

In CNE_{XT} click on **Reports/Case Lists/Run Case List**

Record Source:

- Select Database, Filtered

Filter/Sub-File:

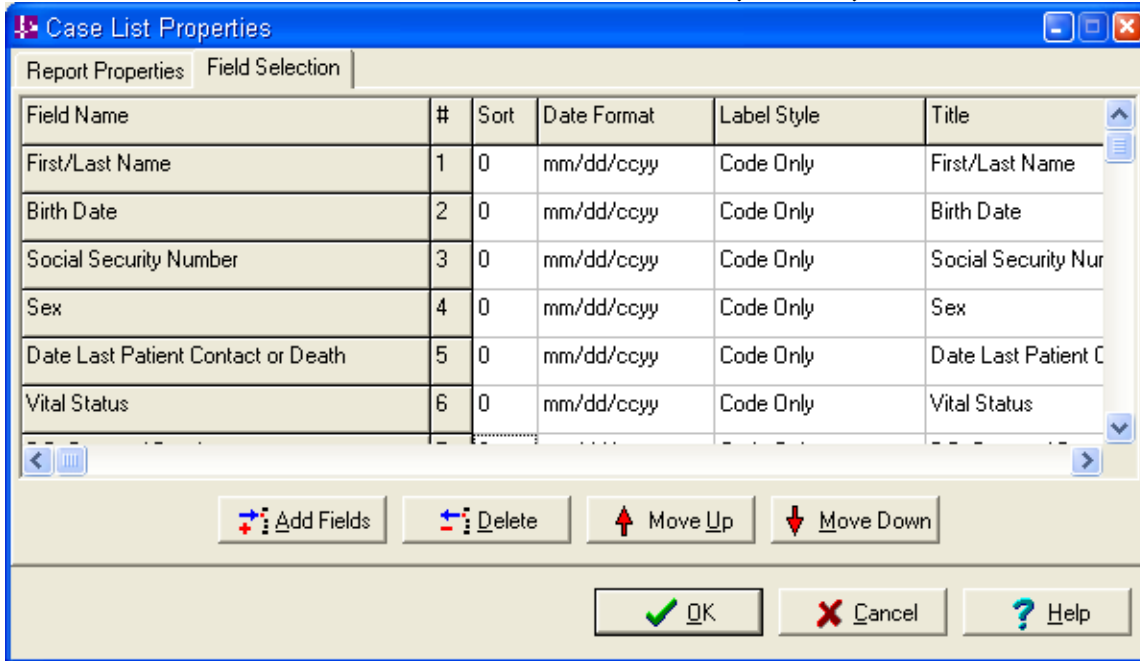
- Select **New Filter**
- Click on **Properties** button
- Type in a **Filter Name** (once a filter is set-up initially and named it the filter can be used again by clicking on the drop box and selecting the named filter)
- Click on the **ADD FIELDS** button and select the following criteria:
 - Date of Diagnosis \geq 01/01/2000 AND \leq 12/31/2009
 - **Class of Case (ALL):** \geq 0 AND \leq 9

SEQ	FIELD NAME	OPER	(ID #	COMP	VALUE)
1	Date of Diagnosis			F00029	\geq	01/01/2000	
2	Date of Diagnosis	AND		F00029	\leq	12/31/2009	
3	Class of Case	AND		F00026	\geq	0	
4	Class of Case	AND		F00026	\leq	9	

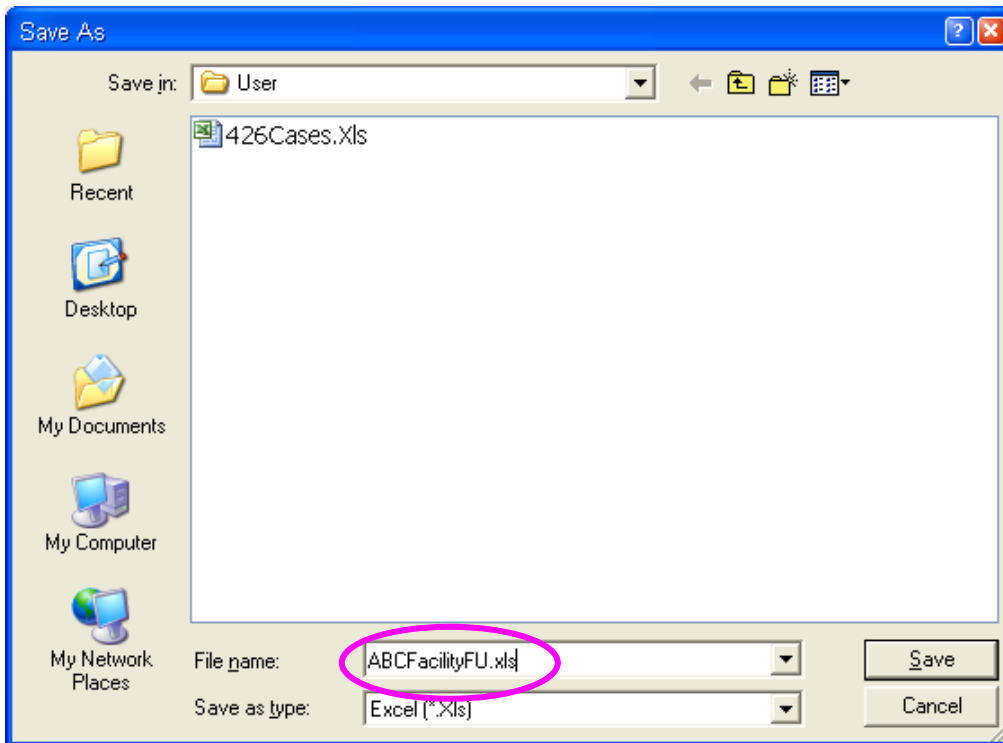
Report Format Name:

- Select **New Report**
- Click on **Properties** button
- Type in a **Report Format Name** (once a report is set-up initially and named the report can be used again by clicking on the drop box and selecting the named report).
- Click on the **Field Selection** Tab and Add the following Fields:
 - First/Last Name (F01555)

- o Birth Date (F00019)
- o SSN (F00007)
- o Date Last Patient contact (F00068)
- o Vital Status (F00069)
- o Sex (F00022)
- o DC, cause of death (F00078)



- Click **OK** to accept selection criteria
- Check the box **Open in Excel**
- Make sure **Print Line numbers** is Unchecked
- Click **OK** when the "Save As" dialog box opens give your excel file a name and click on the Save button. (**IMPORTANT**-remember where you are saving your file so you can retrieve it later)



UPLOAD File to Central Registry:

Log onto your Central Registry's website and locate your CNExT excel case list file on your hard drive that you created above to upload to the state. If you have any questions regarding this function please do not hesitate to contact your assigned technical support representative.