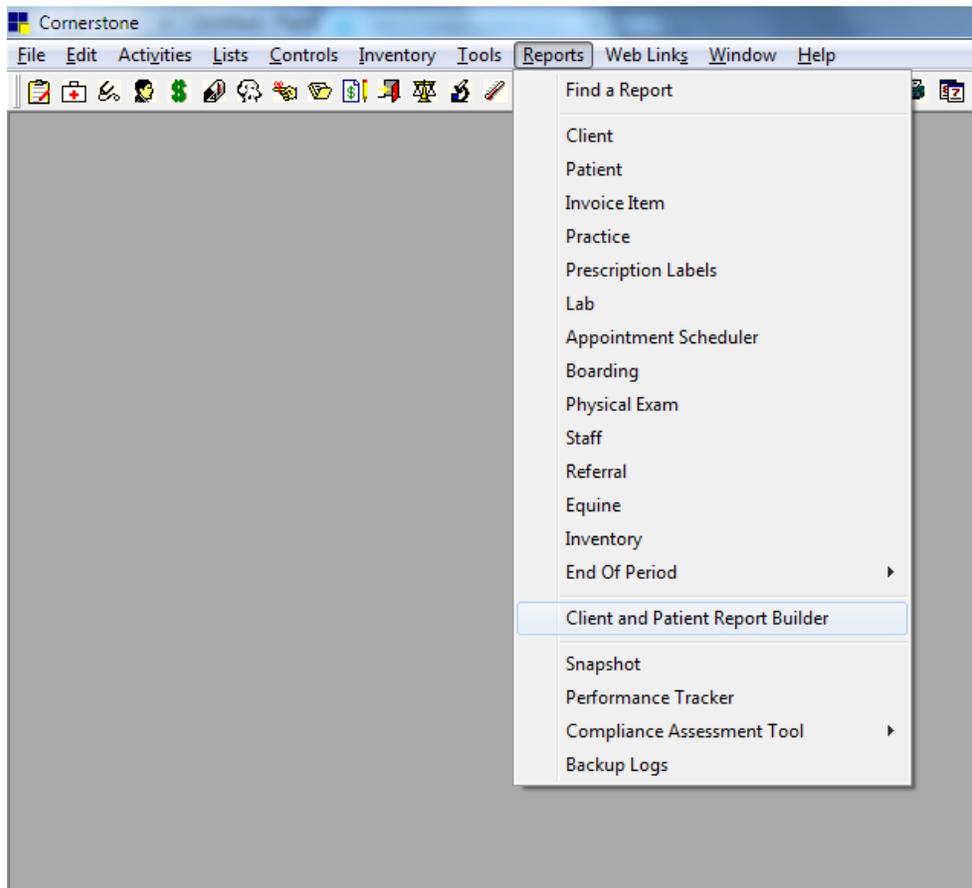
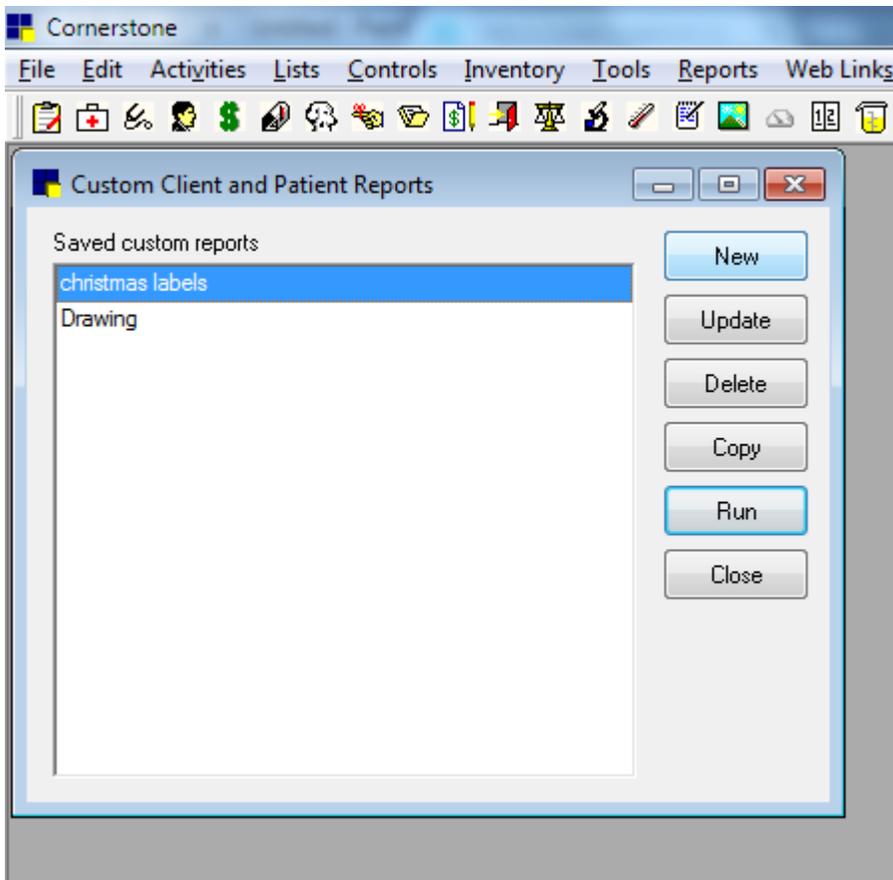


## Setup Custom Search to Fetch Reviews Cornerstone

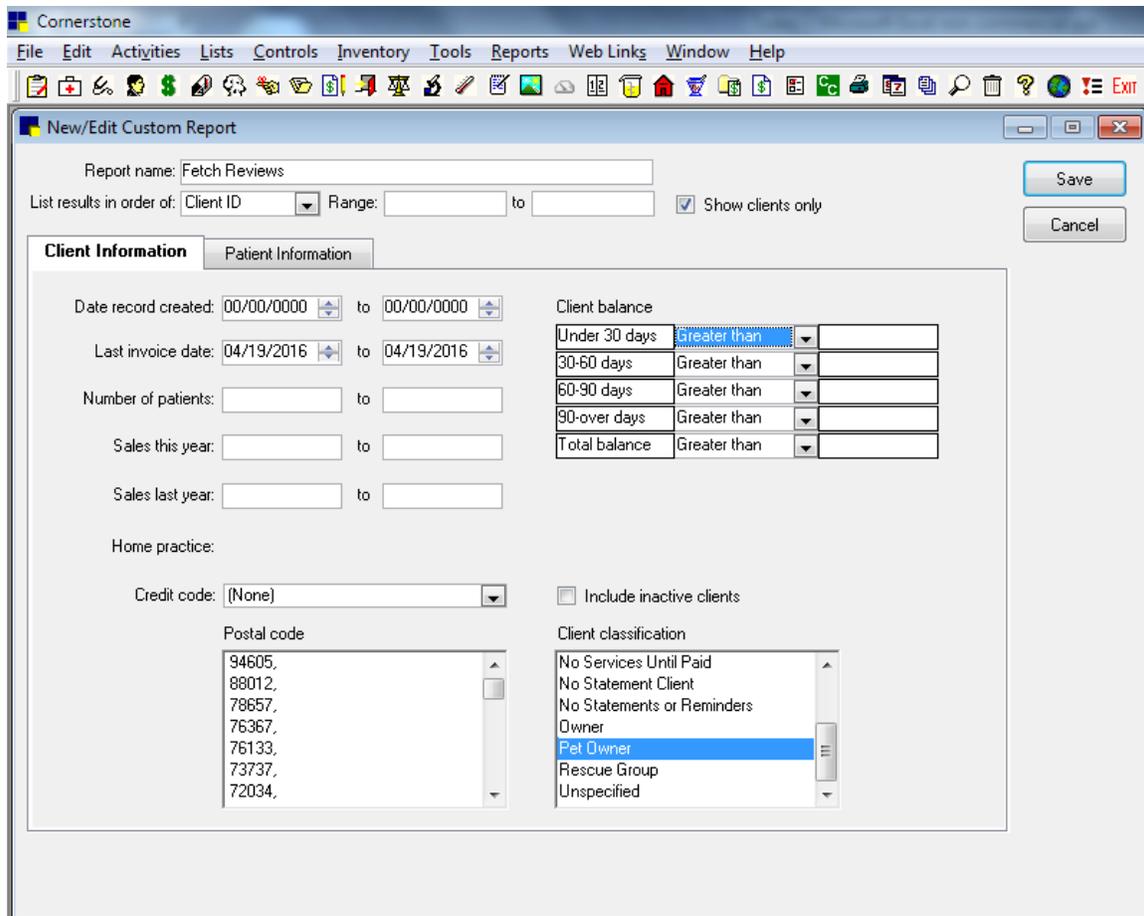


To create a new Fetch Reviews Search Criteria in Cornerstone:

- Click **Reports**
- Then **Client and Patient Report Builder**



Click the **New** button on the right



Add the following criteria:

- Report Name: **Fetch Reviews**
- List results in order of: **Client ID**
- Select **Show clients only**
- Change the **Last invoice date** to cover dates you wish to Fetch Reviews for
  - o We recommend daily or weekly
    - If daily, both dates will be current date
    - If weekly, choose 7 days prior and the current date

Click **Save** button when complete

Your search will now be added as **Fetch Reviews** and you are now ready to run a report and Fetch Reviews! View the **Create Recent File** directions on how to run a new search.