

How to upload and use a query in Report by Template

1. First save the attached file (FILE_NAME.txt) somewhere on your computer.
2. From your main OSCAR screen, click on the **Administration** tab, then click on **Reports**, then **Report by Template**.
3. On the bottom of the list of queries that are in Report by Template, click on **Add Template**

Report	Report By Template
<p>Select a template:</p> <p>Main Page</p> <ol style="list-style-type: none"> 1. Disease Registry lookup 2. CC Patient List 3. FEC Distinct patients age 0-5 seen in 3yr/provider multiple Docs 4. PHASE 1 Billing 42. EOL 2: OI EOL BCPCBenefitsList 43. EOL 1: OI EOL RegisteredList 44. Drug Report 45. Patients with the most appointments in the last 365 days 46. EOL 1: OI EOL RegisteredList <p>Add Template</p>	<p>Report By Template</p> <p>Select a template:</p> <ol style="list-style-type: none"> 1. Disease Registry lookup Search for patients in the 2. CC Patient List Lists complex care patier 3. FEC Distinct patients a Number of distinct patier - BCAR2007 - BCNewBorn2008 <p>For this query to work o - The BCNewBorn2008 f AND - The BCAR2007 form r</p> <ol style="list-style-type: none"> 8. PHASE 4 Billing v.2 Creates a list of active p have had a baby

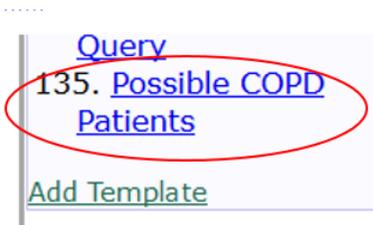
4. Next, click on **Choose File**, and navigate to the place where you saved the file and select it.
5. Then click on **Upload & Add**

Report	Report by Template	
<p>Select a template:</p> <p>Main Page</p>	<p>Add Template</p> <p>Upload Templates: <input type="button" value="Browse..."/> Possible COPD.txt <input type="button" value="Upload & Add"/></p>	

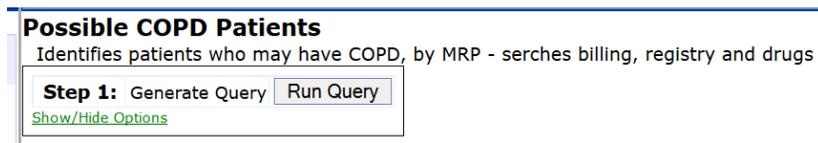
6. If uploaded properly, **Saved Successfully** will appear at the top of the screen.



7. Next, scroll down to the bottom of your list of queries and click on the **BFHT DM Program** query (note – yours may have a different number from what is shown here in the pic)



8. Click on the **Run Query** button.



9. Once you get the results, you can bring the data into Excel to manipulate as necessary

