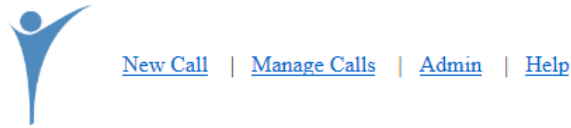


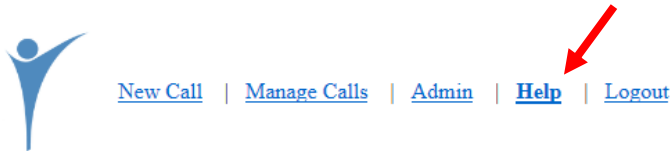
## Getting Started...

Navigate to <http://call.amslat.com>



## Downloading the Template...

Click 'Help' and download the report template.



### Contact Us

For assistance with account creation or website issues please contact [nick.talsma@kindred.com](mailto:nick.talsma@kindred.com).

### Password Reset

For assistance with password resets please click [here](#).

### Downloads & Tips

#### Job Aid:

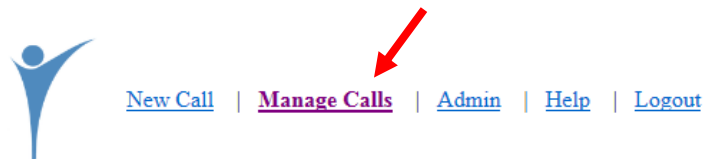
[Download here](#)

#### Report Template:

[Download here](#)

## Getting the Data...

Click 'Manage Calls' and login.



Username

Password

Login

Select a 'Discharge Range' and click the 'Search' button near the bottom of the page.



[New Call](#) | [Manage Calls](#) | [Admin](#) | [Help](#) | [Logout](#)

## Search

### Status

Open - No Attempt Made  
Open - First Attempt Made  
Open - Call Back Later  
Closed - Contact Made, Opted In  
Closed - Contact Made, Opted Out  
Closed - No Contact Made

### Priority

Please Select ▼

### Relay ID ?

### User

Please Select ▼

### Discharge Range

Click 'Download Data'.



[New Call](#) | [Manage Calls](#) | [Admin](#) | [Help](#) | [Logout](#)

Search Again Download Data

## Pasting Data in the Template...

Open the template file you downloaded and make sure macros are enabled. Click the 'Import Data' button and click 'OK' to the prompt that appears.

Import Data

Status ▼ Priority ▼ Facility ▼ Relay ID ▼ Discharge Date ▼ At

Microsoft Excel

In the next step you will need to find the file you downloaded from the Call Utility

OK

Next select the location of the data you just downloaded and click 'Open'. After a few seconds your data should be imported. Continue to the tab of your choice within the workbook.

Please start with a fresh template each time you run the report!