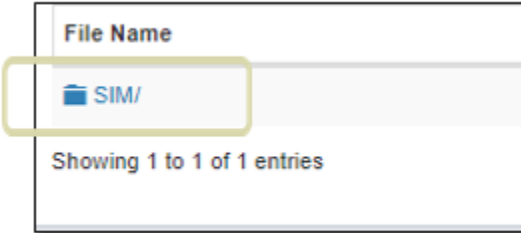
Navigate to the SPLIT Landing Page (<https://split.practiceinnovationco.org>) to login to SPLIT.



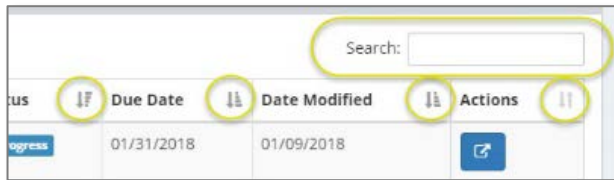
- 1) Select "Organization Records" in the left navigation column
- 2) Click on "Organization Documents"



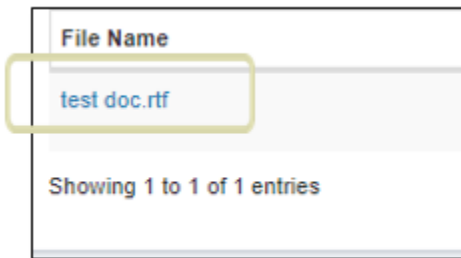
3) Select the project under File Name



4) The search bar is located in the upper right corner



5) Click on the name of the document that you wish to view



6) Download or print your document

