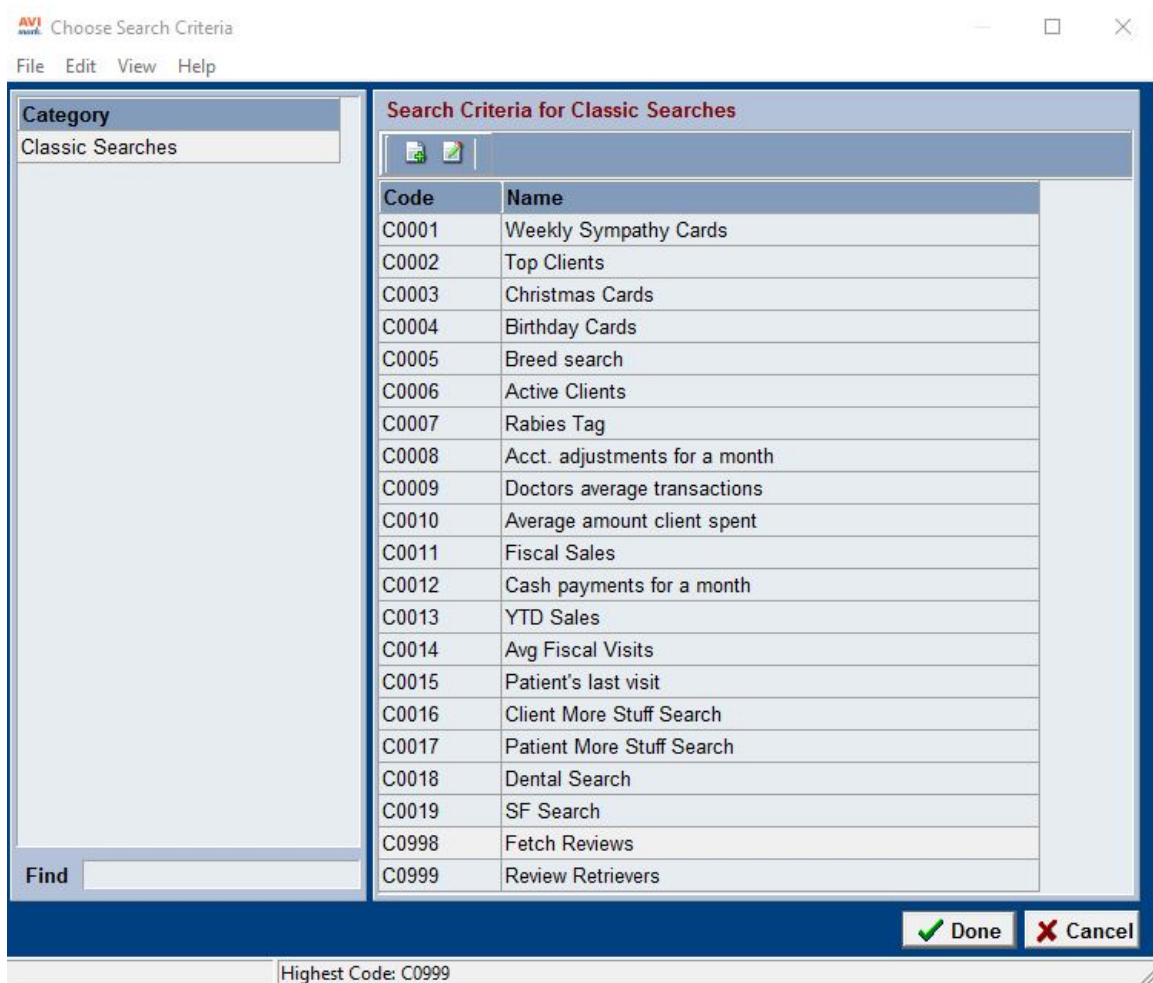


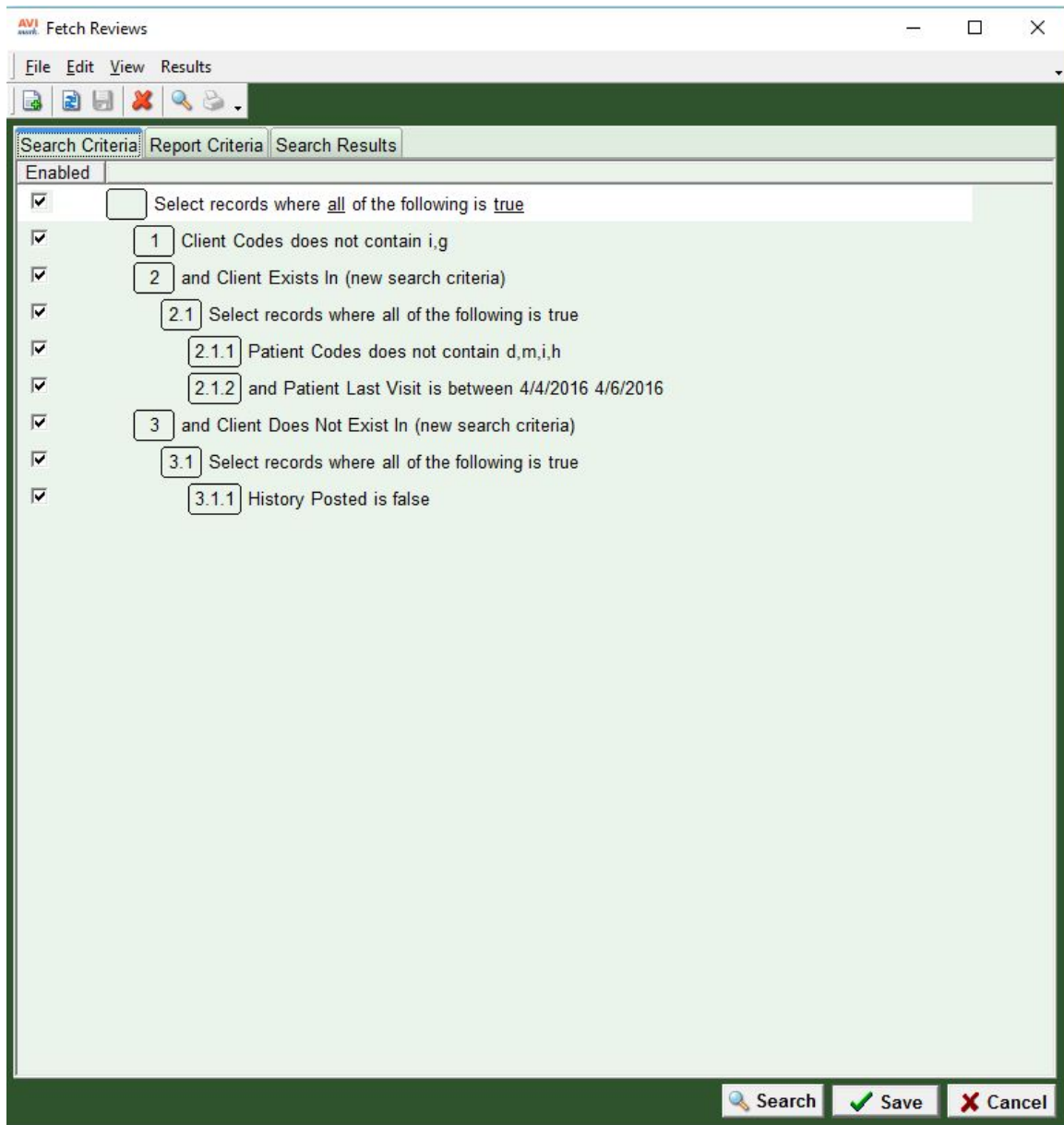
Create Recent Search File to Fetch Reviews AVImark



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

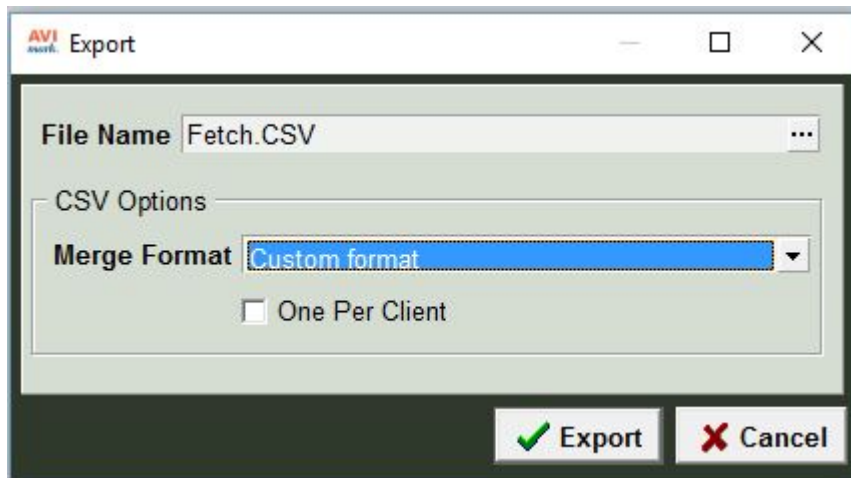


Double-click **C0998** Fetch Reviews



Change the dates in #2.1.2 to match your desired time period:

- We recommend weekly, so 7 days prior to today in **D/M/YYYY** format
- And Today's date 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 Fetch Reviews from your Review Retriever's account!