Printing Calendar Appointments

07/24/2024 7:35 pm EDT

You can print out your appointments, but not export them into a file.

1. Go to Schedule > Calendar. Click on Print Appointments.

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0	Se	р	~	20	21	~	0	+ Event	🗂 Today	2 Refresh	⊖ Print Appts		H Se	p 26 2021 - Oct 2	₩		D	Daily Exam Ro	oms	Doctor	Weekly	Monthl
Su	Мо	Tu	w	e ·	Th	Fr	Sa		Sun 9	9/26 🗙	Mon 9/27 🛛 🕱	Tue 9/28	×	Wed 9/29	×	Thu 9/30	к	Fri 10/1	×		Sat 10/2	×
29	30	31	1		2	3	4															
5	6	7	8		9	10	11				9:50 - 10:00 am JS Michelle Harris: Eastern											
12	13	14	1	5	16	17	18	10:00am														
19	20	21	2	2 :	23	24	25															
26	27	28	2	9 :	30	1	2									10:20 - 10:50 am Jenny (Jen) Harris: Easte Office	BW n					
Doc	tors	;	5	Sele	ect a	all / r	none															
.	Jam	es S	mith	1			1															
Jill Smith 5					11:00am																	
Offi	ces		ę	Sele	ect a	all / r	none															
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0.	Feleł	nealt	th																			
Main PG Office			12:00pm			12:00 - 12:30 pm BW Jenny (Jen) Harris: Eastern Office																
																12:30 - 1:00 pm	0					
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2. Select the filters you would like to print. You can only print one office at a time.

Appointment List - Jane Smith - Office 1

Wed Feb, 15 2023 - Wed Feb, 15 2023															
Filters U	Filters Update Filters														
Select Office	elect Office 1 🗸 02/15/2023 02/15/2023 🗆 Skip inactive appointments 🛛 Skip appointment breaks														
Doctors	octors Select all Select none														
🗹 Jane Sm	☑ Jane Smith ☑ Dr. James Smith														
Display	Select all Se	elect none													
Date		Time		Duration		Provider	Date of Birt	h 🖸	Patient Name	Home Phore	ne 🔽 Cell P	Cell Phone			
Email Address		Patient Notes		Exam Room		Reason Appointmer		nt Notes 🗹 Status		Patient Address					
Exam 1		🗹 Exa	m 2	Exam 3											
Print Prin Select Layo		 Select 	Font Size Medium	v											
Date	Time	Duration	Provider	Patient	DOB	Patient Address		Home	Cell	Email Address	Patient Notes	⊟xam	Reason	Appt. Notes	Status
02/15/2023	10:20 a.m.	10 min	Dr. James Smith	Jenny (Jen) Harris	02/11/1980	328 Gibraltar Dr, Sunny 94089, US	vale, CA,	(844) 569- 8628	(443) 555- 5555			Exam 1			
02/15/2023	10:30 a.m.	10 min	Dr. James Smith	Laurie T. Sample	12/08/1990	328 Gibraltar Dr, Sunny 94089, US	vale, CA,		(650) 555- 5555	sample@sample.com	Sample notes go here.	Exam 1			
02/15/2023	10:40 a.m.	10 min	Dr. James Smith	Susan Patient	03/01/2019				(410) 555- 5555			Exam 1			
02/15/2023	10:50 a.m.	10 min	Dr. James Smith	Tom Patient	07/07/1994				(443) 555- 5555			Exam 1			

3. From your browser select the options to print.

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