Log In and Select the Daysheet

1. Go to the Med Access EMR website and enter your username and password. Click the **Login** button. Please note that if this is the first log in of the day you will be required to enter your two factor authentication.

2. If you work at more than 1 location, you will need to select your location. Right click on the **site name** in the top left corner of the screen to display a drop-down list. Click the location you wish to view.

3. Select the correct room from the **Provider or Resource** drop-down list to view the appropriate daysheet.
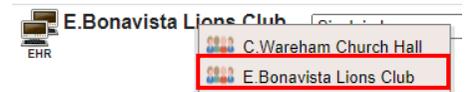
Print the Daysheet

1. Left click on the **Date** in the top left corner of the screen above the daysheet to select the date you wish to view and print.

2. Click the **Print** icon located above the daysheet.

3. Select **Chronological Daysheet** from the drop-down list.

4. Click the **Print** icon in the top right corner of the 'Print Preview Appointments' window.

5. Adjust printer settings, as needed, and then click the **Print** button.