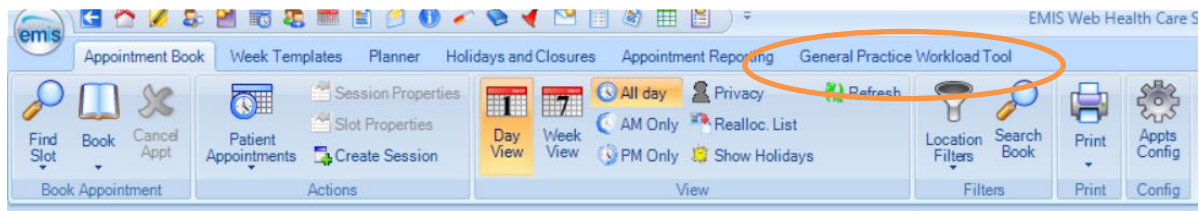
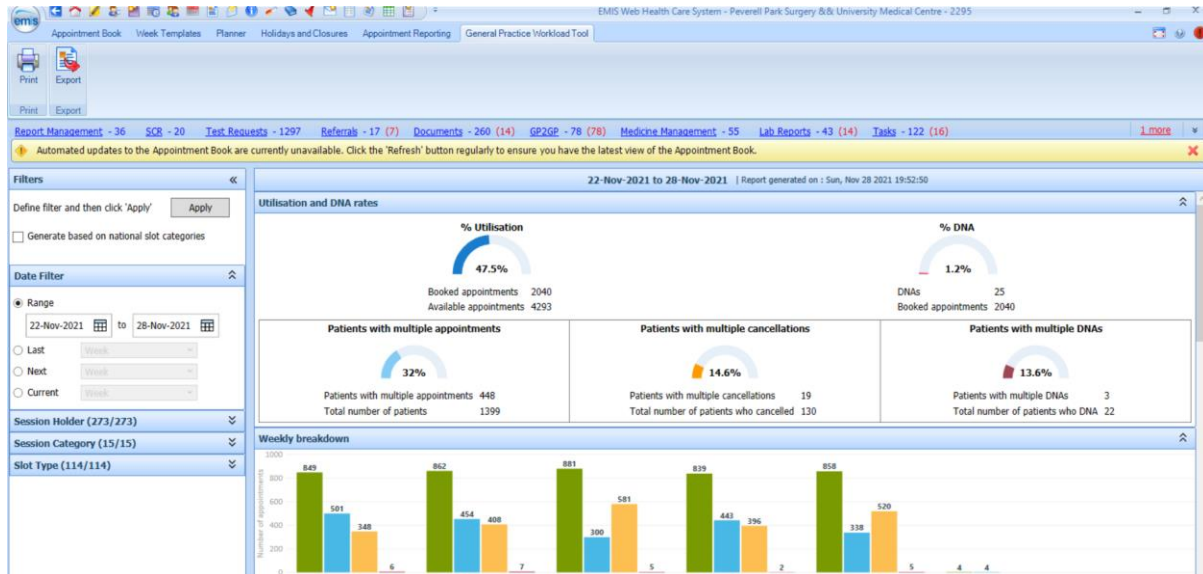


## Monday Contacts Data Extraction – A Step by Step Guide for EMIS Practices

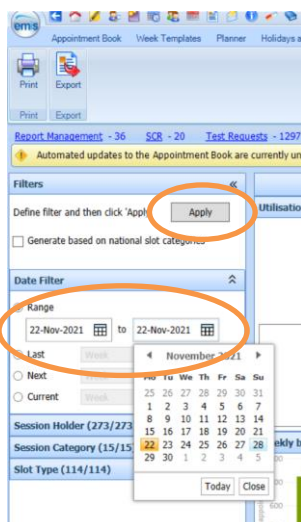


Step 1: Go to your appointment book and click the sixth tab across “General Practice Workload Tool”

Your screen will look a bit like this



Step 2: Change the date range each week, you will need to add the date of Monday of each week. You will need to select both the from and to dates, then hit apply.



Step 3: Look across to the Utilisation and DNA rates section, looking for the “% Utilisation”

Underneath it is “Booked Appointments” – the number here is the number you want to report for GPAS.

## Monday Contacts Data Extraction – A Step by Step Guide for EMIS Practices

