

How to convert a Dentrix Signature Manager report into an Excel spreadsheet:

1. Run Signature Manager Report

Signature Manager - Clinical Notes

Date	Clinic	Provider	Patient	Chart #	Birthday	Note	Page	Time Zone	Signed
9/21/20	EDRDEHR	JKNUTS	DEMO, BANZI	23210141	10/31/19	Note#1	Pg1 - 07:28:49	UTC - 05:00	
9/15/20	EDRDEHR	JKNUTS	DEMO, BANZI	23210141	10/31/19	Note#1	Pg1 - 07:18:43	UTC - 05:00	
9/14/20	EDRDEHR	JKNUTS	DEMO, BANZI	23210141	10/31/19	Note#1	Pg1 - 02:06:56	UTC - 05:00	
9/11/20	EDRDEHR	JKNUTS	DEMO, BANZI	23210141	10/31/19	Note#1	Pg1 - 12:16:55	UTC - 05:00	
7/30/20	EDRDEHR	<ALL>	DEMO, WALTER	23210171	1/1/1970	Note#2	Pg1 - 04:22:12	UTC - 05:00	

Filters:

Date Range Selection: ☐ Previous: 7 Day(s) ☒ Date Range: From: 06/23/2020 To: 09/23/2020 ☐ Any Date

Clinic Selection: ☐ Current Clinic ☒ Other: ☒ All

Provider Selection: ☒ All

Status Selection:

2. Click in the cell to the left of 'Date' to highlight all cells

Signature Manager - Clinical Notes

Date	Clinic	Provider	Patient	Chart #	Birthday	Note	Page	Time Zone	Signed
9/21/20	EDRDEHR	JKNUTS	DEMO, BANZI	23210141	10/31/19	Note#1	Pg1 - 07:28:49	UTC - 05:00	
9/15/20	EDRDEHR	JKNUTS	DEMO, BANZI	23210141	10/31/19	Note#1	Pg1 - 07:18:43	UTC - 05:00	
9/14/20	EDRDEHR	JKNUTS	DEMO, BANZI	23210141	10/31/19	Note#1	Pg1 - 02:06:56	UTC - 05:00	
9/11/20	EDRDEHR	JKNUTS	DEMO, BANZI	23210141	10/31/19	Note#1	Pg1 - 12:16:55	UTC - 05:00	
7/30/20	EDRDEHR	<ALL>	DEMO, WALTER	23210171	1/1/1970	Note#2	Pg1 - 04:22:12	UTC - 05:00	

Filters:

Date Range Selection: ☐ Previous: 7 Day(s) ☒ Date Range: From: 06/23/2020 To: 09/23/2020 ☐ Any Date

Clinic Selection: ☐ Current Clinic ☒ Other: ☒ All

Provider Selection: ☒ All

Status Selection:

- Click anywhere in the blue highlighted area and use "Ctrl C" to copy the data
- Open an Excel spreadsheet
- Click in cell A1
- Use "Ctrl V" to paste the Signature Manager information into the spreadsheet.

	A	B	C	D	E	F	G	H	I	J	K
		Date	Clinic	Provider	Patient	Chart #	Birthday	Note	Page	Time Zone	Signed
		9/21/2020	EDRDEHR	JKNUTSON	DEMO, BANZING A	2.32E+11	10/31/1980	Note#1	Pg1 - 07:28:49 AM	UTC - 05:00	
		9/15/2020	EDRDEHR	JKNUTSON	DEMO, BANZING A	2.32E+11	10/31/1980	Note#1	Pg1 - 07:18:43 AM	UTC - 05:00	
		9/14/2020	EDRDEHR	JKNUTSON	DEMO, BANZING A	2.32E+11	10/31/1980	Note#1	Pg1 - 02:06:56 PM	UTC - 05:00	
		9/11/2020	EDRDEHR	JKNUTSON	DEMO, BANZING A	2.32E+11	10/31/1980	Note#1	Pg1 - 12:16:55 PM	UTC - 05:00	
		7/30/2020	EDRDEHR	<ALL>	DEMO, WALTER	23210171 2344	1/1/1970	Note#2	Pg1 - 04:22:12 PM	UTC - 05:00	

This was done in Dentrix version 8.0.96.630.