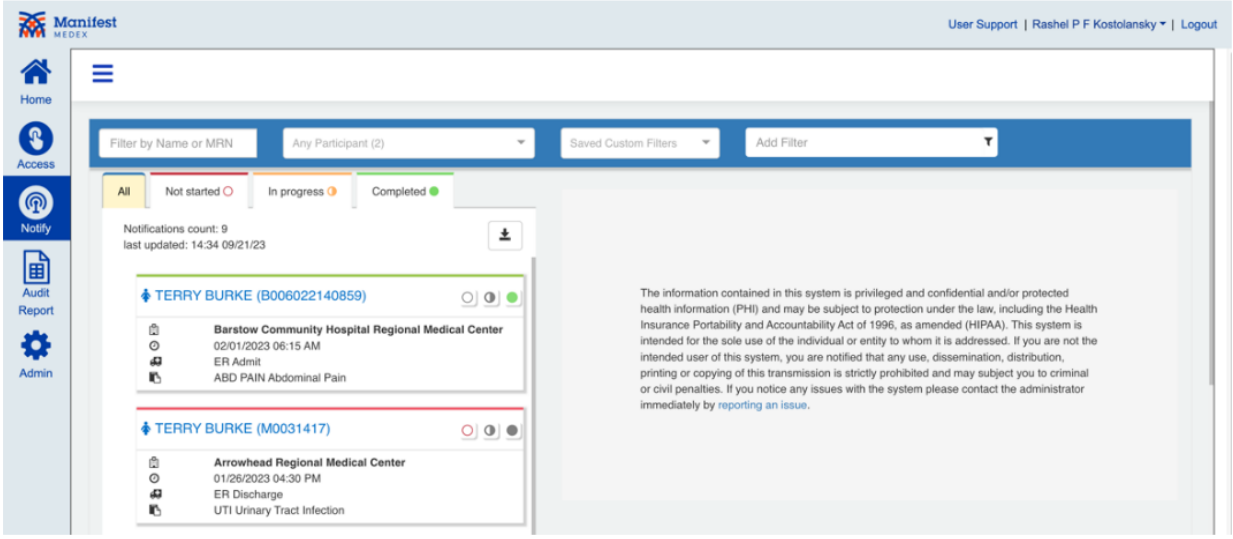
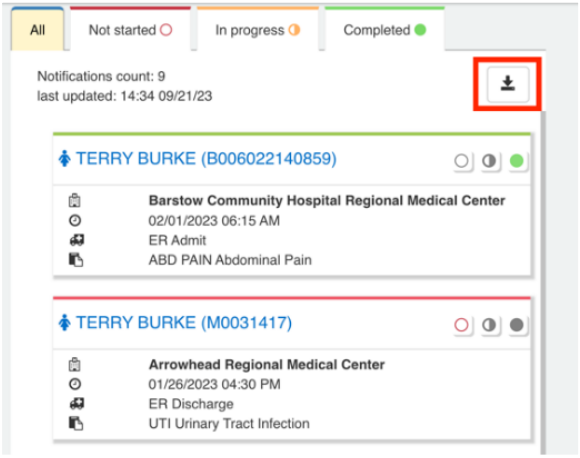
MX Notify – Downloading Historical Notifications

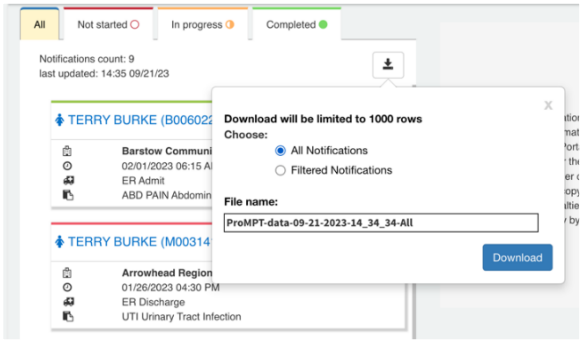
1. Log in to the MX Portal and click on the MX **Notify icon**.



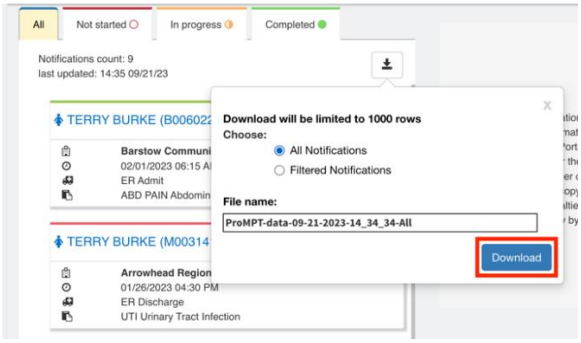
2. Click on the **download button** above the notification list.



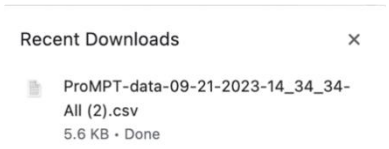
3. A popup screen will be displayed. You will have the option to download all notifications or filtered notifications. *Note: The download notification limit is 1,000 rows at a time; view instructions on page 3 on how to download more than 1000 rows.*



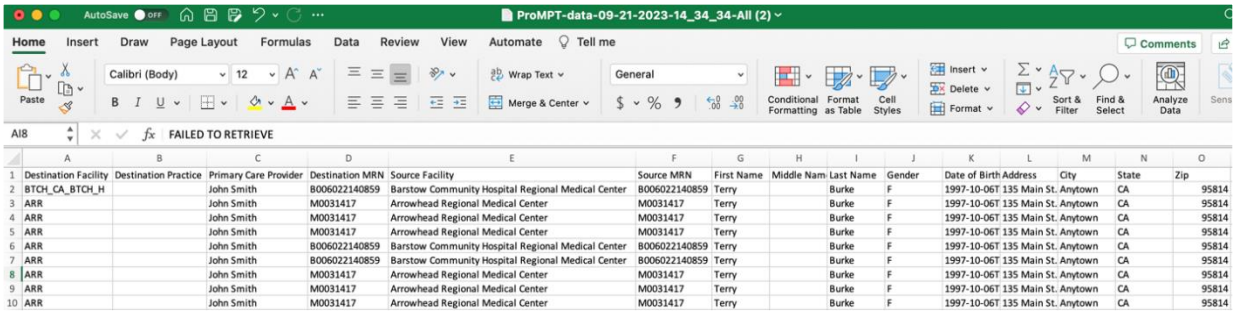
4. Click **Download**.



5. The download will be saved to your computer as a CSV file. Click on **recent downloads** and open the file.



6. A CSV file with your notifications will be displayed on the screen.

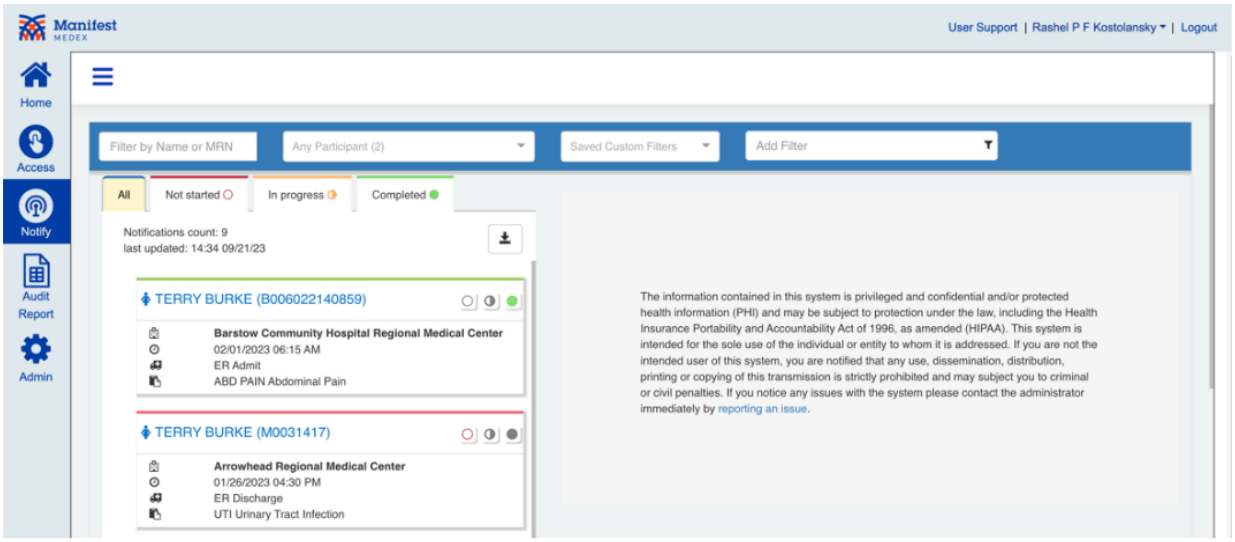


	Destination Facility	Destination Practice	Primary Care Provider	Destination MRN	Source Facility	Source MRN	First Name	Middle Nam	Last Name	Gender	Date of Birth	Address	City	State	Zip
2	BTCH_CA_BTCH_H		John Smith	B006022140859	Barstow Community Hospital Regional Medical Center	B006022140859	Terry		Burke	F	1997-10-06T	135 Main St.	Anytown	CA	95814
3	ARR		John Smith	M0031417	Arrowhead Regional Medical Center	M0031417	Terry		Burke	F	1997-10-06T	135 Main St.	Anytown	CA	95814
4	ARR		John Smith	M0031417	Arrowhead Regional Medical Center	M0031417	Terry		Burke	F	1997-10-06T	135 Main St.	Anytown	CA	95814
5	ARR		John Smith	M0031417	Arrowhead Regional Medical Center	M0031417	Terry		Burke	F	1997-10-06T	135 Main St.	Anytown	CA	95814
6	ARR		John Smith	B006022140859	Barstow Community Hospital Regional Medical Center	B006022140859	Terry		Burke	F	1997-10-06T	135 Main St.	Anytown	CA	95814
7	ARR		John Smith	B006022140859	Barstow Community Hospital Regional Medical Center	B006022140859	Terry		Burke	F	1997-10-06T	135 Main St.	Anytown	CA	95814
8	ARR		John Smith	M0031417	Arrowhead Regional Medical Center	M0031417	Terry		Burke	F	1997-10-06T	135 Main St.	Anytown	CA	95814
9	ARR		John Smith	M0031417	Arrowhead Regional Medical Center	M0031417	Terry		Burke	F	1997-10-06T	135 Main St.	Anytown	CA	95814
10	ARR		John Smith	M0031417	Arrowhead Regional Medical Center	M0031417	Terry		Burke	F	1997-10-06T	135 Main St.	Anytown	CA	95814

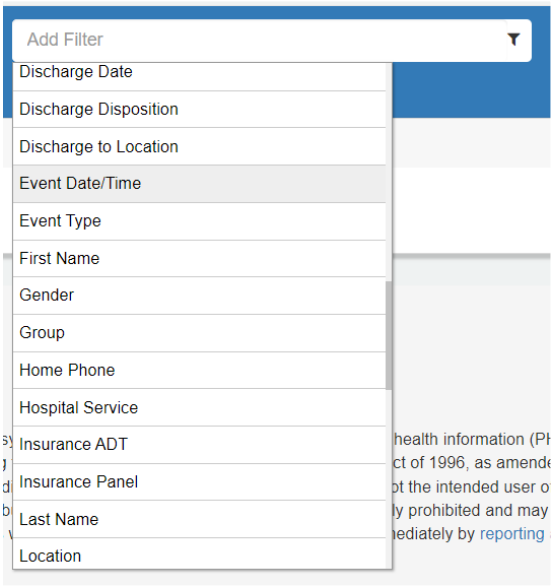
Downloading 1000+ Notifications

MX Notify only allows you to download 1,000 notifications at a time. If you have more than 1,000 notifications that you would like to download, you will need to apply date filters. To get 1,000 or less notifications displayed, try filtering each month. If there are still more than 1,000 notifications, then try filtering by two weeks. To select specific dates, please follow these steps below:

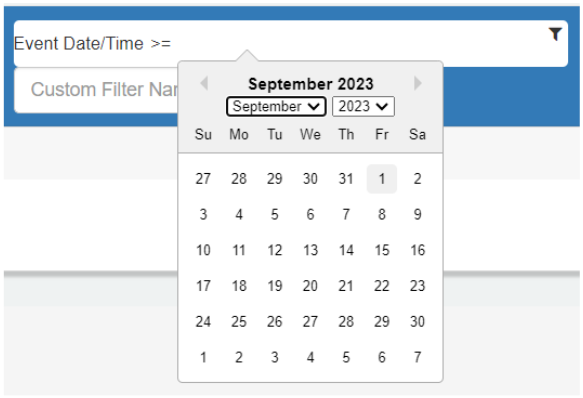
1. Log in to the MX Portal and click on the **MX Notify icon.**



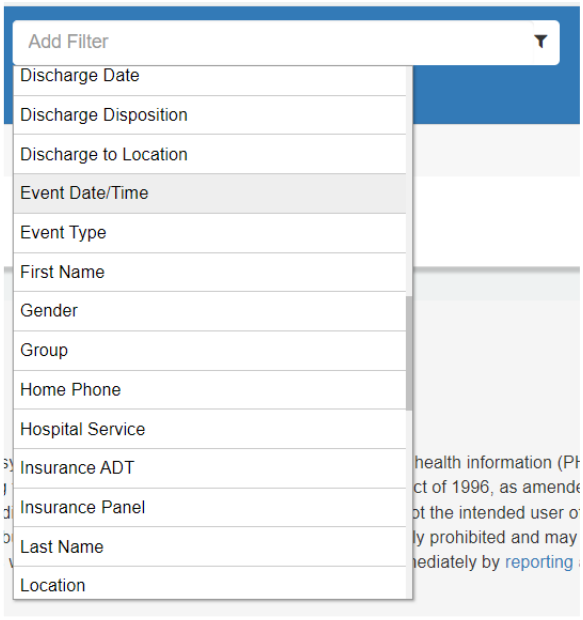
2. Click on the **Add Filter** dropdown box and select **Event Date/Time**.



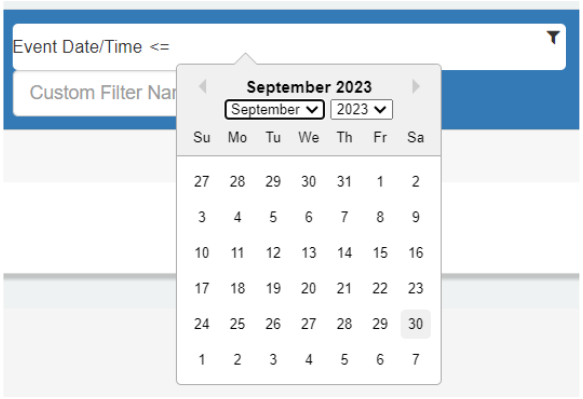
3. Click on **>=** and select a date *(e.g., September 1, 2023).*



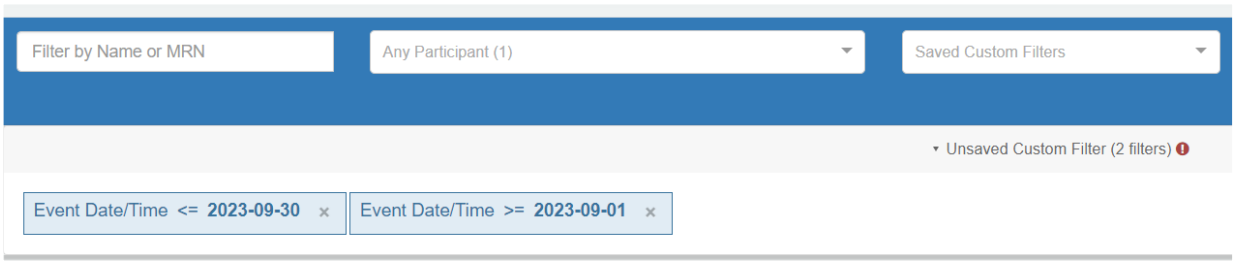
4. Click on the **Add Filter** dropdown box again and select **Event Date/Time**.



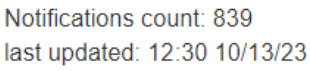
5. Click on **<=** and select a date *(e.g., September 30, 2023).*



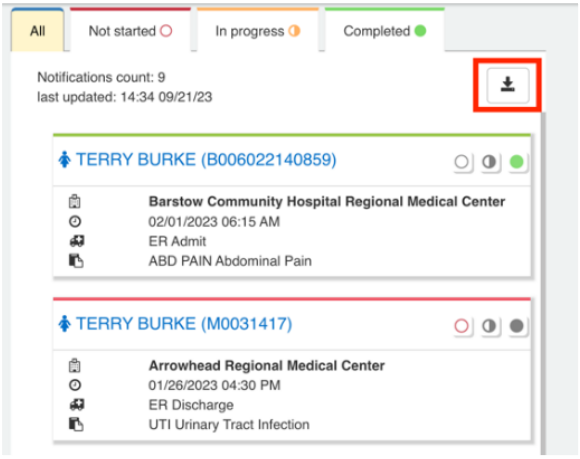
6. You will see there are two filters applied. In this example, notifications received between September 1, 2023, and September 30, 2023 are being displayed.



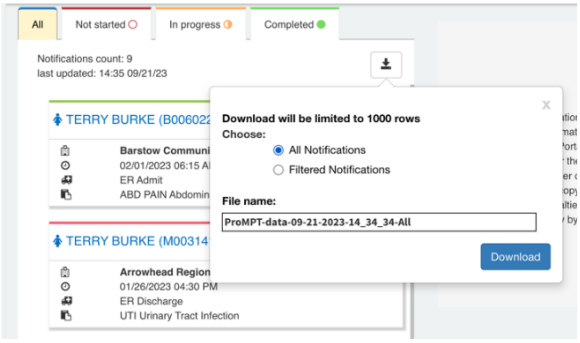
7. The notification count will be displayed above the notification list. Check to see that there are 1,000 notifications or less. If there are still more than 1,000 notifications, adjust the filtered dates until you see the count go to 1,000 or less.



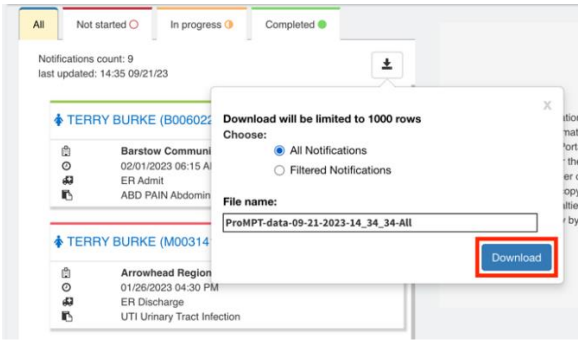
8. Click on the download button above the notification list.



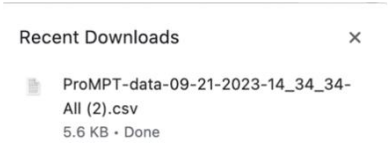
9. A popup screen will be displayed. Select **Filtered Notifications**.



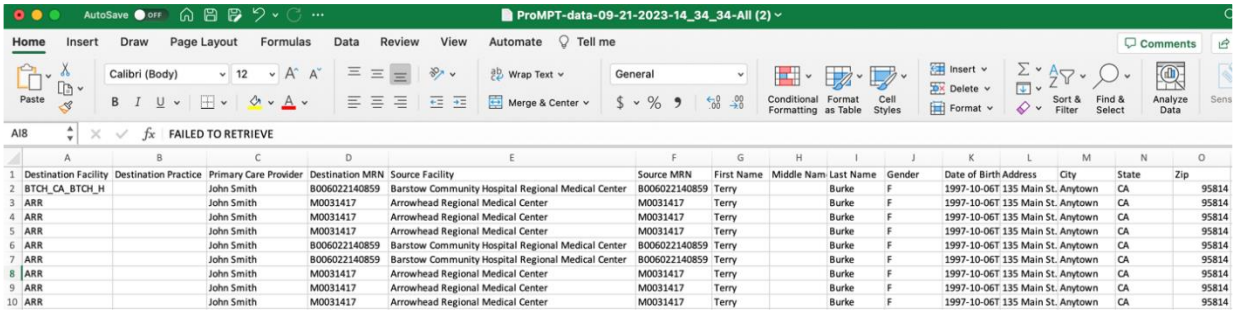
10. Click **Download**.



11. The download will be saved to your computer. Click on recent downloads and open the file.



12. A CSV file with your notifications will be displayed on the screen.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Destination Facility	Destination Practice	Primary Care Provider	Destination MRN	Source Facility	Source MRN	First Name	Middle Nam	Last Name	Gender	Date of Birth	Address	City	State	Zip
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10	ARR		John Smith	M0031417	Arrowhead Regional Medical Center	M0031417	Terry		Burke	F	1997-10-06T	135 Main St.	Anytown	CA	95814

13. Adjust your filtered dates and repeat steps 1-12 until all notifications have been downloaded.

Should you have additional questions about MX Notify, please contact your Customer Success Account Manager or customersuccess@manifestmedex.org.