This guide outlines the processes for using the NSW Medicines Formulary online platform to:

1. [Access NSW Medicines Formulary reports](#)
2. [View and export data from the Reports page](#)
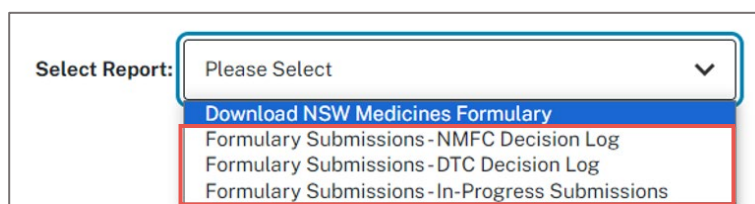
1. Accessing NSW Medicines Formulary reports

1. Open your internet browser and navigate to https://formulary.health.nsw.gov.au/

2. Click on **Reports** in the menu bar on the NSW Medicines Formulary home page.

3. All NSW Health clinicians will have access to a live extract of the NSW Medicines Formulary.

Additional formulary submission reports are available to DTC endorsers once logged in.
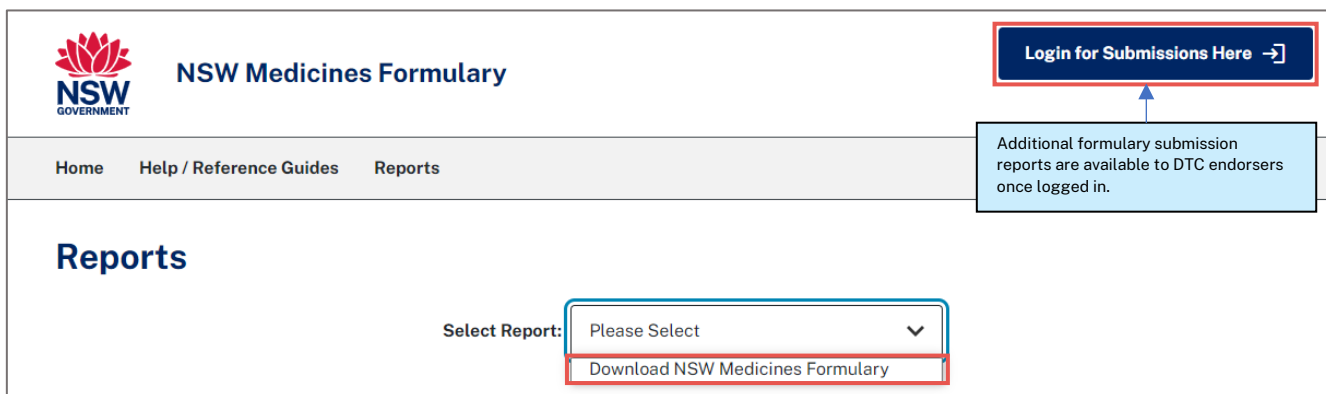
4. Once logged in, Drug and Therapeutics Committee (DTC) delegates have access to additional reports.

See the below for details of information available in each report:

Download NSW Medicines Formulary	An extract of the NSW Medicines Formulary dataset. The extract includes a 'last updated date' column.
	A 'last updated' date from November 2023 onwards indicates:
	• the date a medicine formulation was added, or
	• the date a major change was made to the listing (for example, restrictions, notes, brand names), or
	• the date a listing was reviewed by the Secretariat, with no changes to the face up content within the online platform (a new 'Review Date' will also apply).
	A 'last updated date' prior to November 2023 represents updates made during the transition and adoption stage of the

	formulary. These dates will be updated when the medicine listing is due for review or when a change to the listing occurs.
Formulary Submissions – NMFC Decision Log	An extract of formulary submissions that have had a final decision documented by the NSW Medicines Formulary Committee.
Formulary Submissions – DTC Decision Log	An extract of formulary submissions that have been endorsed or rejected by the LHD/SHN DTC.
Formulary Submissions – In-Progress Submissions	An extract of formulary submissions that have not had a final decision documented, including submissions in 'Draft' status.

2. Viewing and exporting data from the Reports page

1. On click of a report from the drop-down menu, the report window will appear.

2. The following functions can be performed within the report window:

    a. Filter data

        i. Click on the **down arrow** to open the data available for a particular filter.

        ii. Use the **search** field to narrow down filter options.

        iii. **Select** on the data fields to be filtered. Use the **Ctrl key** to select multiple values.

        iv. Click on the **Clear selections** icon to clear the filter (appears on hover).

b. Sort data

    i. Click on a column name to sort data by a particular column.

c. Export data into an Excel file

    i. Hover over the report column names to display the **More options** button.

      Note: The 'More options' button will appear on the right-hand side of the report, just above the last report column.

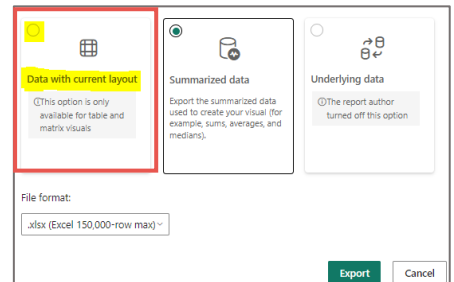   ii. Click **More options** and then select **Export data.**

iii. Ensure **Data with current layout** is selected and click **Export.**
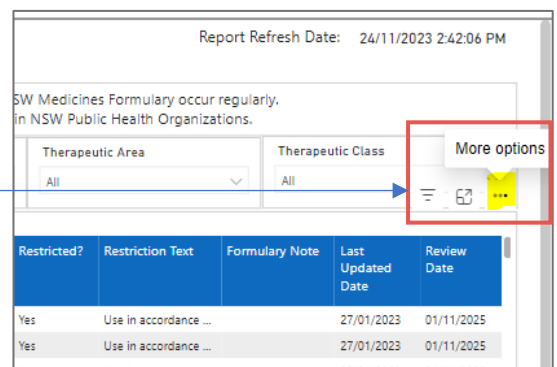*Note:* Data will be exported based on the selected filters.
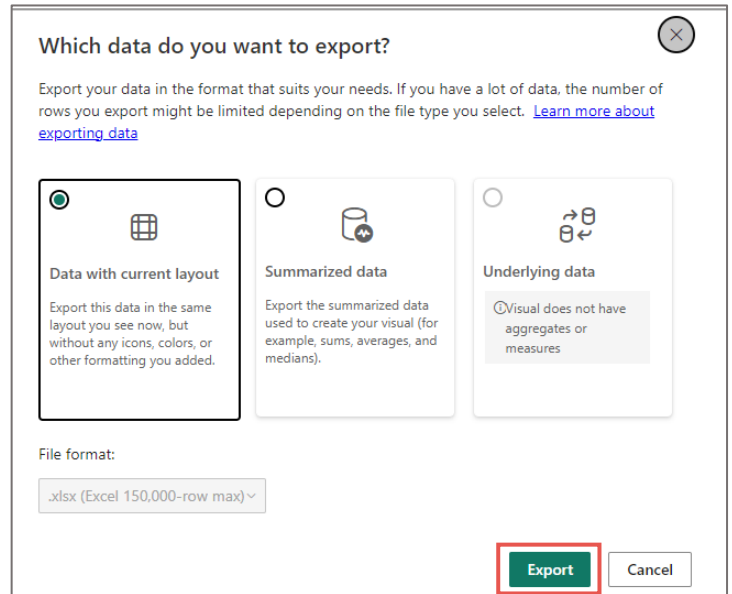
Tip for exporting data:

- If you cannot export **Data with current layout**, ensure that you are accessing the **More options** menu and **Export** function from the correct location as shown below.

To **export** data, ensure you are accessing the **More options** menu from just above the last column.

Please note, users are **unable to export data** from these two locations.