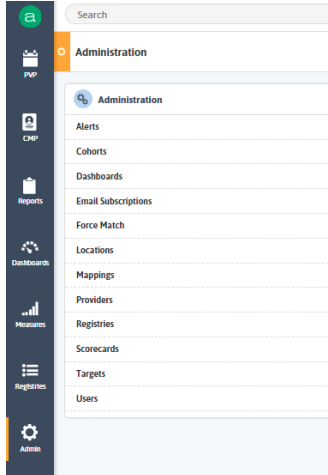
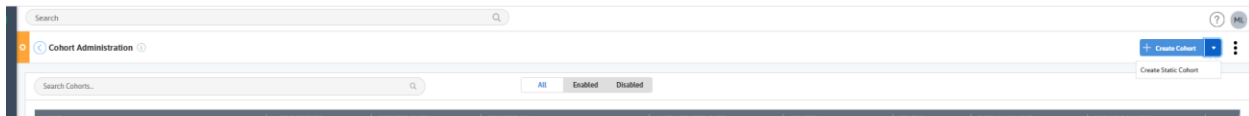


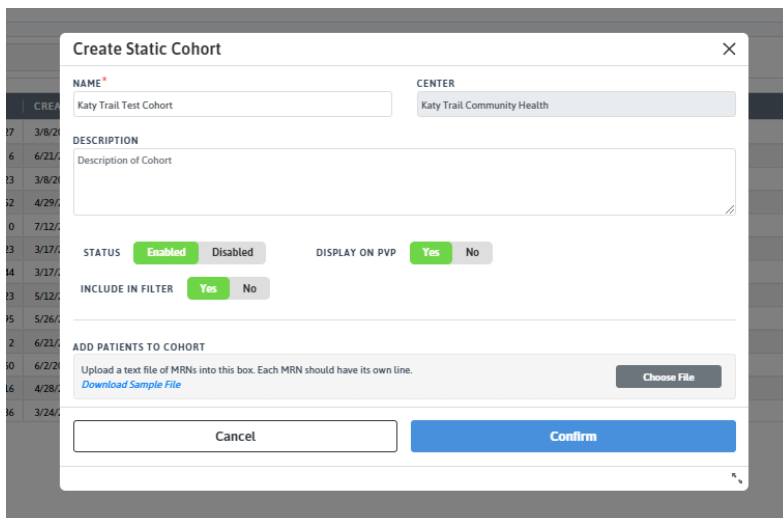
1. Log into DRVS
2. Select **Admin**
3. From the admin options, select **Cohorts**



4. Select **Create Cohort** on the top right corner
5. Select **Create Static Cohort** from the drop down



6. On the *Create Static Cohort* window, Enter a name and description from your cohort.
7. Validate that status, display and filter are all active.
8. Select the **Download Sample File** option to obtain the text file format that can be used to add patients.



9. Once the text file is created, select **Choose File** option to search your computer & upload spreadsheet.

10. Once file is selected, Choose **Confirm** to upload and create your cohort