



**DAGMEC Training Manual for  
Residency Management Suite (RMS)  
by New Innovations**

- TOPIC:** **Extract Data Function**
- LOCATED:** Personnel Data > Tools > Extract Data
- IMPORTANCE:** Optional – Convenient way to make data in RMS available to use in other software programs and/or formats.

On the initial demographics data screen, a link exists that enables you to create a set of tab delimited text files and then download them to your PC's disk. This link can also be accessed via Personnel Data-Tools→Extract Data. Clicking either link will present a screen on which you select the various groups of data elements you would like. You will also select the departments and divisions you have privileges to access. After making those selections, click the **Extract** button. You will then see a list of the file(s) created. Right click and then select the Save Target As option to transfer that file to you PC.

All files are ASCII text with the tab characters used to separate the columns. The column labels match the headings that you would normally see on a display screen. These text files can be manipulated as you wish, for example they can be opened by Excel and the data can be formatted and manipulated using the functions of Excel.

This function is helpful if you want to extract one piece of data (i.e. medical school information) on each resident and/or department member. If you want a variety of information for each resident, the custom report option might be a better option. (See Custom Reports). You can save each custom report and run it as often as you need it.