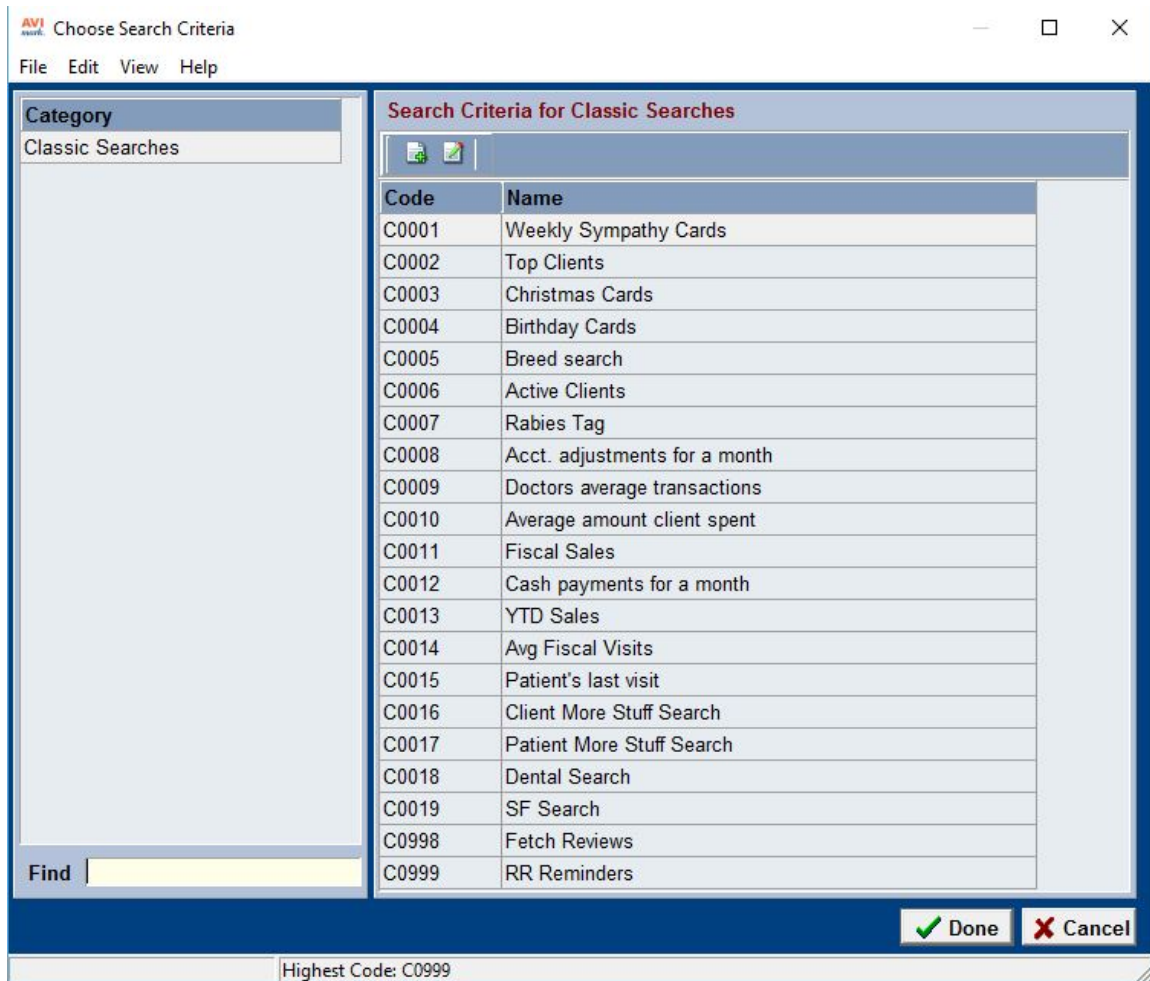


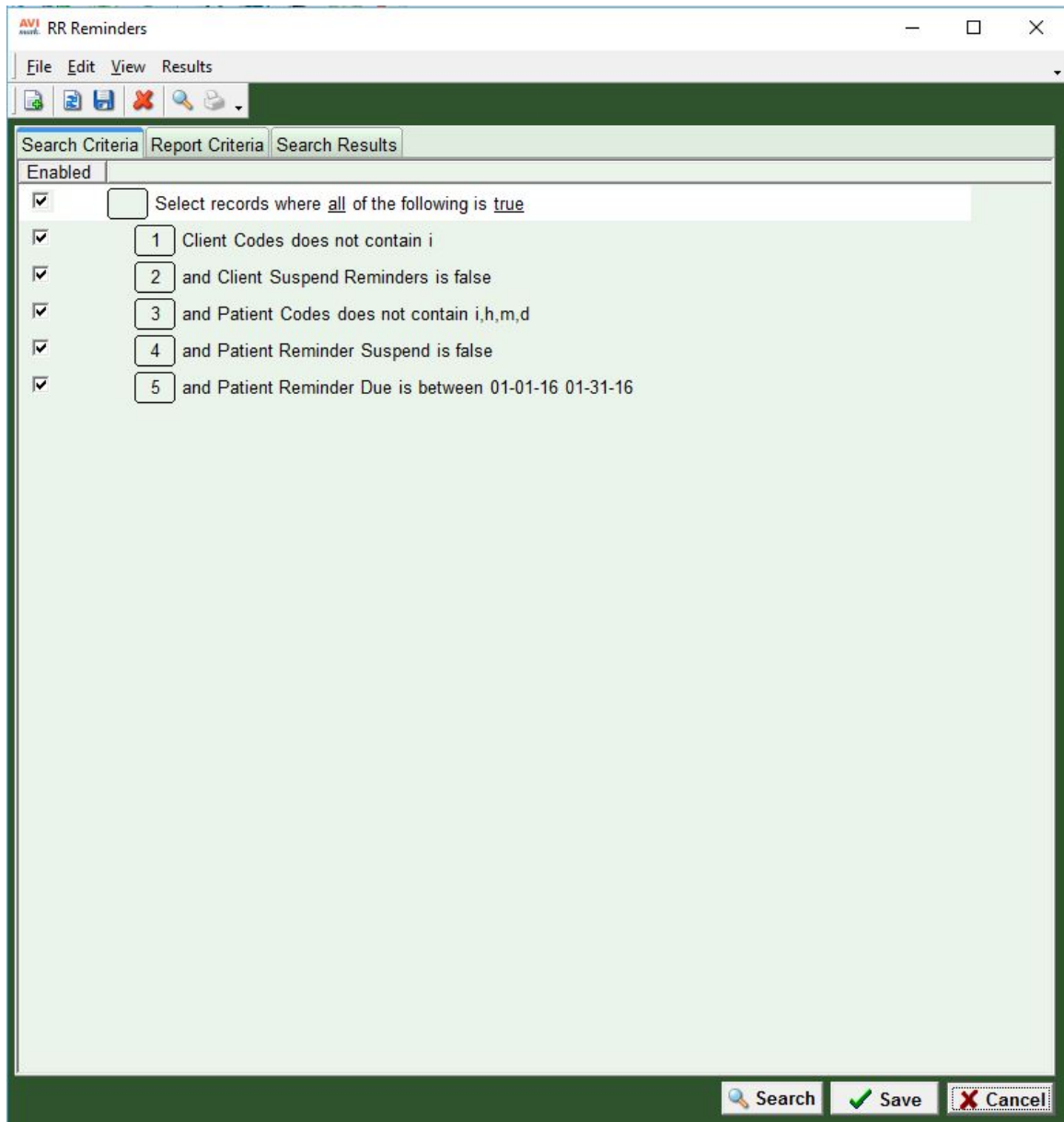
# Create Recent Search File for Reminders AVImark



To create a new Reminders output file in AVImark, click the **Information Search** button

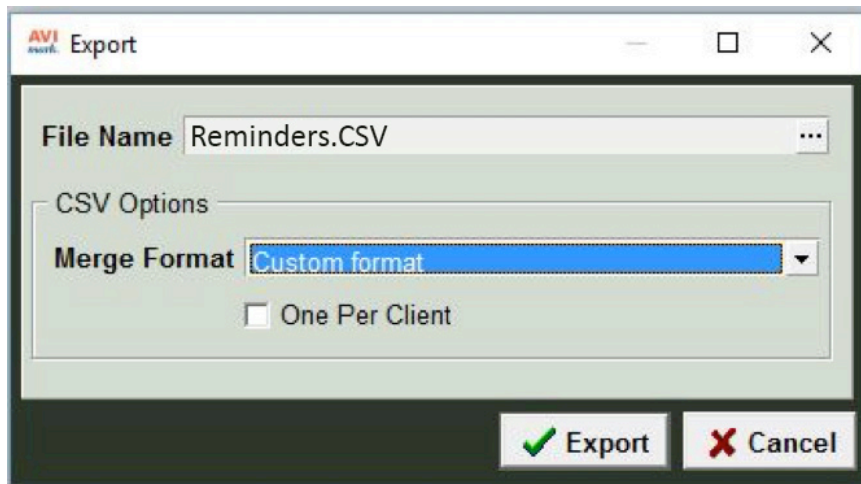


Double-click **C0999** RR Reminders



Change the dates in #5 to match your desired time period:

- We recommend 2 weeks past today in **D/M/YYYY** format
- And 15-30 days later in the second date field
- Click **Search**
- You will now see all patients meeting your criteria in the **Search Results** page



To save these results and prepare them for Review Retrievers:

- Click **Results** in the top menu
- Click the ... button to choose where to save the file and name it
  - o We recommend on your Desktop or in a folder that you can easily access
  - o Also, name each file accordingly so you do not confuse them, possibly in MMDDYY format
- Click **Merge Format** and change it to **Custom Format**
- Click **Export** and the file will save where you selected

You are now ready to send Client Reminders from your Review Retriever's account!