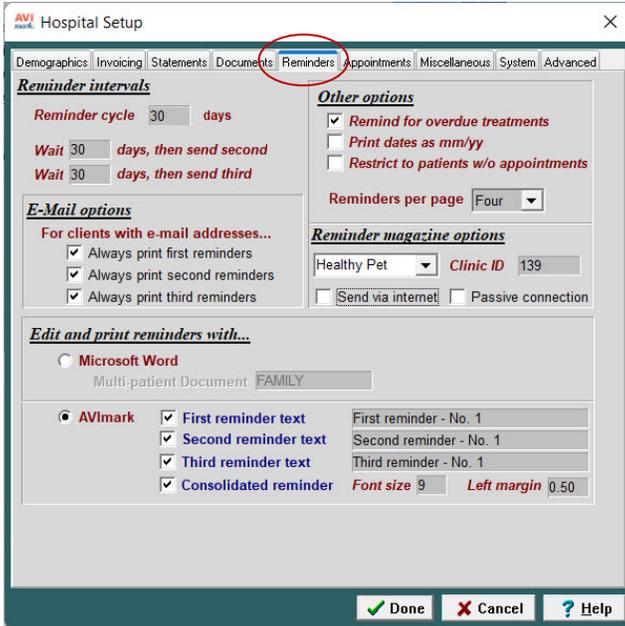
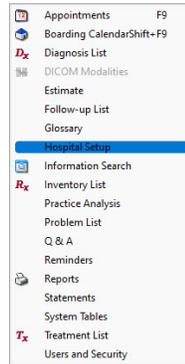


# SENDING YOUR AVIMARK REMINDER FILE TO PAWPRINT

Go to **Work with** and scroll down to **Hospital setup**.

(NOTE: You may need to be logged in as administrator in order to make changes in Hospital setup.)



In the **Hospital Setup** window, click on the **Reminders** tab at the top. Under **Reminder magazine options**, use the drop-down menu to select **Healthy Pet**. In the **Clinic ID** field delete anything that may currently be in this field and type in the Clinic ID number assigned to you by Pawprint Reminders. In the example, that number is 139 - yours will be different!

Just below this section are **Send via internet** and **Passive connection**. Make sure there is **NOT** a checkmark in either of these. This will allow you to create a reminder file in the Healthy Pet format but **WILL NOT** send the file to Healthy Pet.

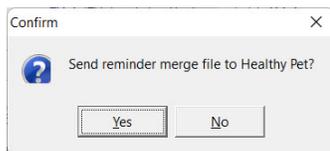
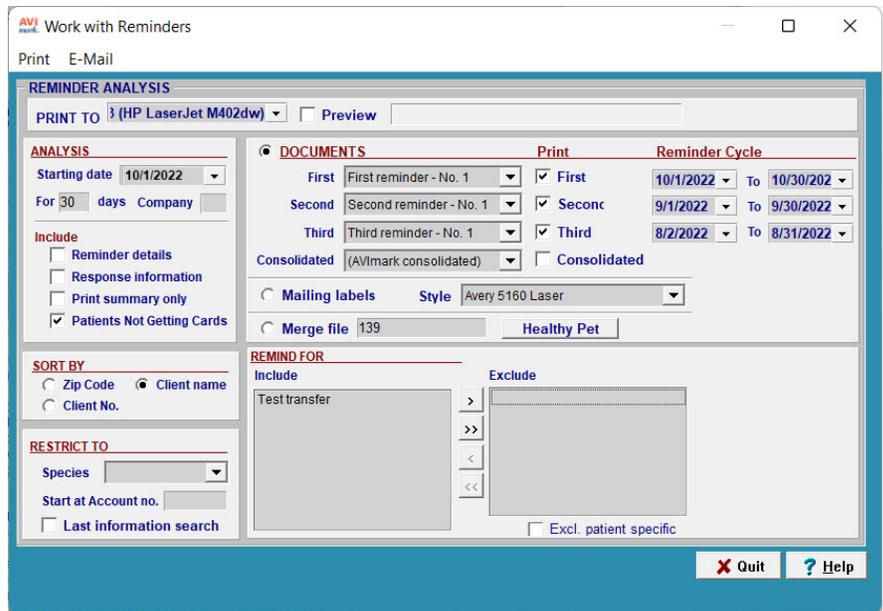
Click the **Done** button to save your changes and close the window.

Next, go to **Work with...** and scroll down to select **Reminders**. The Work with Reminders window will open. Under the **Print** column select whether you send First, Second, and Third reminders. Make sure Consolidated is unchecked. Pawprint cannot send consolidated reminders - each pet receives their own reminder postcard with the treatments that pet is due for.

Make sure your **Starting date** is correct!

Move any remindable treatments from or to the **Include** or **Exclude** boxes.

Click on **Merge file**. Your Clinic ID number as assigned by Pawprint Reminders should be visible in the field. In this example it is 139.



Click the **Healthy Pet** button. You will get the **Confirm** window as shown. Select **Yes**. (Again, because you unchecked Send via internet and Passive connection in Hospital setup, the file will NOT be sent to Healthy Pet but will be written to your hard drive on your server.)

Next you will see a window that will tell you where the reminder file has been saved to. Being on a network, your location will look a little different, but make note of this location so that you'll be able to locate the file to send to Pawprint.



When locating the reminder file to send to Pawprint, make sure it is the most recent file you have created. IF you altered the Clinic ID number to include the current date, this will be obvious.

## If You Want To Edit The Reminder File Prior To Sending To Pawprint

### USE EXTREME CAUTION IN EDITING THE FILE!!

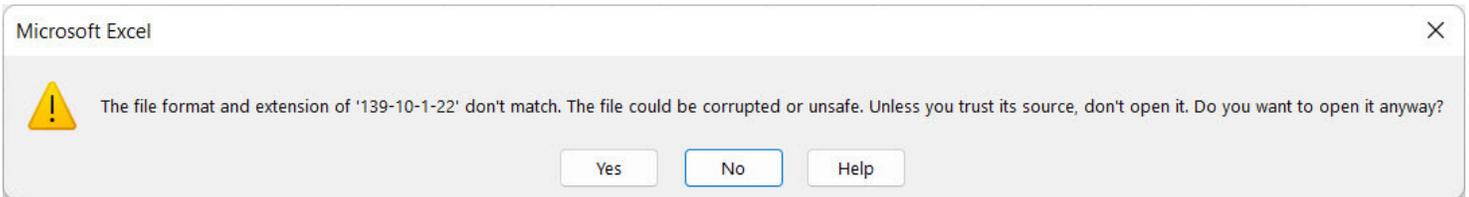
IF you want to edit the reminder file prior to sending it to Pawprint, use extreme caution. It is easy to get things jumbled or misaligned and Pawprint will not know the difference. If you delete a client BE SURE to delete the entire row!

When editing, it is best to edit using Excel. Below are instructions for opening the file in Excel. First, you will probably want to copy the reminder file from your AVImark folder to your Desktop so that it is easily found.

```
File Edit View
"139-10-1-22","Your Vet Clinic","111 Main St","","Your City","AL","35803","(555) 555
City","AL","35803","913","202-9859","","Bruce","8/30/2020","Domestic Shorthair","FEL
Rabies","","","2/2/2022","175","Feline FVR-CP","","","2/2/2022","176","F
"139-10-1-22","Your Vet Clinic","111 Main St","","Your City","AL","35803","(555) 555
City","AL","35803","620","757-6485","","Fitz","10/7/2019","Domestic Medium Hair","FE
Rabies","","","2/13/2022","175","Feline FVR-CP","","","2/13/2022","176","
"139-10-1-22","Your Vet Clinic","111 Main St","","Your City","AL","35803","(555) 555
City","AL","35803","620","757-5928","","Shikira","9/27/2021","Chihuahua","CANINE","9
1yr","","","","","","","","","","","","","","","",""
```

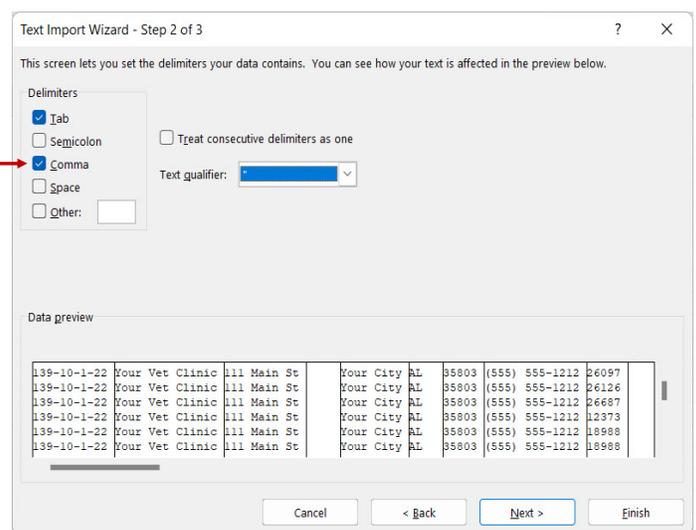
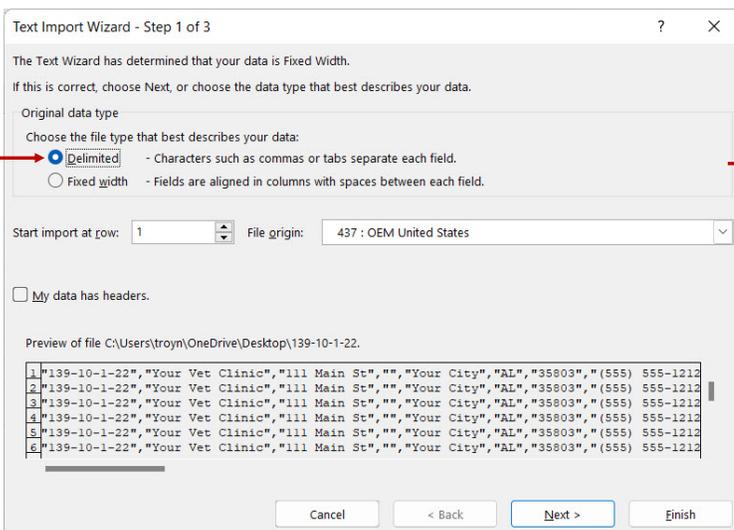
While it is possible to edit your file using Notepad, it is **NOT** recommended! The file, when opened in Notepad, is very confusing and extremely easy to make a huge mistake. PLEASE use Microsoft Excel!

With the correct reminder file located on your desktop, use the Open...Browse function in Excel to locate the reminder file. When you try to open the file you will receive a warning as shown here...Select **Yes**.



Fixed with may be selected, change this to **Delimited**. Then click **Next**.

In step 2 of 3, select **Comma** (Tab may remain selected). Then click **Next**.. In step 3 of 3 click **Finish**.



When you have finished editing the file be sure to **Save** the file and then email it as an attachment to [Troy@pawprintreminders.com](mailto:Troy@pawprintreminders.com)