

Patient Inquiry How to: Export Survey Results

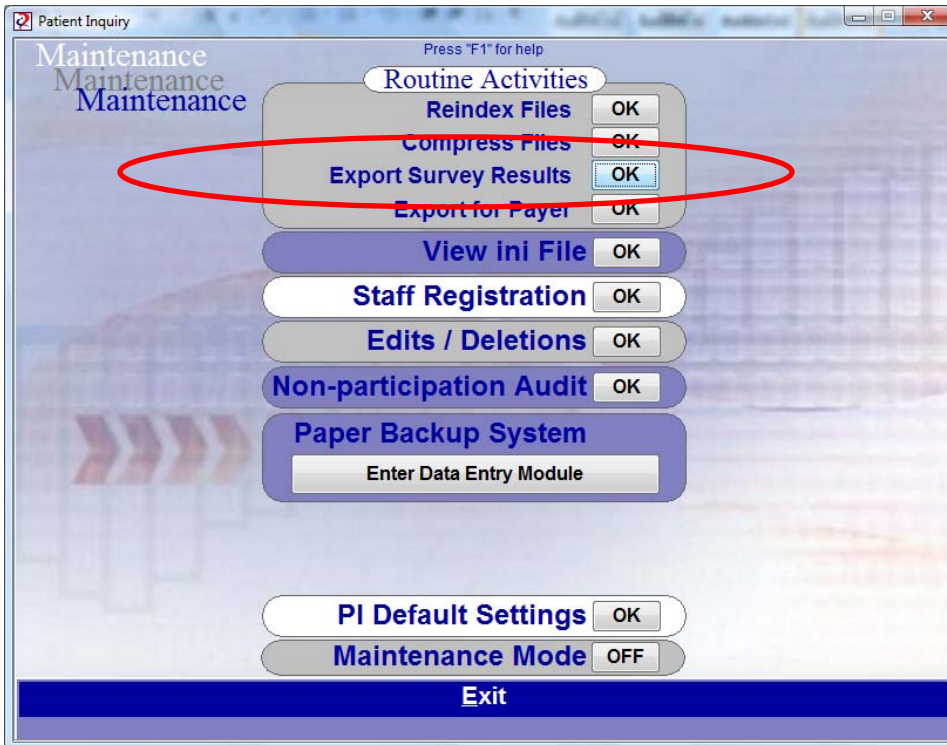


PI Export To FOTO

First, make sure all PI programs are shut down except the one from which you will export.
Click on **Maintenance** on the main menu
Type in the Administrator Password: **4823686**



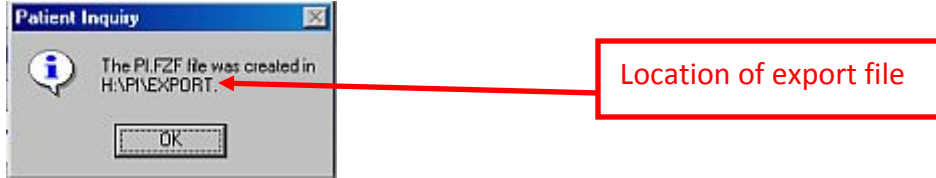
Click **OK** next to the option "Export Survey Results"



The program will create/update a PI.FZF file automatically.

Make a note of where the file is saved. It usually is:

“The PI.FZF file was created in C:\PI\Export” if you use the software locally. Otherwise it will have another path if your software is networked.



Click **OK**.

To send to FOTO via email

- **Create** a new email message.
- Put your **Practice ID #** (i.e., **01-101-02-1**) in the **Subject line**.
- **If you do not know what your Practice ID is, please refer to Page 3 for instructions**
- Click on **'Attachment' or 'Insert File'** (depends on your email program)
- Browse your computer and open the **PI** folder (usually on C:\ drive, will be on a different drive if PI is networked)
- Double-click to open the **Export** folder.
- Attach the **PI.FZF** file to the email message.
- Send to foto@fotoinc.com

To send to FOTO on a 3.5 diskette

Note: This process may also be used if you need to e-mail the export from a different computer than the one where PI is loaded. In that case, follow the instructions for saving on a diskette and then use the e-mail instructions to send to FOTO.

- Go to **Start** on your taskbar
- Go to **Programs**
- Open **Windows Explorer**.
- Open the **PI** folder (usually on C:\ drive.)
- Click on the **Export** folder and locate the **PI.FZF** file.
- Make sure a **blank diskette** is in the **A:\ drive**.
- You have several options how to copy the PI.FZF file to the diskette:
 - 1) Using your mouse, click on the **PI.FZF** file, hold down the mouse button and drag the file to the **A:\ drive**, and release.
 - 2) Using your mouse, **right click** on the **PI.FZF** file and choose **“Copy”** from the drop down menu. Then **right click** on the **A:\ drive** and choose **“Paste”** from the drop down menu.
 - 3) Using your mouse, click on the **PI.FZF file once** to highlight. Got to **“Edit”** on your toolbar at the top of your Windows Explorer. Select **“Copy”** from the menu. Click on the **A:\ drive once**; go back to **“Edit”** on the toolbar and select **“Paste”**.

Label the diskette with your **Practice ID #** (i.e., **01-101-02-1**) and the date.

Mail, preferably in a **strong anti-magnetic pack or envelope for protection**, to:

IS / FOTO, Inc.
PO Box 11444
Knoxville, TN 37939-1444

Please call FOTO Technical Support if you need assistance.
800-482-3686 Ext. 34

Identifying your Practice ID

The Practice ID is a unique 8 digit identifier that FOTO has assigned to your clinic. Please include it in the subject line when e-mailing your export.

Your **Practice ID** can be found by:

- Selecting **Maintenance** (from the **Main Menu**)
- **Selecting OK** for **PI Default Settings**
- Checking the **Practice ID** under the **Practice** tab

The screenshot shows the 'Patient Inquiry' software window with the 'PI Defaults - Practice Defaults' tab selected. The 'Practice' sub-tab is active, displaying various fields for practice information. The 'Practice ID' field is circled in red and contains the value '20016000'. Other fields include 'Practice Name' (PTPN DEMO), 'Address' (60 Demo St), 'City' (PTPN Hills, CA, 54321), 'Country' (US), 'FOTO Champ' (FOTO Champion), 'Phone' ((423) 450-9699), 'Fax' ((423) 450-9484), and 'email' (foto@fotoinc.com). To the right, there are sections for 'PASSWORDS' (Unit: 4823686, Administrator: 4823686) and 'Caretype Options' (Industrial, Neurological, Orthopedic, Pain Management, Pediatric, Speech, Wound, Cardiovascular, Pelvic Floor), each with radio buttons for 'Off', 'Avail', and 'Primary'. At the bottom, there are buttons for 'Save Changes' and 'Exit', along with version and date information (Version 6.0.3, Date 10/17/2002).