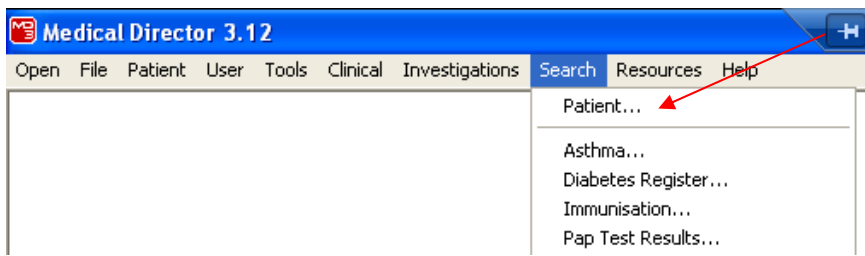
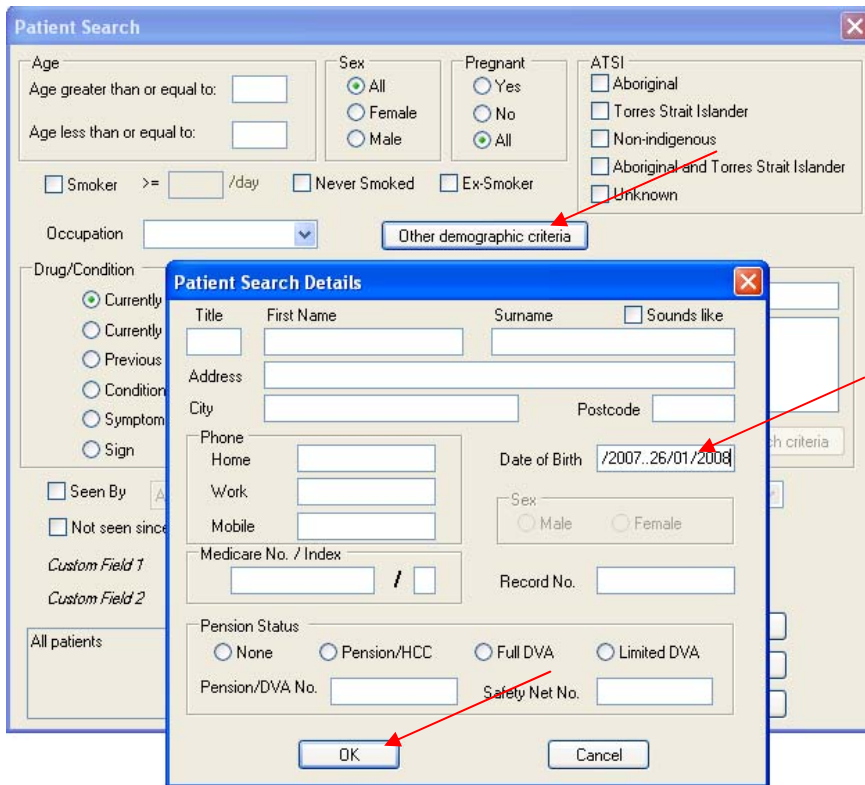


Searching for 3.5 – 4 Year Old Children in Medical Director

From the **Main Screen**:



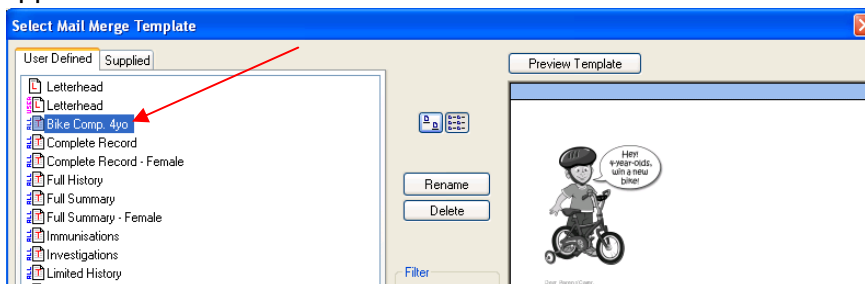
Enter the date 4 years for today to 6 months later e.g. today is 26/07/2010, I would enter **26/07/2007..26/01/2008**. Then click **OK** and **Search**.



Click **Mail merge** to send a reminder letter to the resulting patient list.



Select the letter template to be used and click **Open**. Click **OK** if the **Mail Merge Description** window appears.



End of document.