

Instructions for sending the CDEMS report electronically via email.

1. Open the CDEMS reporting tool.
2. Run the diabetes summary report the usual way you run it.
3. After you finish running the report, hit F11 on your keyboard. It will take you to the back window of Access called "rpt-2k...database."
4. Under objects, select Query>
5. Under query, select " QRY_summarydiabetes2". Double click the query. It will open the data table view of the report.
6. Go to files select 'export'. It will open a new window asking where you want to save the document. Choose the place were you would like to save it.
7. In the box at the bottom of the window under " save as type" select the "excel 97-2000" saving format from the drop down menu.
8. Click save all.

That's all there is to it. Your report is now in an Excel format.
Please send it to us by e-mail as an attachment.