

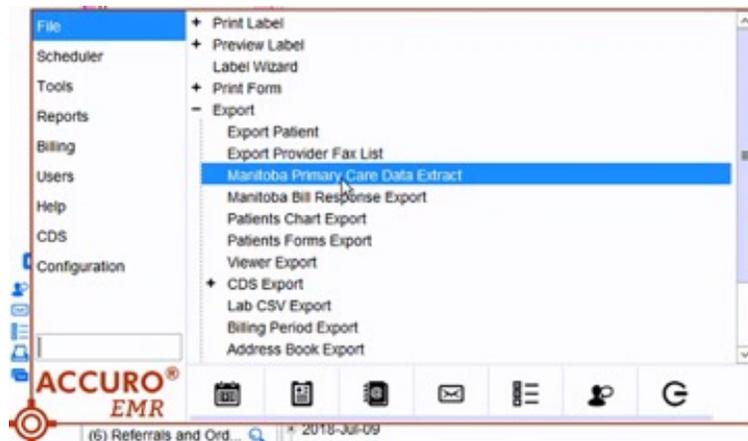
Primary Care Data Extract Files

How to use S: drive for importing/exporting PCDE files:

Clinics in Manitoba need to extract their PCDE (Primary Care Data Extract) files in Accuro S: drive and upload them from the S: drive to the Home Clinic Portal.

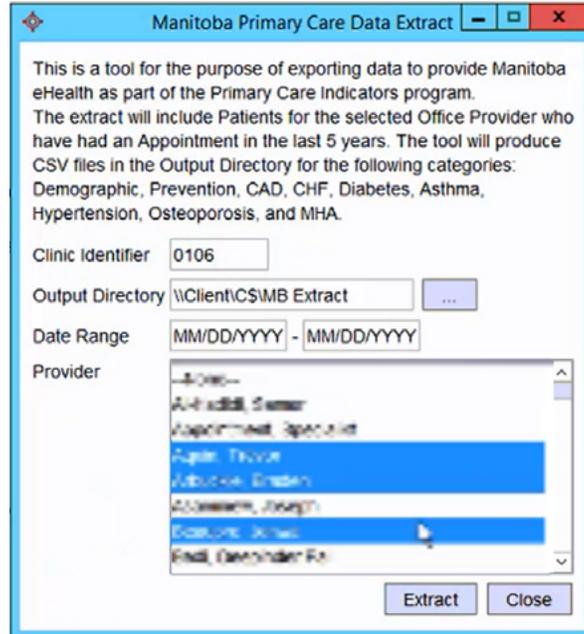
To extract PCDE files in Accuro, follow these steps:

1. In Accuro, click the **Menu** button, select **Files**, then **Export**, and then **Manitoba Primary Care Data Extract**.

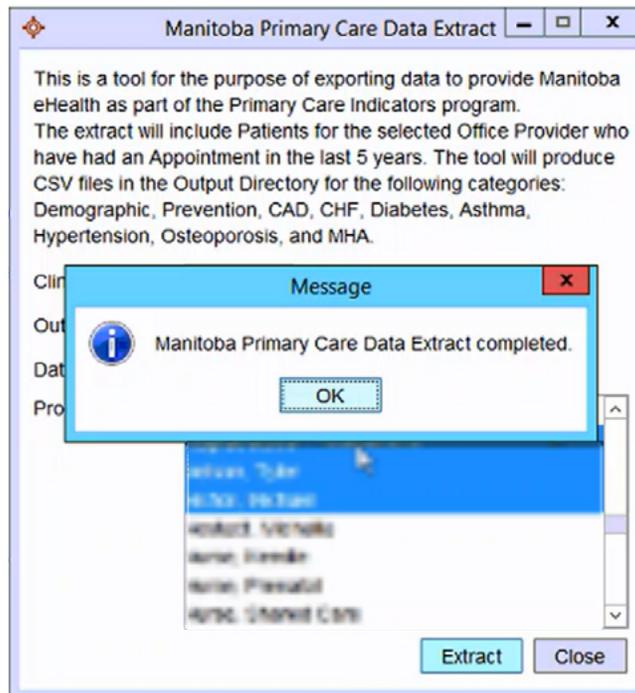


2. In the **Manitoba Primary Care Data Extract** window, set the **Output Directory** as the destination folder where you want to save PCDE files. If the destination folder has not been created, you can follow the next section about **Creating Destination Folder in S: Drive**.

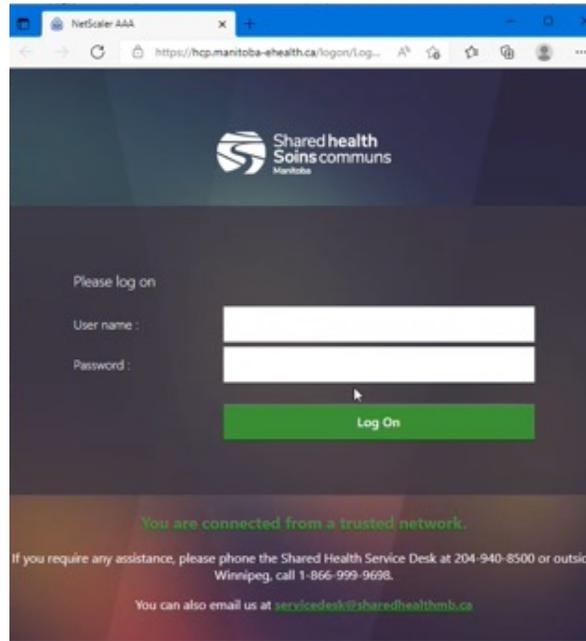
3. Select providers and click the Extract button.



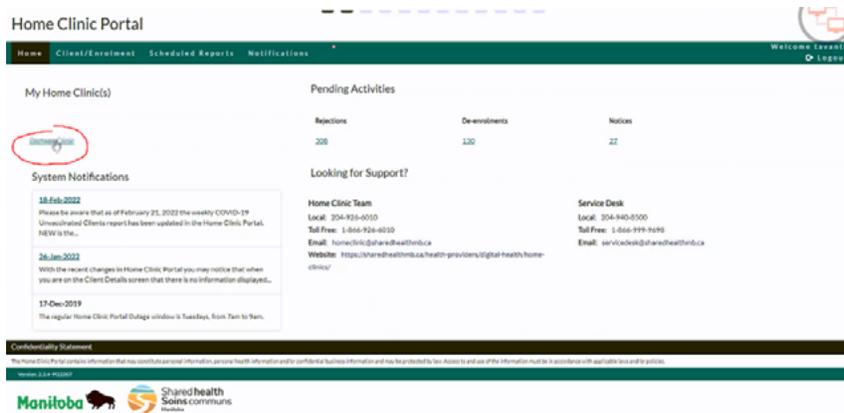
4. When the data is extracted, Accuro will display a successful message



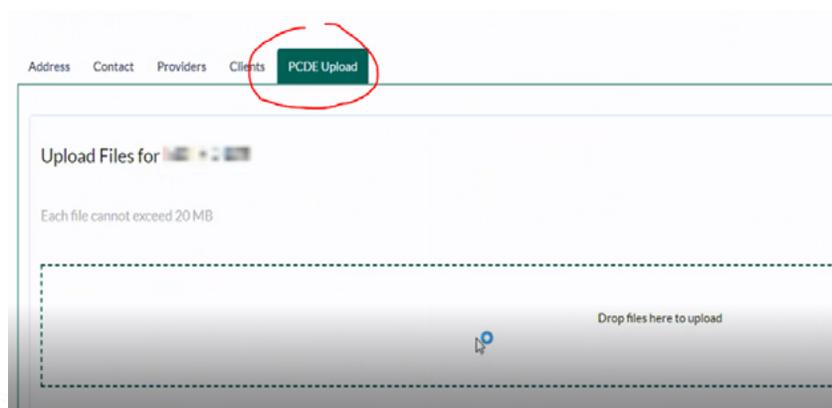
5. In Accuro, click the **Menu**, select **CDS**, and then select the CDS link to the Home Clinic Portal.



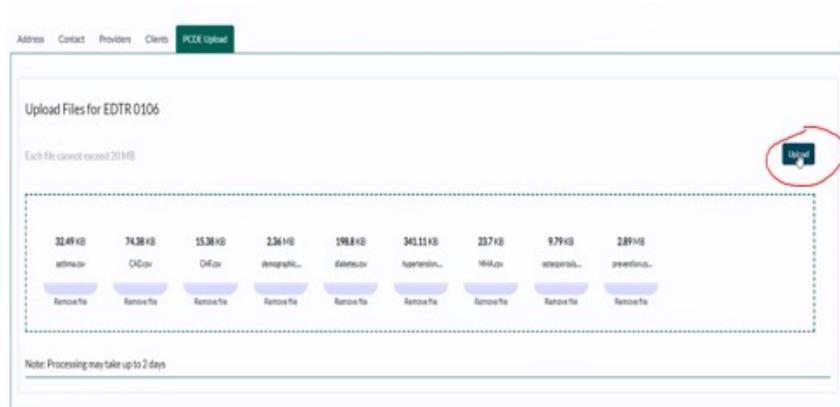
6. Enter your username and password to enter the **Home Clinic Portal**. Then click on your clinic's name.



7. On the new page, click on the **PCDE Upload** tab.



- Click on the **Drop files here to upload area** and then select the files that have been extracted in the destination folder under the S: drive.
- Click **Upload** and all files will be uploaded.

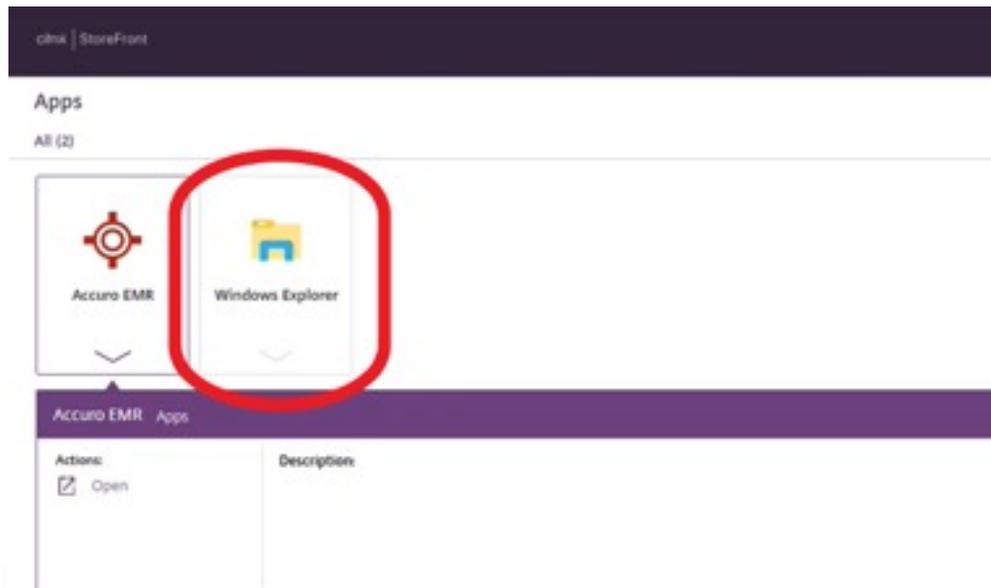


- You will get a success message for uploading PCDE files.

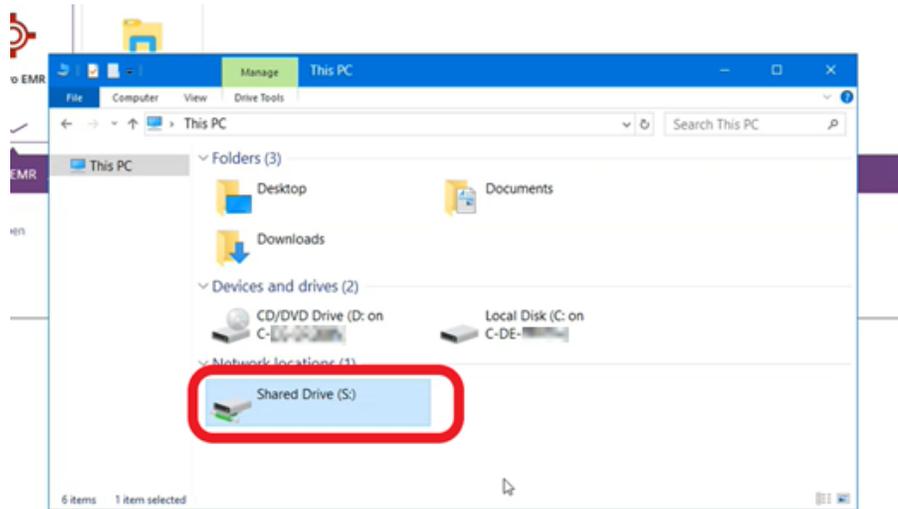
Creating Destination Folder in S: Drive

To create a folder under the S: drive to save PCDE files, follow these steps:

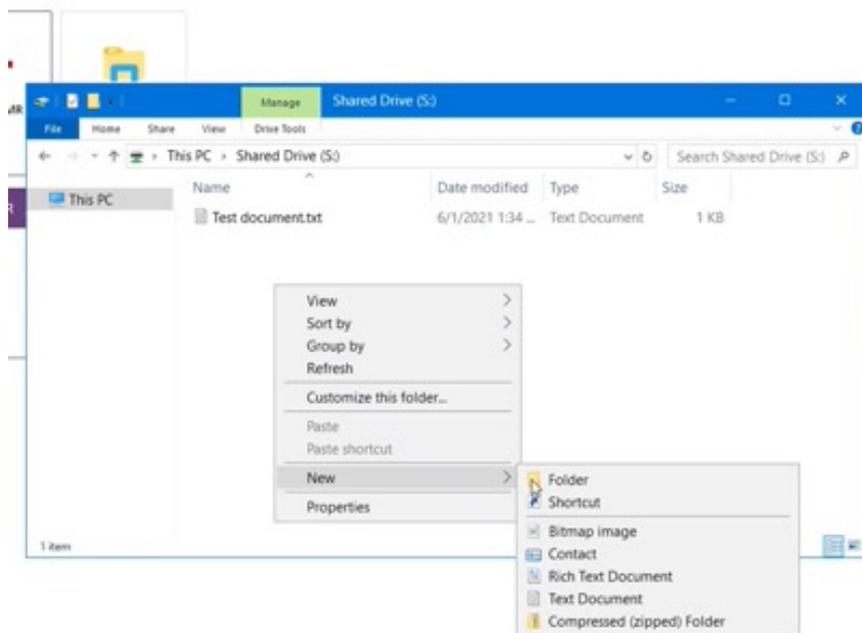
- On the Citrix StoreFront, click on **Windows Explorer**.



- The Windows Explorer will be launched, and you can find the S: drive on that.



- Double-Click on the **Shared Drive (S:)** to open the S: drive.
- In the S: drive right-click and select **New** and then **Folder**.



- Set a name for the new folder. This folder can be used to save PCDE files.