



Tips for downloading PEPPER reports from QualityNet (QNet) Exchange

If you are notified that files have been sent to your Inbox in QNet Exchange, please follow the steps outlined below to download the files.

1. Access QNet Exchange from <http://www.qualitynet.org> and click the **QNet Exchange Log-In** link.
2. Enter your *login ID* and *password*. Remember password is case sensitive. Click the **Log-In** button
3. When you have logged in, see the “File Exchange & Data Upload” menu at left side of screen and click the link **File Exchange and Search (Inbox/Outbox)**. At the security question referencing Iowa Foundation for Medical Care, click **Always**.
4. New files received in the past 7 days are listed.
 - To search for files received in a previous time period, go to the File Exchange Search area at lower left of screen. To create a new search for "File(s) sent between start date and end date," click on the calendar icons and select desired date, then close the selection box. Chosen dates are now displayed in the Search box. Click Search, and files received in the expanded range are displayed.
 - Since new PEPPER reports are available every quarter, the files are archived within 90 days of uploading to your inbox. After this 90-day period, the files will not be available in your inbox and you will not be able to search for them with the above options.
5. Click in the checkbox beside the desired file to select it.
6. In the “File Exchange Tools” menu, click the link **Download to One Folder**. A message about overwriting existing files will appear. If you are certain that the name of the document you are about to download is different from any documents in your destination folder, click **OK** to continue.
7. A progress bar will be displayed, “Registering Client,” and then a “Select the Directory to Save the File to” box will appear. Select your desired destination folder; click **Save** and the download and decryption process will begin.
8. Due to the decryption process, it may take a minute or two to download the file. A success message will be displayed. Click **OK**. The file is now saved.
9. Click the link Back to File Exchange (upper right), if desired, or click **Log Out** (upper left) to exit the secure area.



NOTES:

- It may be necessary to scroll up-down or left-right to make all portions of the screen visible.
- The “My QNet” menu contains a link to the **QNet Exchange User’s Guide**. (Also available via the “Getting Started” menu on the public page of QualityNet.org)

The file may have been sent to all registered QNetExchange users at your facility; therefore, please coordinate internally with one another.

If you have any questions, please contact Madhuri Annam, QSource Programmer/Analyst, by phone at 901-273-2663, or by email at mannam@tnqio.sdps.org

For additional assistance, contact the QualityNet Exchange Help Desk: 1-866-288-8912 (7am-7pm CT Mon-Fri.)