

Creating and exporting the Registrations Detail report

After the dentist or eschedule contact has logged into eSchedules <https://www.bo.scot.nhs.uk/BOE/BI> a list of available reports will present. Select – 'Registrations Detail'.

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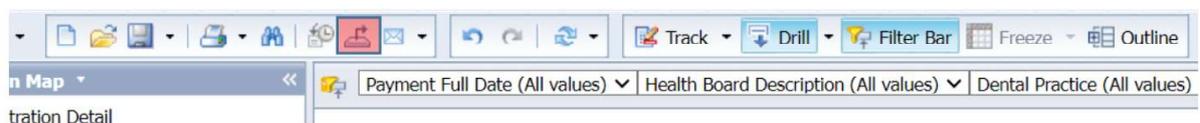
[Superannuation Cumulative](#)

The following prompt will appear:

Leaving the Schedule start and end dates blank will provide you with the latest patient list, Under List Number, you can type the list number, click the arrow pointing to the right and select "OK".

There is also a function to press the "Refresh Values" button. This will show all the active and historical list numbers within the practice that user has access to in the box highlighted in pink. Select the list number from the box and click the arrow pointing to the right. And select "OK".

Once the report has appeared on screen, to export it, click the tool bar icon highlighted.



You can now select the document in excel format and click OK.

Export

Select

Reports

Data

Select All

Registration Detail

Print Version

File Type: PDF

PDF

Excel (.xlsx)

Excel (.xls)

All CSV Archive Text

Current Page

Page(s)

OK

Once you have exported these reports and opened it from your PC's default download location, it will show the list of patients in Surname alphabetic order, registered to that list number (see below).

List number 00000
Name XX XX XX

Patient ID	Surname	Forename	CHI	Date of Birth	Sex	Postcode	Registration Type	Initial Registration Date	Period Start Date	Due to Reduce Date

If for any reason you have data sorted the list to define the patients you want to de-register, don't forget to put it back in Surname alphabetic order. Finally name the report by list number whilst saving it to your PC ready to be attached to your email.