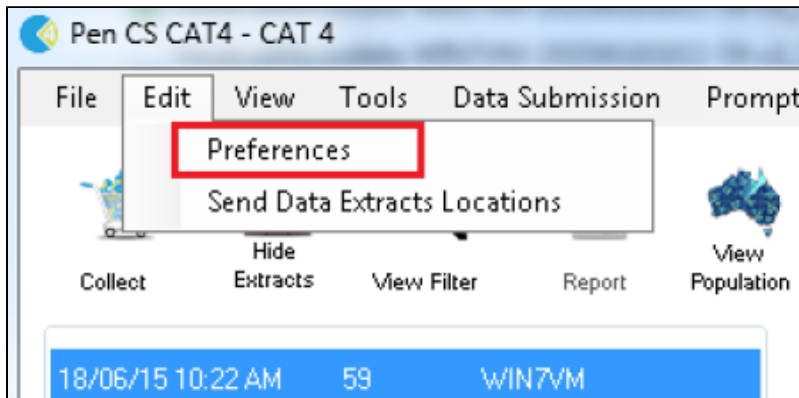


# Preparing Manual Data Upload

If you choose not to use the 'Send to PATCAT' option described above you, you will need to locate where the de-identified extract file is located on the practice's computer. By default, the extract is saved to "C:\ClinicalAudit", however this can vary from practice to practice and the data is often located on a shared network drive.

**NOTE:** The steps described in 5.4 and 5.5 are not required if you are using our built in 'Send to PAT CAT' module. It is strongly recommended to use the 'Send to PAT CAT' method to upload data as it is the easiest way and doesn't involve any direct access of file systems and other 'technical' steps. The details are shown here: Upload Data to PAT CAT

To confirm where the extract is stored, open the **Edit** menu and select **Preferences**



Within the **Clinical Audit Preferences** window, select the **Clinical Audit** tab, the **Extracts Directory** textbox shows where the extracts are stored.

