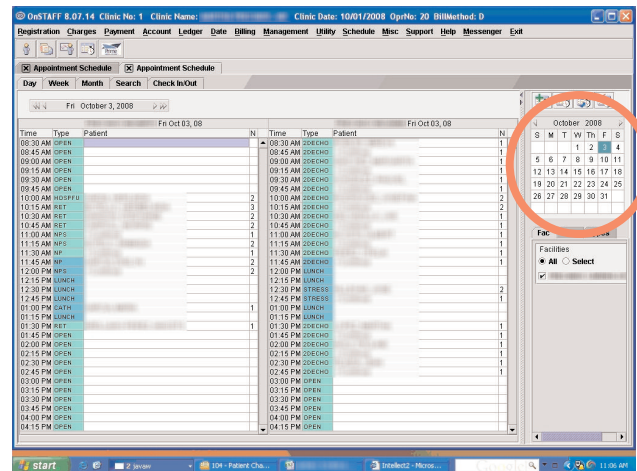
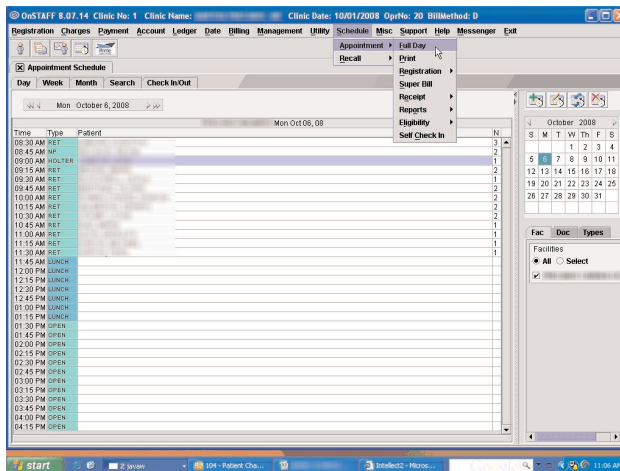


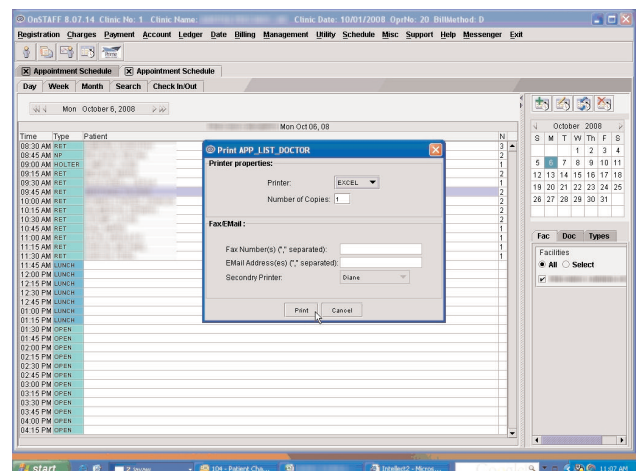
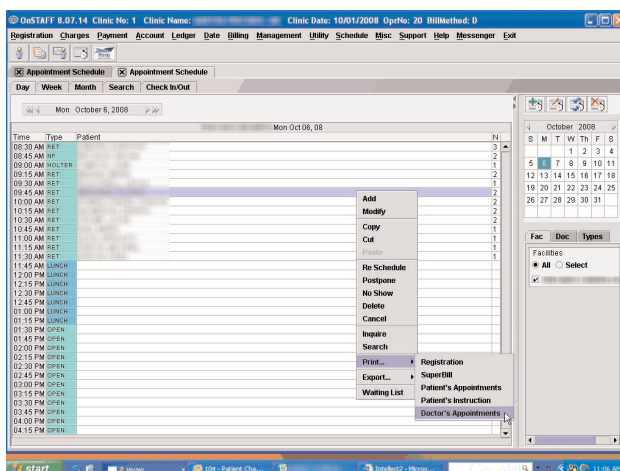
Getting Data From Your Practice Management System

OnSTAFF: Appointments

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 OnSTAFF system:

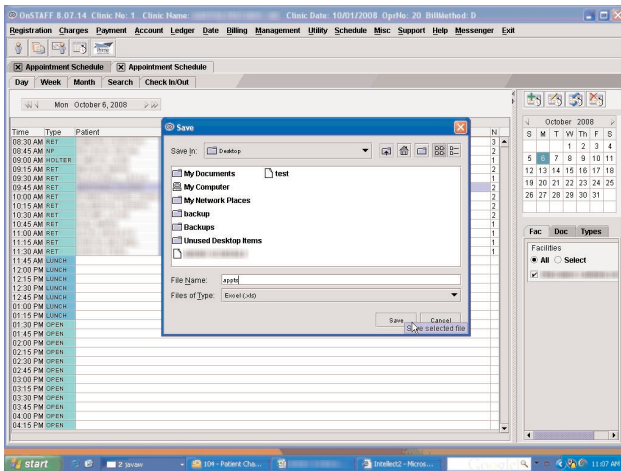


1. Open OnSTAFF to the main screen. From the **Schedule** menu, choose **Appointment > Full Day**.
2. Using the calendar on the right side of the screen, choose which day you want to call for.



3. Once the day's appointments are listed, right-click on the screen and choose **Print > Doctor's Appointments**.
4. The print window will appear. For the **Printer** drop-down box, select **Excel®**. Then, click **Print**.

Getting Data From Your Practice Management System, continued



5. You will now be asked where you want to save this file. Choose a location such as "C:/PhoneTreeDataFile" for the **Save in** location and **appts** for the **File name**. Click **Save**. This step creates the file. Congratulations – you're done!

Note: Before the file can be imported into PhoneTree, you must convert it from Microsoft® Excel® format to CSV. For more information on how to do this, please see the "Converting a Microsoft® Excel® File to CSV" instructional PDF located at: <http://www.phonetree.com/customerservice/technicalhelp.htm>