## **Printing Appointments for any Specific Date Range**

07/24/2024 7:35 pm EDT

Within your DrChrono account, you can easily print appointments for a specific date range. Simply select the desired date range and print your appointments. This give providers and their staff the option to see a forecast of the daily, weekly, or even monthly view of all of their appointments.

## 1. Roll over the Schedule and select Calendar.

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SCHEDULING TOOLS						
Calendar						
Availability Search						
Appointments Dashboard						
Dashboard						
Appointment Profiles						
Appointment Templates						
Billing Profiles						
Reminder Profiles						
Follow-up Reminders						
Recurring Events						
Bulk Appointments						
Appointment Recovery						

## 2. Once you see your calendar, click Print Appointments.



## 3. Select the desired date range and click **Update Fields**.

Sun Oct, 03 2021 - Sat Oct, 09 2021

Filters Update Filters		-										
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✓ Home Phone	C	31							ddress ZPatient	Notes	🗹 Exam Room	Reason
Appointment Notes		01							Address			
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4. Right-click on the page and select **Print** or select **File** > **Print** from the browser menu and follow your computer's process to print.

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