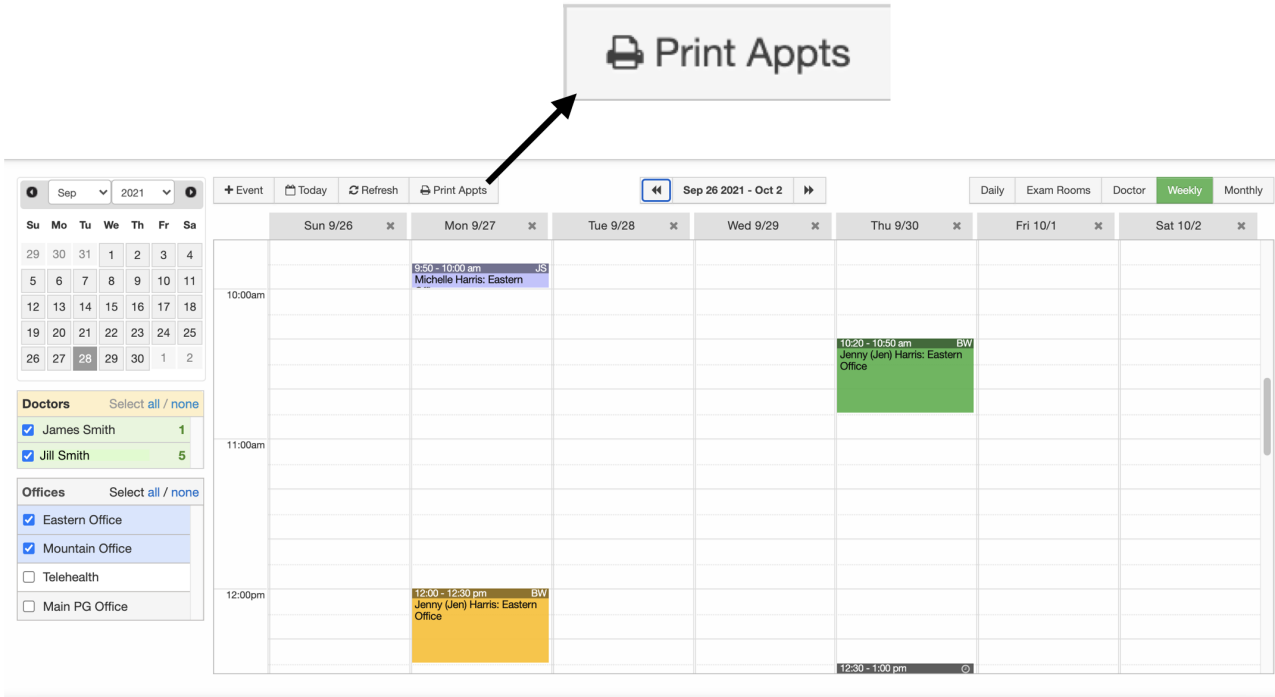


Printing Calendar Appointments

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**.



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 Update Filters

Select Office Office 1 02/15/2023 02/15/2023 Skip inactive appointments Skip appointment breaks

Doctors Select all Select none

Jane Smith Dr. James Smith

Display Select all Select none

Date Time Duration Provider Date of Birth Patient Name Home Phone Cell Phone

Email Address Patient Notes Exam Room Reason Appointment Notes Status Patient Address

Exam 1 Exam 2 Exam 3

Print Print

Select Layout Portrait Select Font Size Medium

Date	Time	Duration	Provider	Patient	DOB	Patient Address	Home	Cell	Email Address	Patient Notes	Exam	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, Sunnyvale, CA, 94089, US	(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, Sunnyvale, CA, 94089, US		(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.

