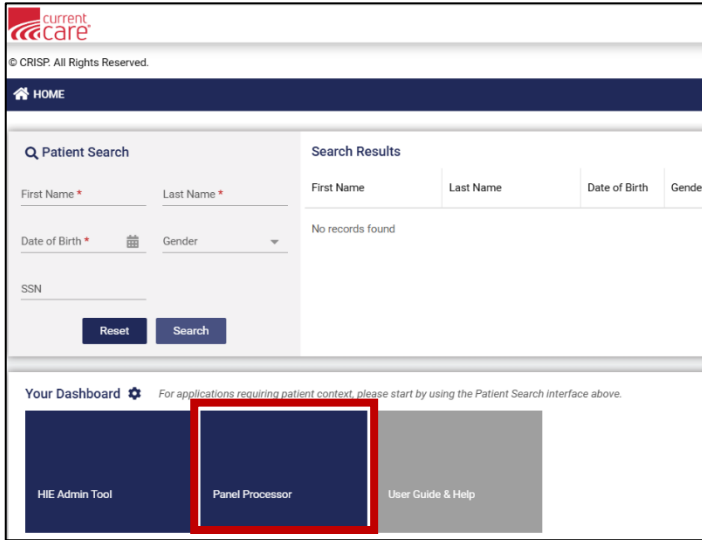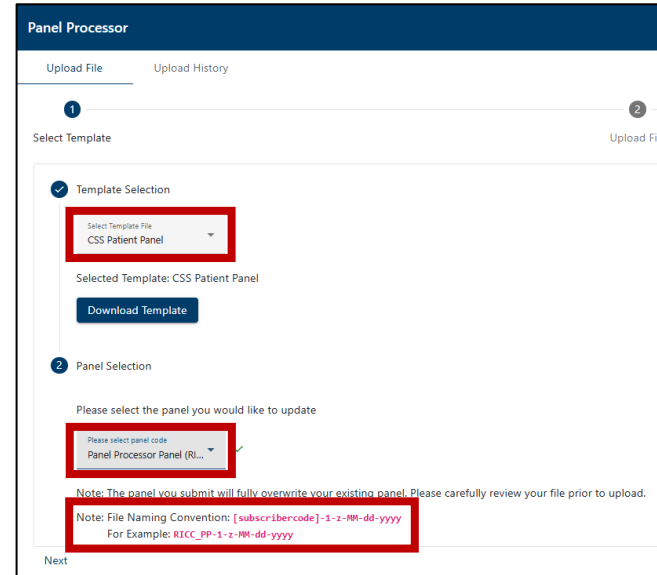# Quick Tips – Panel Processor

Here are quick tips for CurrentCare Panel Processor. Learn more at: **CurrentCareRI.org/Panel-Management**

1a) Select the **Panel Processor** tile in the Portal

2a) Select the **Template File**

2b) Select the **Panel Name**

2c) File **must** be in .CSV format and named as:

subscribercode-1-z-MM-dd-yyyy

3) The highlighted blue values **must** be included in your patient panel. Verify all cells in these columns are complete (not blank) to ensure successful upload.

4) '**Upload History'** shows one row for each file upload attempt, including date and time of attempted upload, source code, file name, number of rows in the file, and file status.

Learn more at CurrentCareRI.org or 888-858-4815.

Updated 4.4.25