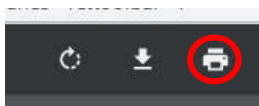
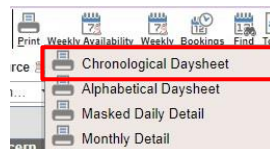
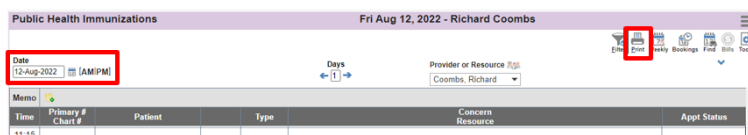


# User Guide

## Med Access: Printing the Daysheet

### Printing the Daysheet

1. Ensure you are viewing the correct Daysheet by selecting the correct Location on the top left-hand corner, and the correct Room from the Provider/Resource drop-down.
2. 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.
3. Click the **Print** icon located above the daysheet.
4. Select **Chronological Daysheet** from the drop-down list.
5. Click the **Print** icon in the top right corner of the 'Print Preview Appointments' window.
6. Adjust printer settings, as needed, and then click the **Print** button.



**Please Note:** For clinics that have a large number of appointments, you may need to print by smaller time increments to view all appointments.

1. You will need to click on the little blue chevron to the 'pointing up' direction to filter your daysheet by time.
2. Enter the time span which you wish to print, and print off the first section of the daysheet.
3. Repeat steps 1 and 2 until you have printed the full daysheet.

