## Front Desk Extraction procedure for GPAS data

Q Appointment Book	Consultations Tools	- Informatica V6.8.10 (EMIS Web) - App	aintment Book [Not connected]	- 0 ×
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#### Open Front and select "Reports"

### Select "Appointment Type Planning"

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# Select date range as both the from and to dates and hit RUN, e.g. Monday's date

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**Now select all appointments (**you will know your practice appointment types, please remove any you don't think should be included**), if not sure include all.** 

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Run report, the report below will then be produced.

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Export to Excel and total the columns these are the numbers to report are

- Total Booked Appointments
- Total Available appointments