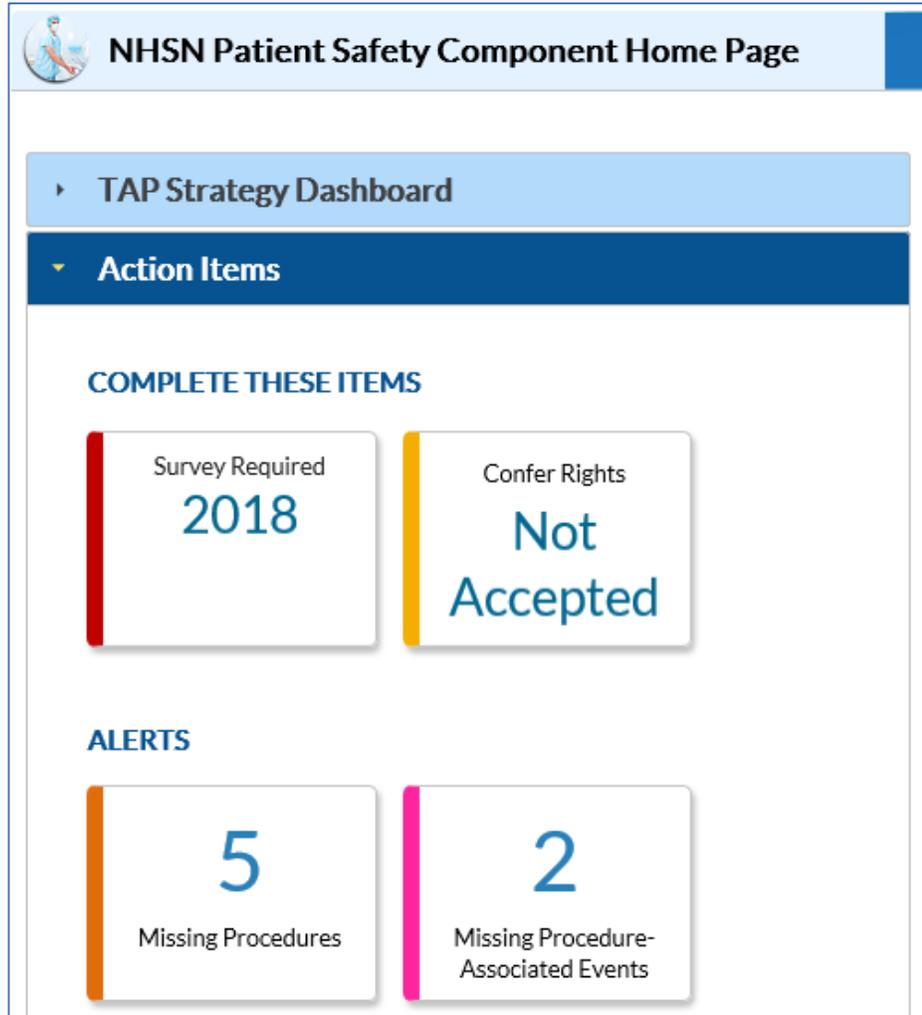# Instructions for Copying Patient Safety Component SSI Data to a Local Computer or Hard-drive

Use these instructions to copy Patient Safety Component SSI data (SSI event and procedure) to your local computer or hard-drive.

Step 1-Log into PSC and address alerts

- These items can be resolved by any user in the facility.
- The action items are interactive icons, meaning when you click on the alert itself, it will direct you to the page where the specific alerts can be resolved.
- Refer to the Alerts document for guidance on resolving alerts: **How to Resolve Alerts-Patient Safety Component**

Step 2: Generate new data sets

1. Once outstanding alerts have been addressed, select "Analysis" from the left-hand navigation pane

2. Select "Generate data sets"

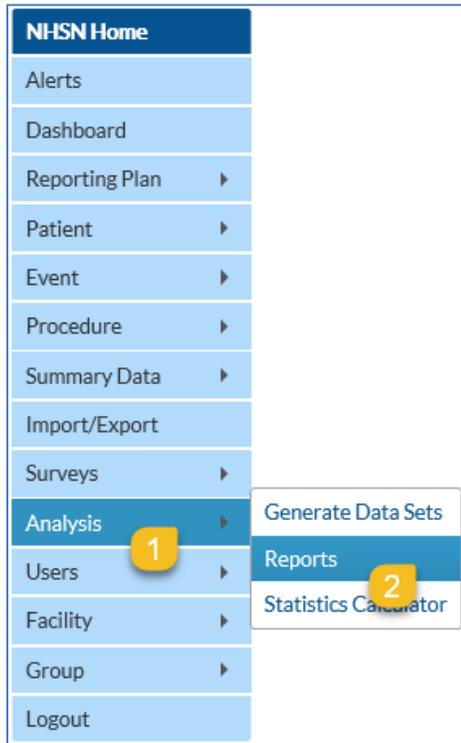# Generating Data Sets
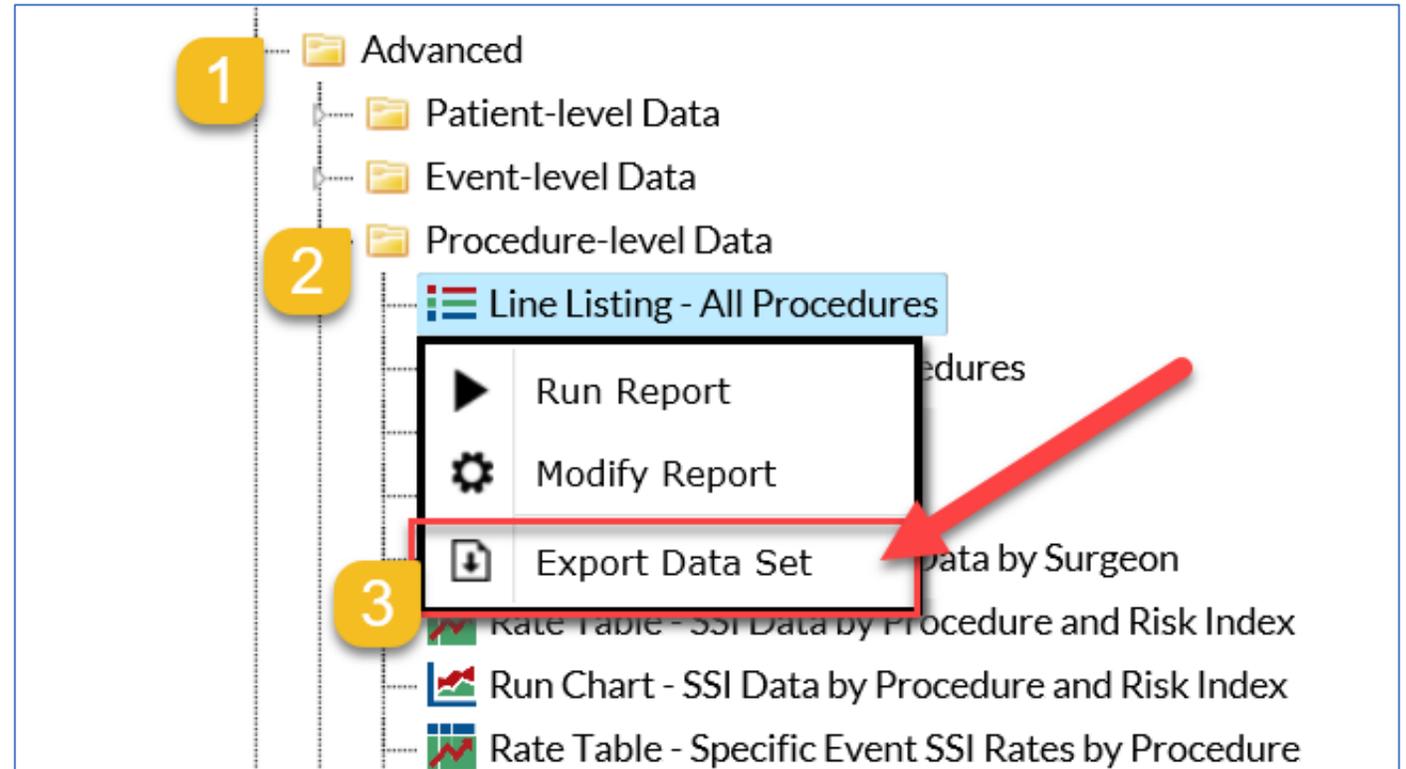

1. Set the time period beginning and ending date to empty (*should display mm/yyyy*) to capture ALL data that is included in the application
2. Select "Generate Reporting Data Sets"
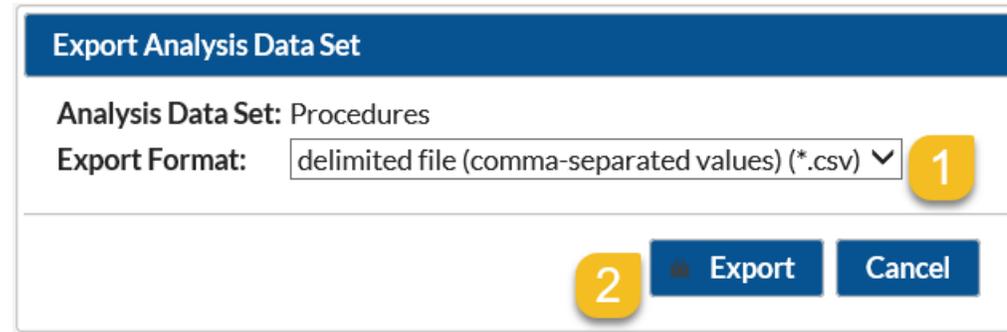
Step 3: Modify Report for Data export

1. From the left-hand navigation pane, select "Analysis"

2. Select "Reports"

1. In the following order: access the "Advanced Folder"
2. Select the "Line Listing-All Procedures" option from the "Procedure-level Data" folder
3. Select "Export Data Set" to export the entire data set without any modifications

Step 4: Export the Analysis Data Set

1. Make sure the "Export Format" displays the .csv file extension
2. Select the "Export" option on the bottom of the screen when you are ready to export

Step 5: Saving the Analysis Data Set

- A notification bar will pop up in your browser window asking you if you would like to open, save, or run the file

- Use the "Save as" option to save the .csv file in a secure location on your computer for your records