# Download Authorization Function from the Authorization Search Screen

Providers have the ability to download a formatted file, also referred to as a Comma Separated Value (CVS) File, containing all authorizations belonging to the selected provider, which were either submitted, updated, or modified within the period specified by the user.

## Getting Started

When a user first accesses the **Authorization Search** page, the **Effective Date** and **Expiration Date** are automatically populated and the **Download** button is <u>**Inactive.**</u>

**Delete the Effective and Expiration Dates to <u>Activate</u> the Download button.**

1. **Enter** the **Provider ID** to perform the Authorization Search transaction.

2. **Enter** the **'Activity Date'** to the Authorizations Search. This field will allow the provider to select an Activity Date period upon which the authorization records search will be based.

   <u>***Note:***</u> *The Activity Date span cannot exceed seven (7) days.*

3. **Click** the button labeled **'Download'**. This button will allow the provider to download a CSV formatted file containing the authorization data found, based on the activity.

| Actions | | |
|---|---|---|
| **Action/Buttons** | **Performs** | **Details** |
| ***Download*** | Initiates the CSV File creation and download functionality. Upon initial entry to the Authorization Search page, this button will be disabled.  The user can delete the Effective Date and Expiration Date values to enable this function. | Authorization CSV File download |
| ***View All*** | Maintains current functionality and Forwards the user to the Authorization Search Results Screen | Authorization Search Results Display |

When the provider clicks the **'Download'** button, the system will retrieve all authorization detail records within the specified **Activity Date** range.  Only those specific authorization detail records that meet the criteria will be included in the downloaded file.

After capturing the authorization records, the system will generate a CSV format file. The file will be presented to the provider to **'OPEN'** or **'SAVE'** in a pop-up, as displayed below.
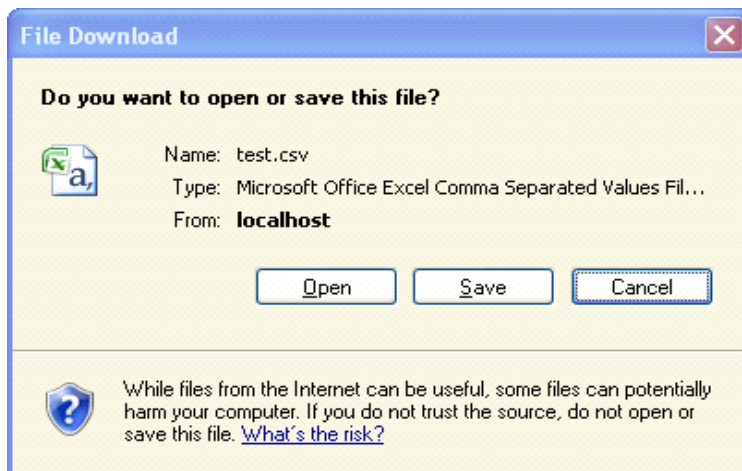


The provider will be able to save the file on their personal machine in the CSV format.

***Note:***  *All CSV files are formatted to open in the Microsoft Excel application. The fields will be presented individual columns as separated by the CSV file formatting.*