

View/Export Stored Practice Files and Reports

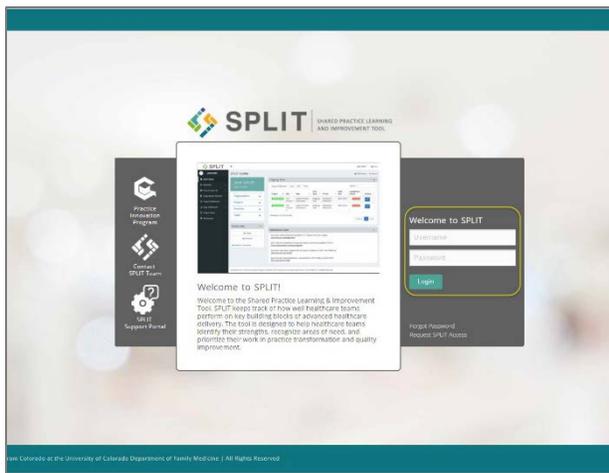
How to view and export stored files and reports in SPLIT for a practice.

Overview:

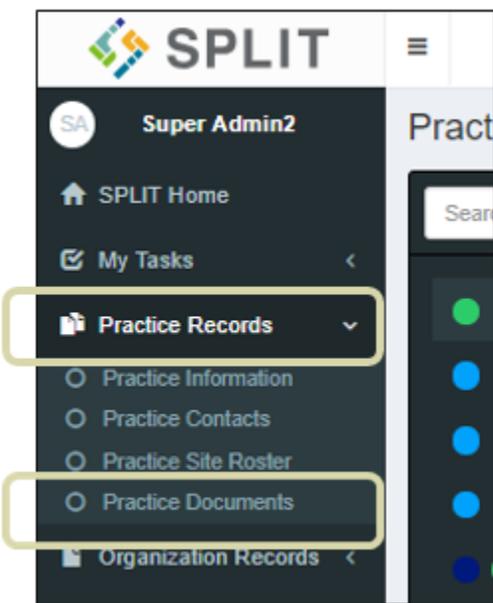
PTOs and Practices often need to review feedback reports and other documents related to their projects. This process allows SPLIT users to access stored files associated with their practice.

Instructions:

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



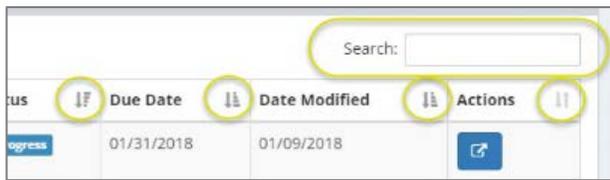
- 1) Select "Practice Records" in the left navigation column
- 2) Click on "Practice Documents"



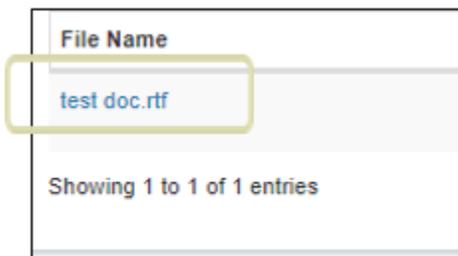
3) Select the project under File Name



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

