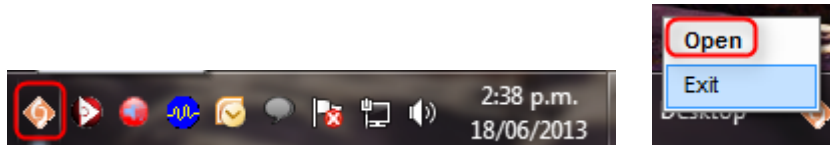


Manually running the BPI extractor

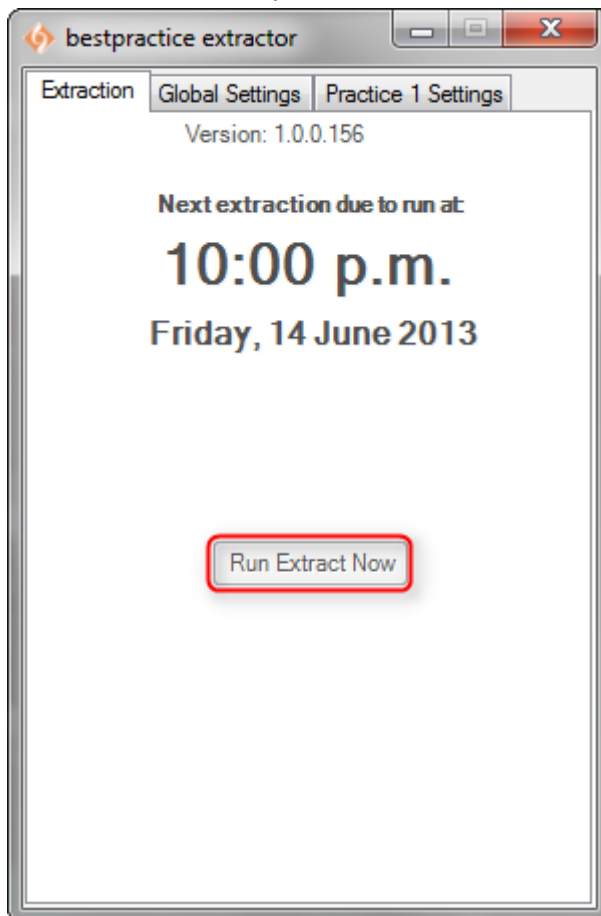
The following process will allow you to run the BPI extractor manually

You will need to be logged into your Medtech server machine to manually run this.

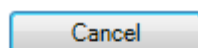
1. Right click the orange icon  in your taskbar and select open



The extractor should open (as shown in screen shot below)



2. Click the 'Run Extract Now' button.
3. The extractor will begin running and will display progress (as shown in screen shot below)



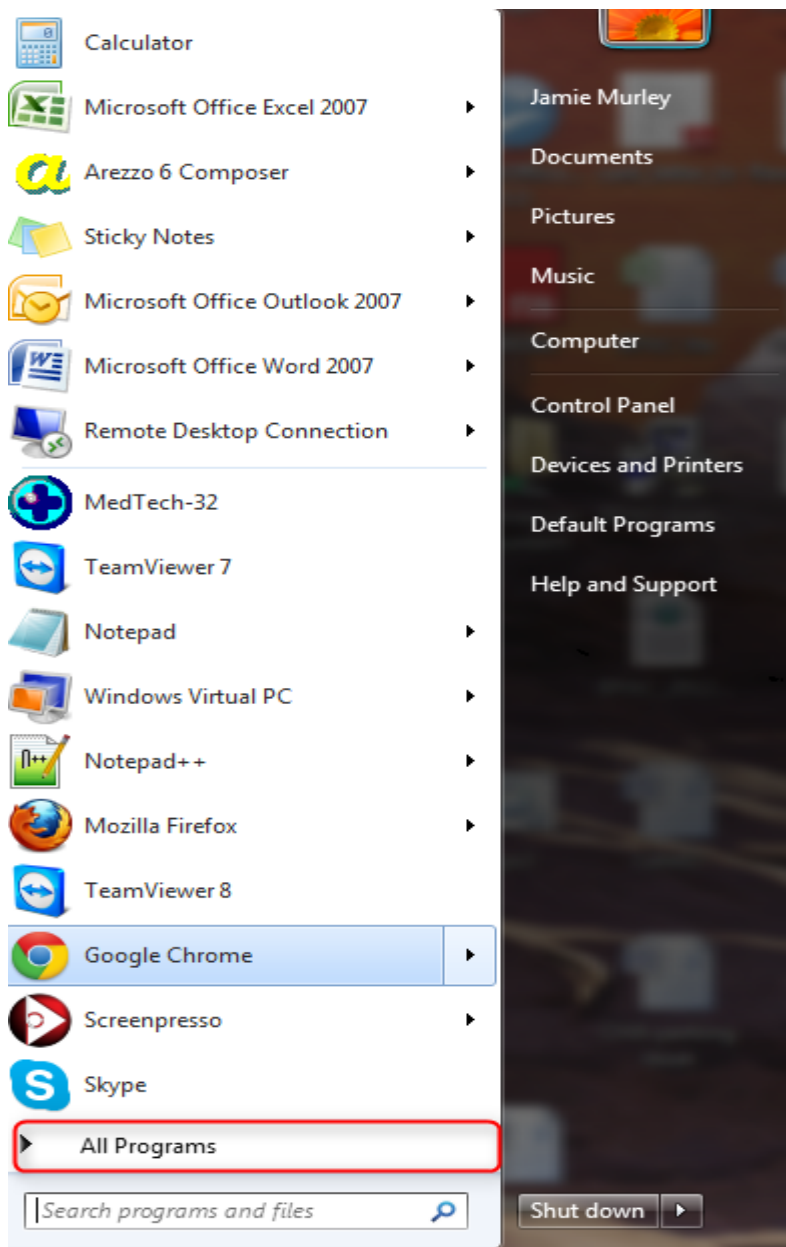
**Running Extraction (for Practice 1) ..
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If you have no icon in your taskbar then the following needs to occur.

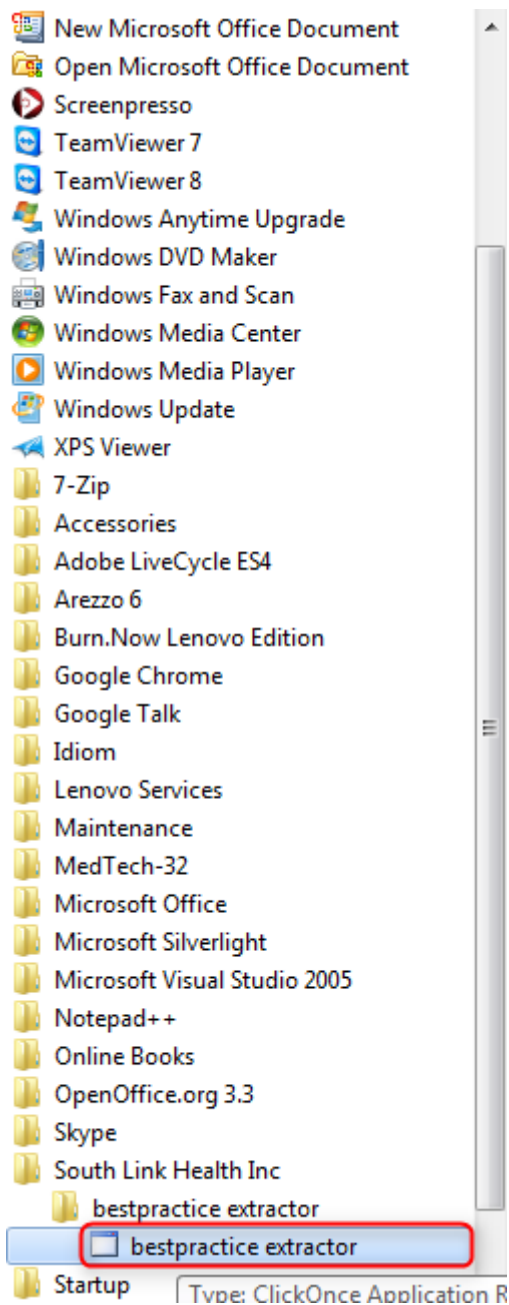
Click the 'start icon'  on task bar.



Click 'All programs'



Locate and open the 'South Link Health Inc' Folder and double click the 'bestpractice extractor'



The BPI extarctor icon should appear in the task bar.

Complete the process mentioned in steps 1-3 earlier in this document.

If this process doesn't work, please reply to your automated notification email, and a job will be logged with BPAC for assistance on your behalf.