How to Export and Import Patients

TEMARR Page

1. Access TEMARR page
2. Click TNCRN – Inventory Management and Patient Tracking link
3. Click HCS Patient Tracking link

HC Standard Login Page

4. Type Username & Password and click Sign In

HC Standard Home Page

5. Click Workspaces
6. Search for OR Select your facility or Statewide Incident

Workspace Page

7. Click on your facility's patients within MATRICES section

Patient Data Results Grid

8. Click Import/Export button

Export

9. Click Download CSV
10. Double click the CSV file to open it (bottom of screen)
11. Highlight and delete all of the data except for the headers row

CSV File

12. Click Save icon to save the CSV file on your computer
13. Copy and paste your patient data under the respective headers in the CSV file

Import

14. Click the Import/Export button, and then click Upload CSV
15. Upload the CSV file by dragging and dropping or clicking Choose File.
16. Click Upload

Finished!

17. Verify that upload was successful by checking Patient Data Results grid