# Point-of-Care

User Guide
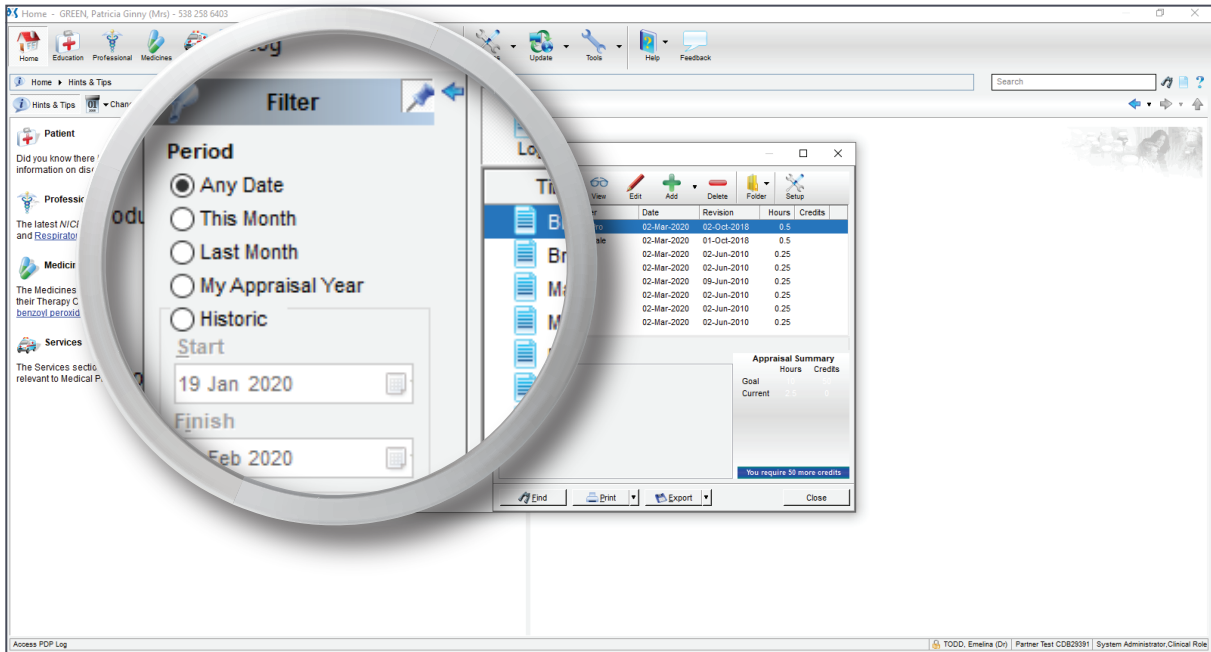
How to Export Your PDP Log

Introduction

This guide will take you through the steps on how to export your PDP log. Each user that has documents saved to their PDP log will need to export it.

Instructions

1. Open DXS Point-of-Care by clicking on the 'Home' button located on the DXS Point-of-Care floating toolbar.
2. Click on the 'PDP Log' button located in the main toolbar.
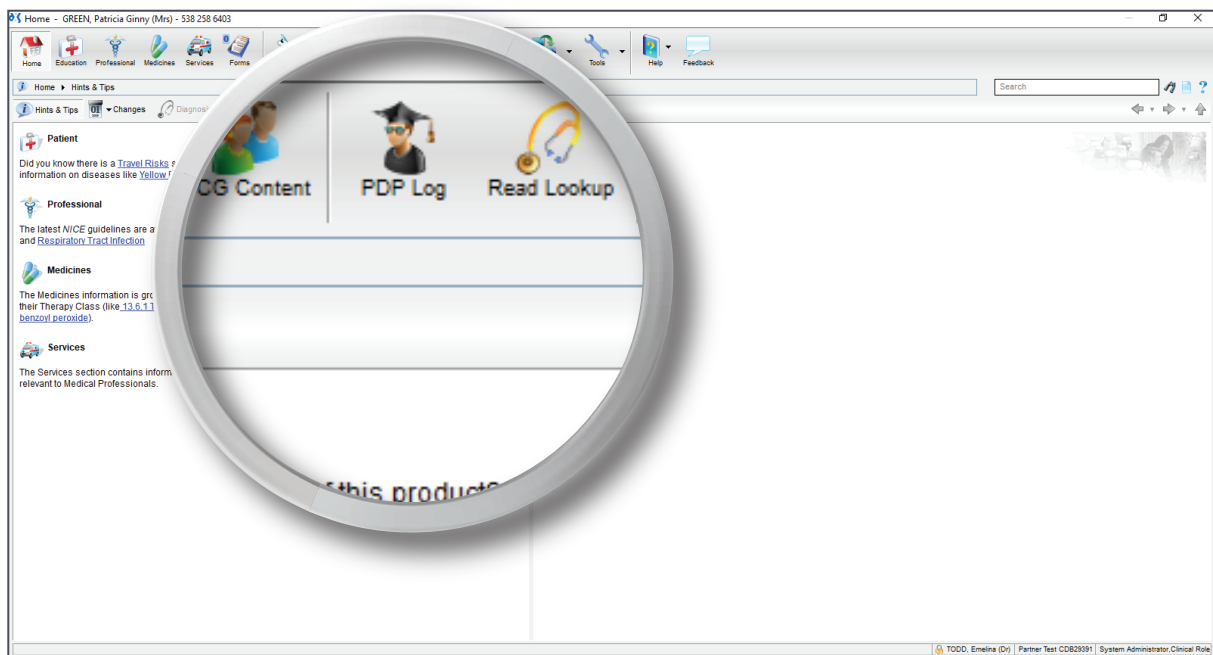
3.   Using the 'Filter' options available, select the date range you wish to export.

4.   If you wish to export individual items, click on the drop-down arrow located next to the 'Export' button and select 'Current'.
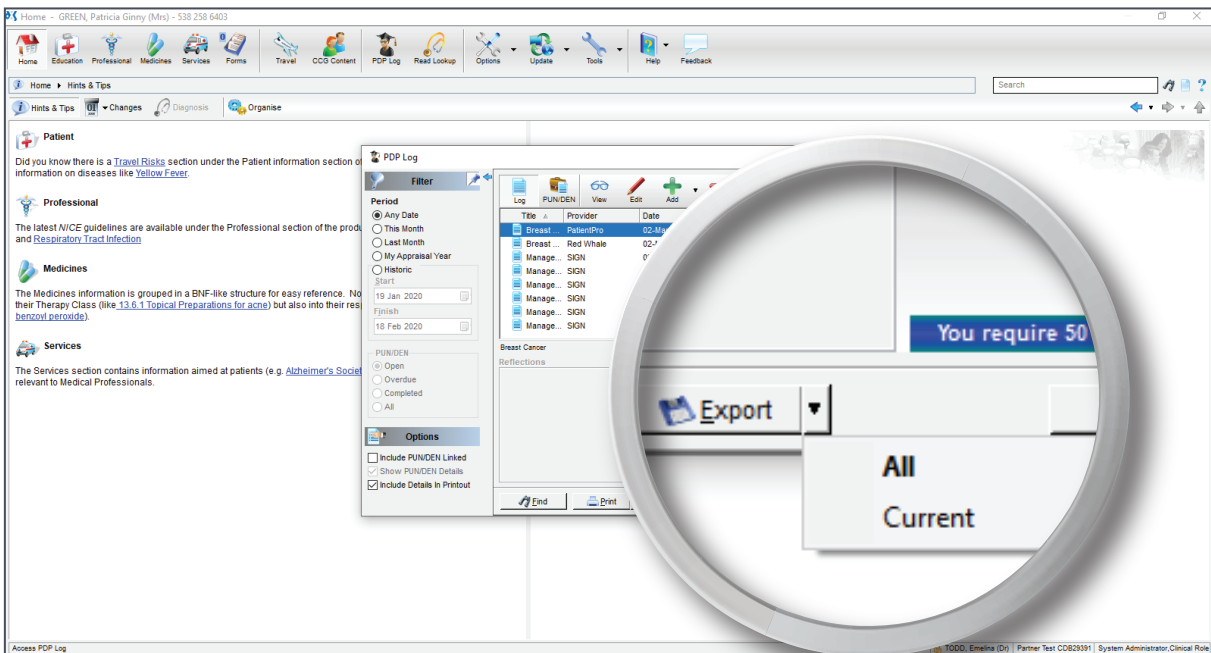
5. To export your entire PDP log, click on the 'Export' button. Alternatively, you can click on the drop-down arrow located next to the 'Export' button and select 'All'.
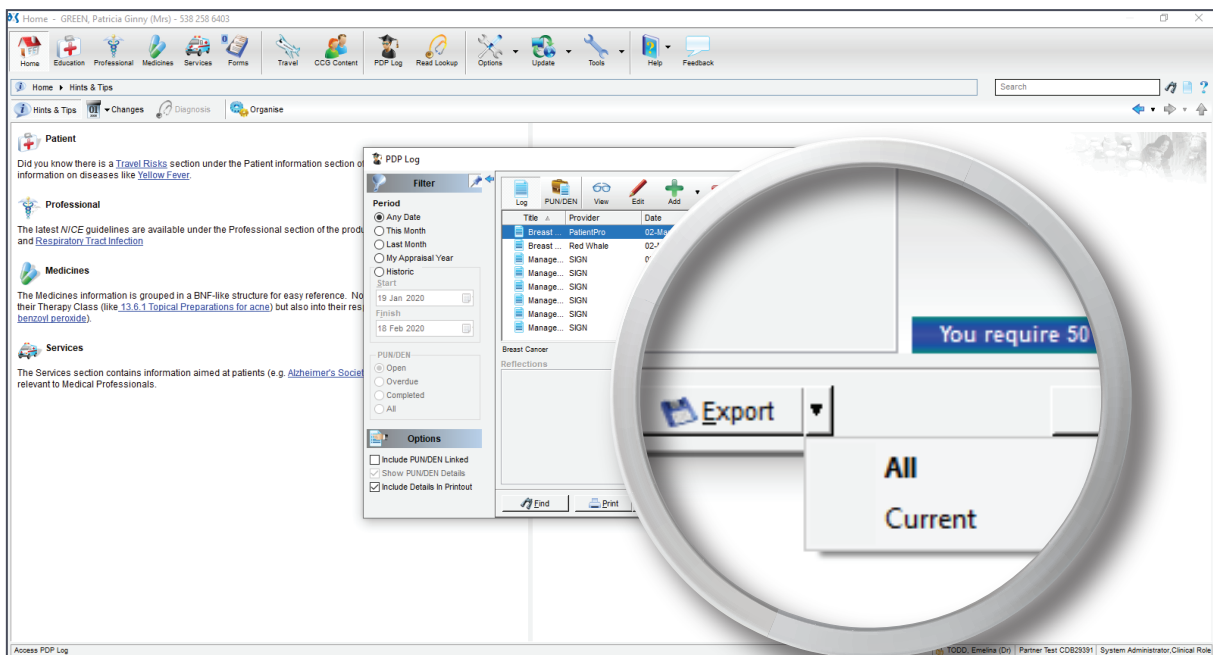
6. You will be required to indicate where you wish to save your PDP log.
7. Select the chosen location and click 'Save'.
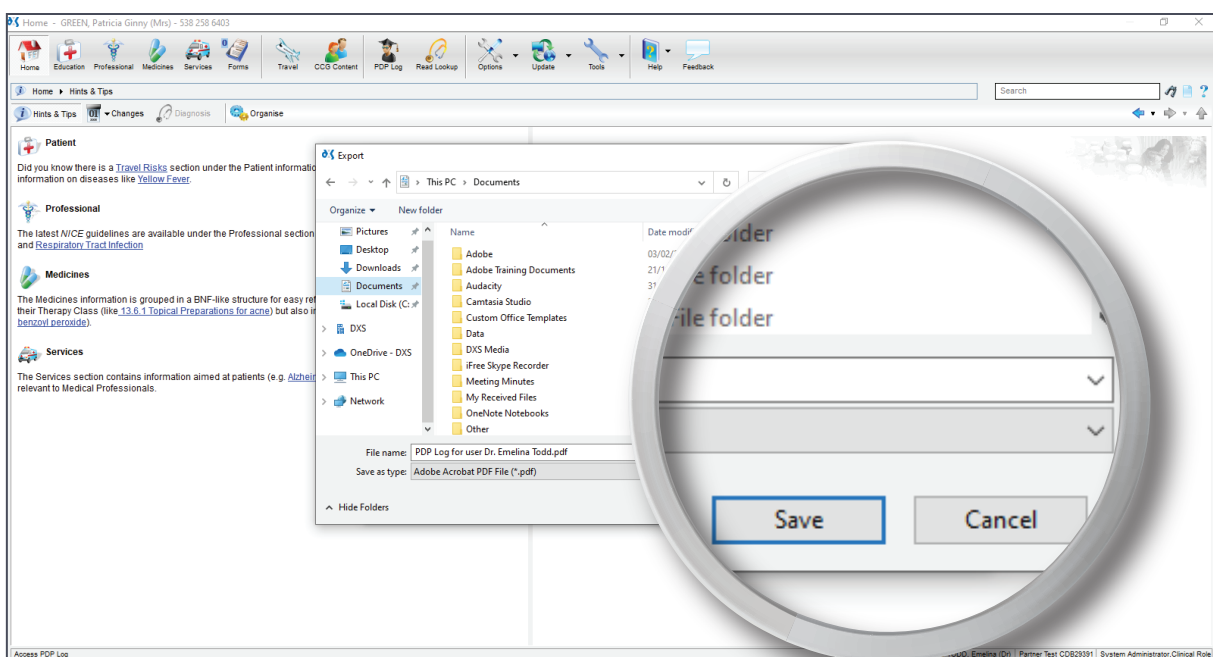
Support

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