

VisionWare Recall Scan -> Word Processing File

1. Click on the 'Patients' drop-down menu, then 'Recall', and then 'Full Recall Scan'.
2. On the Full Recall Scan screen
 - a. Select doctor # or leave at ALL
 - b. Enter # of desired month
 - c. Checkmark "Scan Entered Month Only"
 - d. For Display Options, select "Word Processing File"

** You may checkmark 'Scan Previous Years' to include patients who have not been into the office for over 2 years or more.*

*** You may checkmark 'Mixed Case' to have your labels print out with upper and lower case letters instead of only upper case letters (ex. Mr John Smith or MR JOHN SMITH).*

3. Click "*Begin Scan*" button.
4. On the next screen, click the "*Create Word Processor File*" button (do not checkmark any of the options) and then click OK to begin the creation of the file.
5. Once the file has been created, you will be asked if you would like to print a list of the names that appear in the file. If you choose 'Yes' you may choose to print the list or display it on the screen.
6. Your Word Processor File has now been created. You may process to the 'Mailing Labels' function in the 'Recall' menu to print your labels.