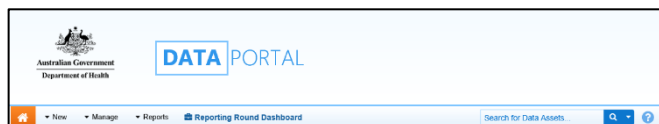




## Step 1 – Extract the nKPI Data File from the Portal

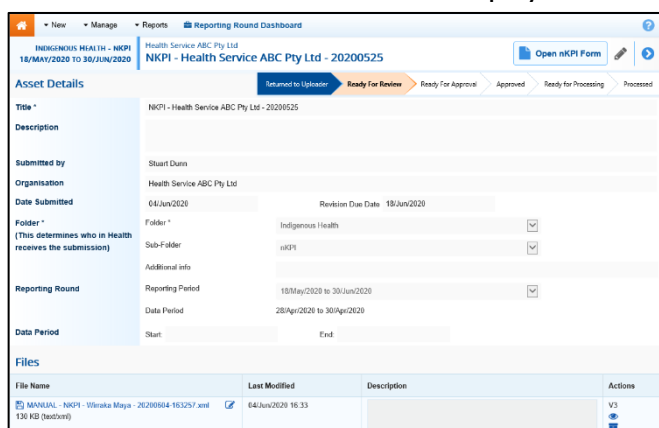
1. Open the Health Data Portal through [Health Data Portal](#).
2. Log in using the information provided in the *Registering for and Logging in to the Health Data Portal QRG*.

The Data Portal Home screen will display.



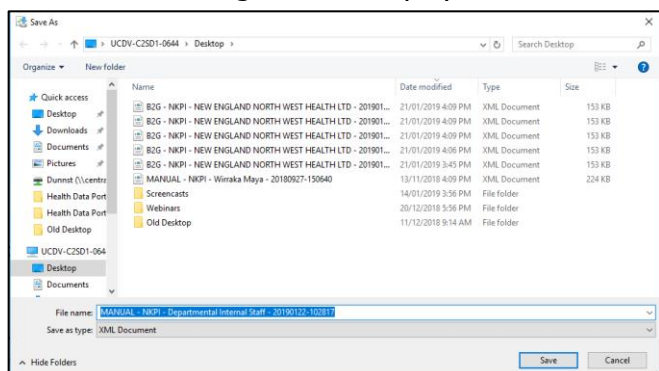
3. On the Data Portal Home screen, from the **Reporting Round Dashboard**, hover your mouse pointer to the right of the reporting period text for the applicable data asset, selecting  and then **Open Data Asset**.

The Data Asset Details screen will display.



4. In the **Files** section, towards the bottom of the screen, select the **File Name** link, select  in the dialog box that displays at the bottom of the screen and select **Save as**.

The Save As dialog box will display.



5. Navigate to the location you wish to save the XML file to and then select .

The XML/data file has now been downloaded ready to be converted to a .csv file.

## Step 2 – Convert the Data File to a .csv File

To convert a data file to a .csv file using the Health Data Portal:

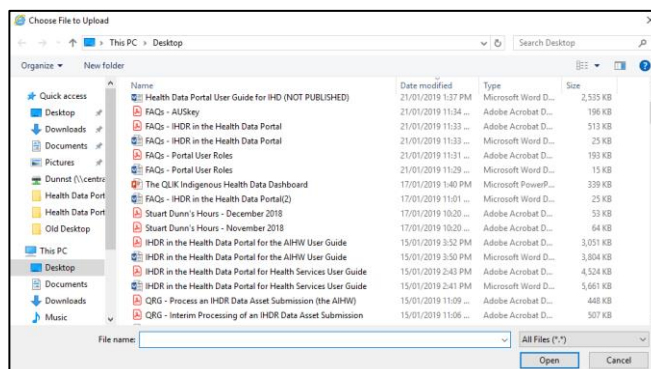
1. Select [the Converter link](#)

The following screen will display.



2. To continue, select  to the right of the field.

The Choose File to Upload dialog box will display.



3. Navigate to the XML/data file you extracted from the Health Data Portal in *Step 1*, select it and then select .

A dialog box will display informing you the file has been successfully converted.

4. To continue, select .
5. In the dialog box that is now displaying at the bottom of the screen, select  and then select **Save as**.
6. In the Save As dialog box that displays, navigate to the location you wish to save the .csv file to and then select .



The.csv file has now been saved and can be shared as required.