

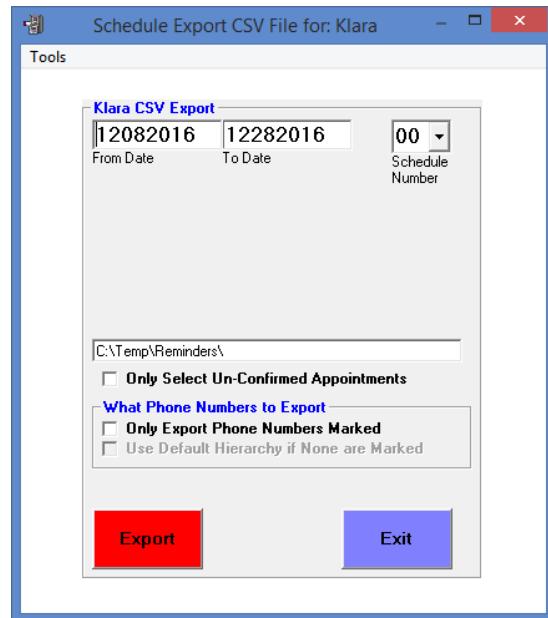
## Export for Klara Patient Messaging Platform

If you have the Internet in your office, you can send and receive patient messages using the Klara Patient Messaging service. You can also export appointment information to Klara. PowerSoftMD generates a CSV Export file for Klara. Data Tec was requested to provide this export feature; we **do not** endorse or **certify** the use of the Klara service in any fashion or manor. Contact Klara at [www.klara.com](http://www.klara.com) for more information.

### Daily Scheduled Appointments:

1) You may run the export program manually as follows or automatically as described in step 2. To run the Export manually start from the top of the **Schedule** screen select the top toolbar **“Tools”** option, then **“Export”**, next select **“CSV Klara Messaging System”**. You should do this at least once to define what options you wish to use and where the Export file will be placed.

- Set the date range to any range you want. (it will default to 10 days before and after the current date, limited to the current calendar year)
- Select any schedule you or use **“00”** all schedules.
- Eliminate patients that have been confirmed on the schedule by checking the option **“Only Select Un-Confirmed Appointments”**.
- Use the top **“Tools”** option to specific where the export file should be placed.
- Create the Export file by pressing the red **“Export”** button.
- The export file name created is: **KlaraAppointments.csv**
- Once the file is created you may optionally view it by clicking on the file name.
- Contact Klara to upload the file to them.



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**2)** You may also set your Windows Scheduler to run this process **automatically** any time based on your own specific requirements. You would set your windows task to Launch the following program and command line:

**C:\EZW\SCHED\PGMS\KlaraExport.exe 00/AUTO**

This would cause the program to create an export file containing all appointment information within the date range. If you wanted to specify a specific Schedule change the **00** to the 2 digit number of the desired schedule. Also if you have previously manually set the option **“Only Select Un-Confirmed Appointments”** then confirmed appointments will not be exported.

You could schedule this to run as often as you like. If you have no appointments for the date range, then the export file would be contain only heading information and no appointments.

**3)** Remember to contact Karla at [www.karla.com](http://www.karla.com) so they can show you how to have the file uploaded to them.

**4)** Example of exported CSV file:

```
"Date","Time","Last Name","First Name","Mid Initial","BirthDate","Home Phone","Work Phone","Cell Phone","Email Address","Schedule Num","Service Code"  
"12/13/2016"," 9:00AM","FLINTSTONE","FRED","E","05171990","314 555-5555","314 999-3333","713 999-2222","FEF2@gmail.com","01","EXCS"  
"12/14/2016","10:15AM","FLINTSTONE","FRED","E","05171990","314 555-5555","314 999-3333","713 999-2222","FEF2@gmail.com","01","FBSE"  
"12/14/2016"," 1:00PM","FLINTSTONE","FRED","E","05171990","314 555-5555","314 999-3333","713 999-2222","FEF2@gmail.com","01","RCHK"  
"12/15/2016","10:15AM","FLINTSTONE","FRED","E","05171990","314 555-5555","314 999-3333","713 999-2222","FEF2@gmail.com","01","HYPA"  
"12/15/2016","11:45AM","DUCK","DONALD","D","02121968","713 444-3344","713 333-9999","713 384-8278","DownUnder@TennisMatch.com","01","FBSE"  
"12/20/2016","10:15AM","BELL","TINKER","L","09082010","970 939-9399","970 999-9999","970 039-2780","","01","EXCS"
```