

Manage CDA Export Jobs

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Version 20.16

Path: Admin tab > CDA Export

About

All CDA Export Jobs created in OP are displayed in the CDA Export window. This is where you can see all of the details of both Recurring and One-time Export Jobs in their respective tabs. From this window, you can:

Add New CDA Export Jobs

Both Recurring and One-time CDA Export Jobs can be created from the CDA Export window. The steps to take to create these jobs can be found in [Recurring CDA Export](#) and [One-Time CDA Export](#).

View CDA Export Job Stages and/or Error Messages

Job Stages are available in both the Recurring and One-time tabs in the CDA Export window. For Recurring CDA Export Jobs, each occurrence of the job displays its own Job Stage.

1. Navigate to the CDA Export window (**Admin tab > CDA Export**), and in the Recurring or One-time tab, locate the job whose stage you want to review.
2. Click **+** to expand the job's details. The Job Stage field contains the stage of the job:
 - **Complete:** The job was successfully completed.
 - **Error:** An error was encountered during the export of the CDA file. Details about the error are included in the Error Messages field.

Download a Local Copy of the Export File

If needed, a local copy of a CDA Export file, either Recurring or One-time, can be downloaded from the CDA Export window for successfully completed Export Jobs.

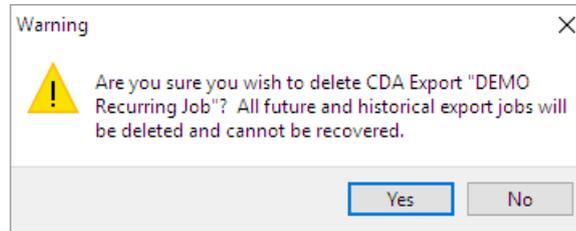
1. Navigate to the CDA Export window (**Admin tab > CDA Export**), and in the Recurring or One-time tab, locate and select the job you want to download.
2. Click **+** to expand the job's details.
3. Click the **Download** button . The zip file is downloaded to your workstation.
4. Click the zip file located in your workstation's toolbar to open it or access it from your workstation's **Downloads** folder.

Delete or Inactivate CDA Export Jobs

From the CDA Export window, you can delete or inactivate a previously created Recurring or One-time CDA Export Job. While both options can be used to terminate a job, deleting a job removes it entirely from the CDA Export window whereas inactivating it retains the job information. Inactivated Jobs can be hidden and shown using the **Show Inactive** checkbox located at the top of the window. Once a job is inactivated, it cannot be made active. The job would have to be recreated.

Delete a CDA Export Job

1. Navigate to the CDA Export window (**Admin tab > CDA Export**), and in the Recurring or One-time tab, select the job you want to delete.
2. Click the **Delete** button. A warning is displayed to confirm you want to delete the job.
3. Review the Warning and Click **Yes** to proceed with deleting the job or No to cancel the deletion.



Inactivate a CDA Export Job

1. Navigate to the CDA Export window (**Admin tab > CDA Export**), and in the Recurring or One-time tab, select the job you want to inactivate.
2. Click in the **Job Status** field for the job and use the drop-down to change the status to **Inactive**. The job is immediately inactivated but can be included in view by selecting the **Show Inactive** checkbox.