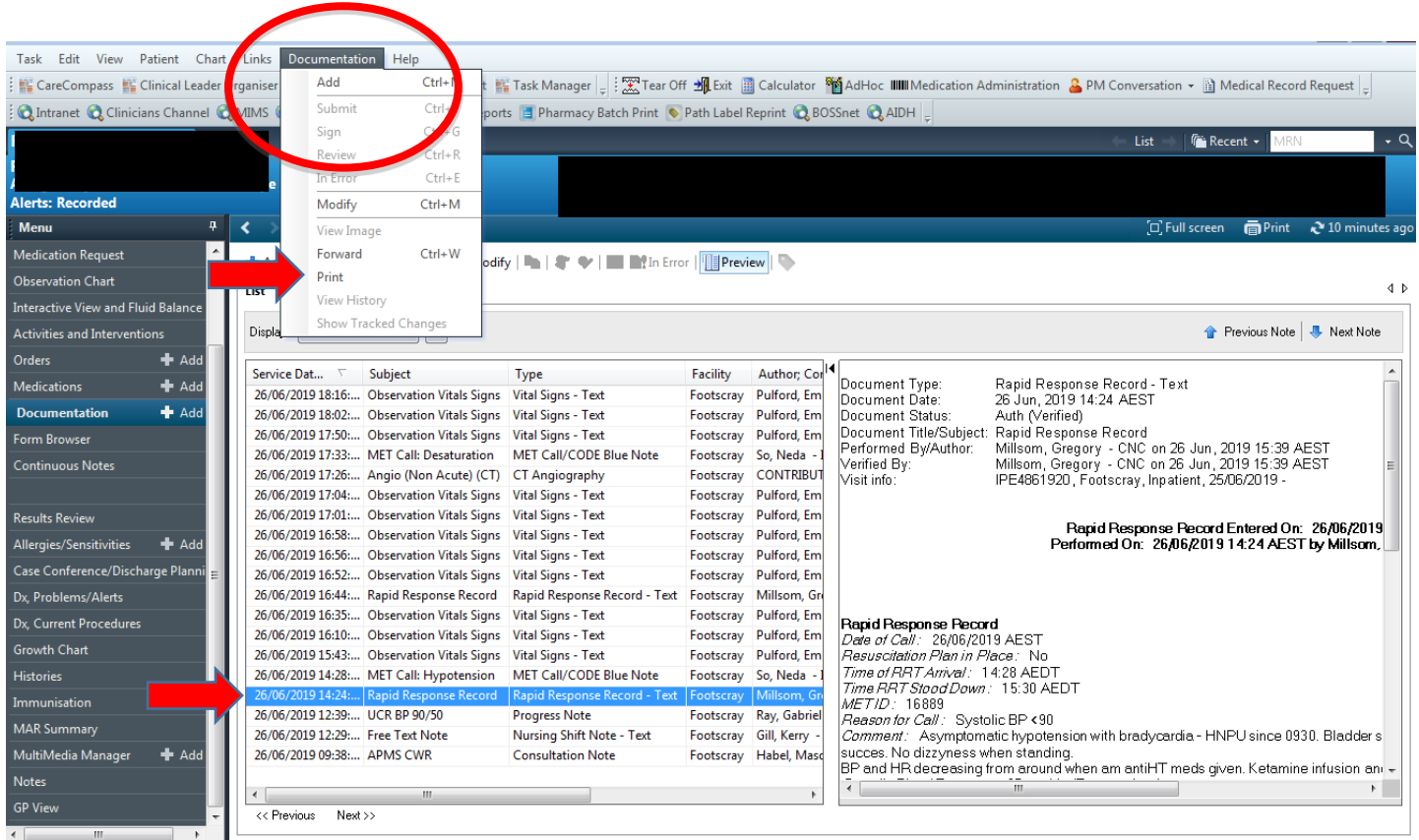


# How to print out documentation progress notes on EMR

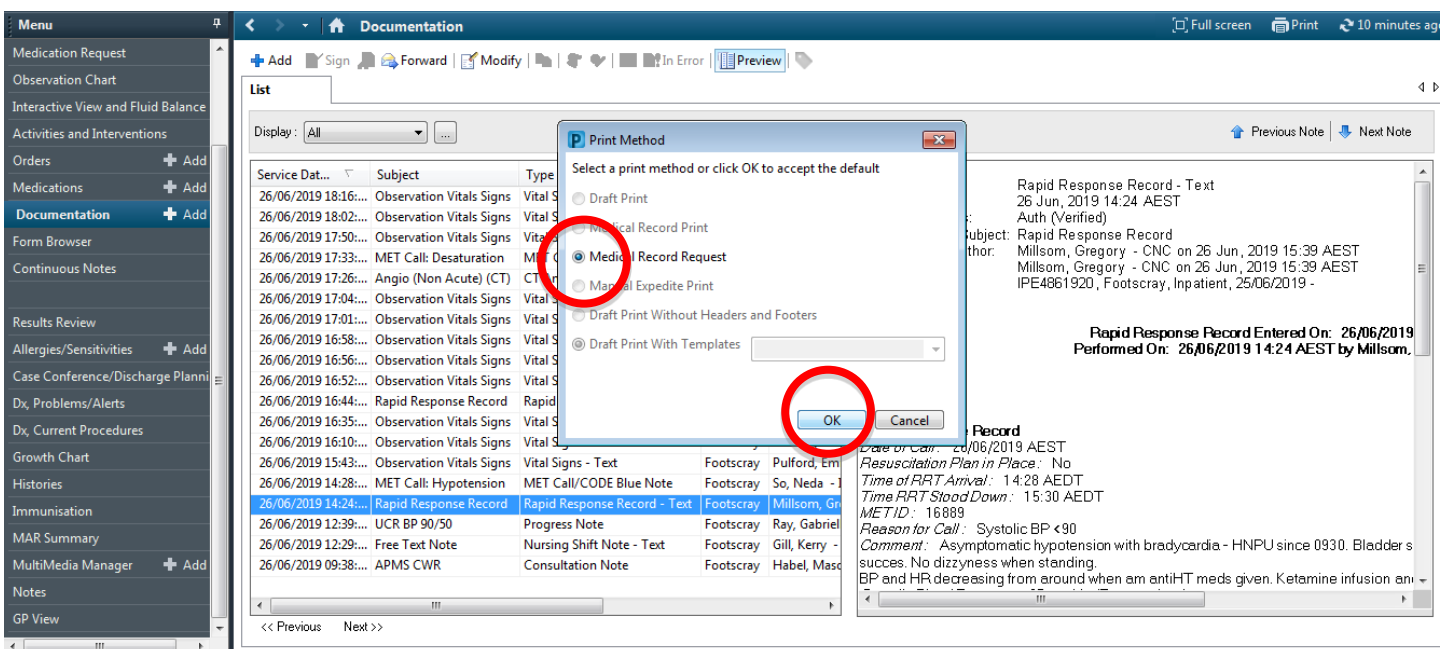
## Step 1

Highlight on the screen which documentation note you want to print. Then click on documentation in the grey section at the top of the screen (table of contents section). Scroll down and click "print".



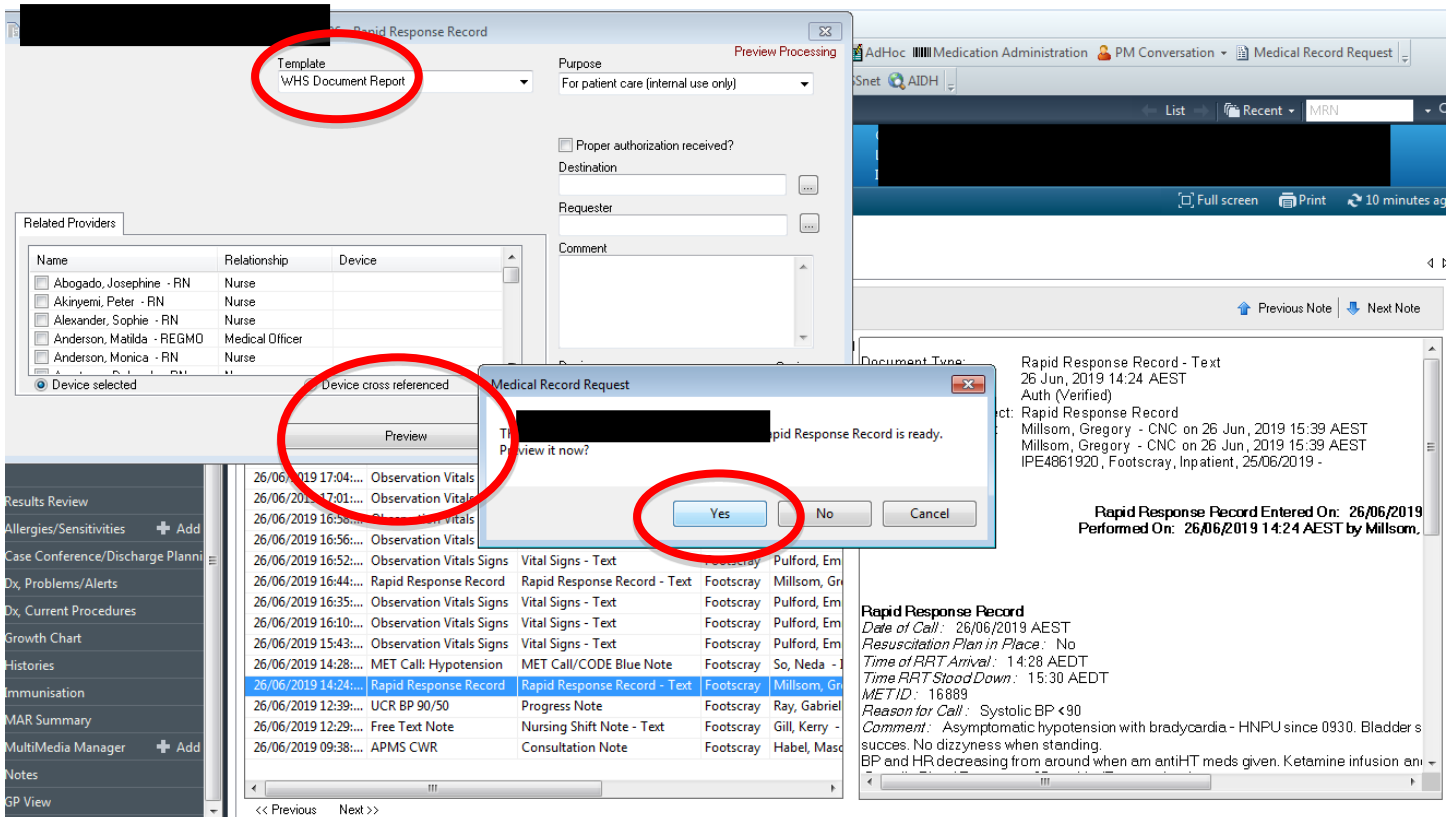
## Step 2

A dialogue box will appear on screen. Click the round button left of the wording "medical record request", then click "ok".



### Step 3

Another window dialogue box will appear. It should auto populate so that “WHS document report” appears in the Template window. You don’t need to do anything else here (don’t bother with selecting printers or anything). Just click on the “preview button” at the bottom of the window. Another window will now open asking you to “preview it now?” Click “yes”.



### Step 4

A pdf of the document you have highlighted will now appear. Simply click on the printer icon in the grey toolbar at top of page. It will automatically select your usual computer default printer in your usual default settings. Just click “ok” and away you go. Print job done!

