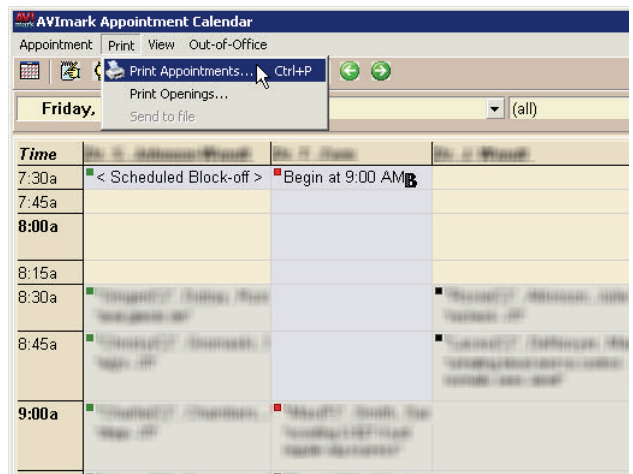
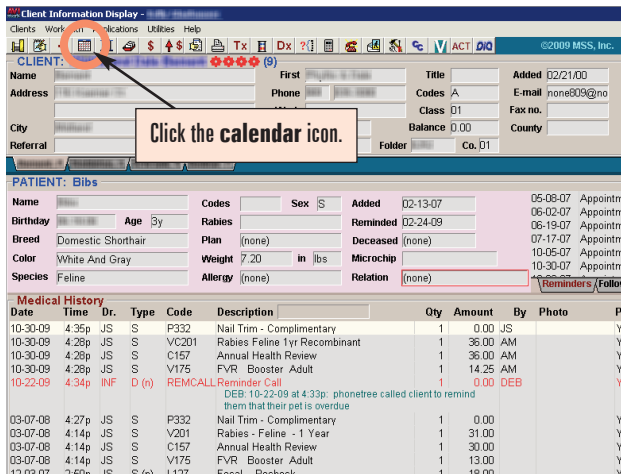


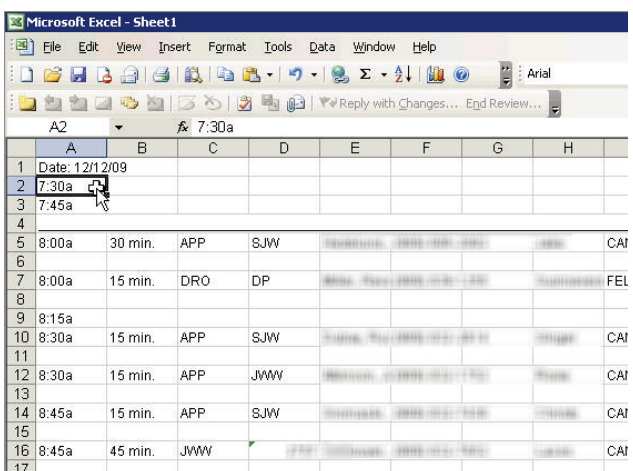
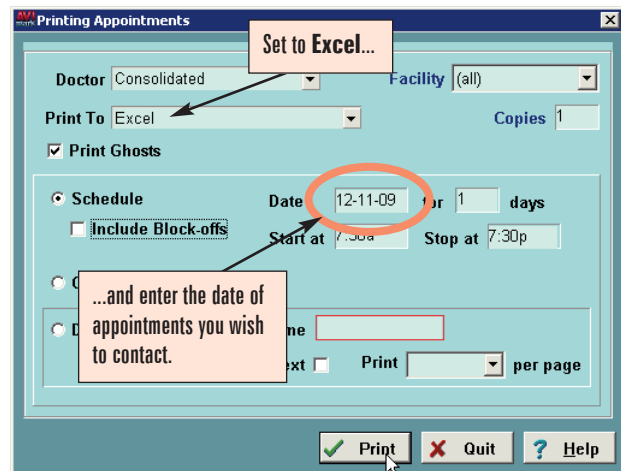
Getting Data From Your AVImark System

AVImark: Appointment Reminders

In order for your PhoneTree system to be custom-configured, it is necessary that you use your practice management system to save or export your daily appointment report. Place this file in a location where you will be able to browse to it from the PhoneTree computer. Your PCS support representative will configure PhoneTree to read from this file. Once configured, each day PhoneTree will read this file and use it to make calls. Here's how to do this using the AVImark system:



1. Open AVImark to the main screen. From the top toolbar, click on the **calendar** icon.
2. The Appointment Calendar screen will appear. From the top toolbar, click the Printer icon (or click **Print > Print Appointments**).



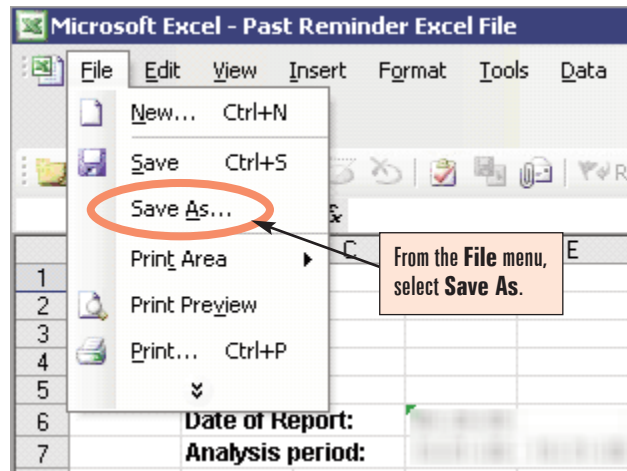
3. The Printing Appointments screen will appear. Click the **Print To** drop-down menu and select **Excel**. For the **Date** field, enter the date you wish to contact and (if desired) any days directly after that (e.g., enter "2" to also contact the day after the date you entered in the **Date** field, etc.). Next, enable **Print Ghosts** and disable **Include Block-offs**. Then, click **Print**.
4. Once the Excel sheet appears, enter the date for your appointments in the **A1** cell in the following format: "Date mm/dd/yy." You may make any adjustments you need to the worksheet before saving it.

Please note: This field is case sensitive. To ensure your file is properly formatted, "Date" must be entered exactly as shown.

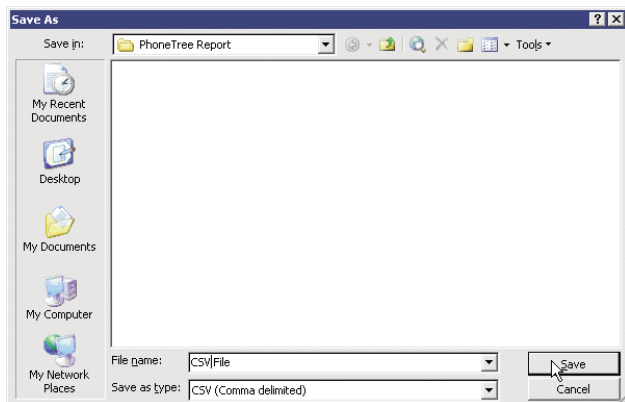
Getting Data From Your AVImark System, continued

	A	B	C	D
58	12:45p			
59				
60	1:00p			
61	1:15p			
62	1:30p			
63	1:45p			
64	Date: 12/12/09			
65	7:30a	15 min.	APP	SJW
66	7:45a			
67		15 min.	APP	TZ
68	8:00a			
69		15 min.	APP	TEC

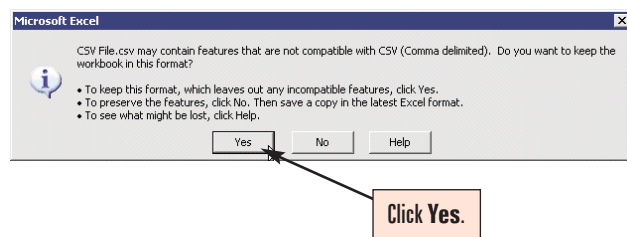
5. For multiple dates, enter the date above the first appointment for the next day, following the same format mentioned in **step 4**.



6. If needed, make any adjustments to the Microsoft® Excel® file (not typical). Then, click **File > Save As**.



7. Select the folder you use for your PhoneTree Daily Reports for the **Save in** location, enter "Appointments" for the **File name** and select "CSV (Comma delimited)" for the **Save as type**. Then, click **Save**.



8. This screen will appear. Click **Yes**. This step creates the file you will import into PhoneTree. You can now close Excel and any other screens that may still be open from the previous steps. Congratulations — you're done!