



## How to Print a Schedule Report

1. Open the **Scheduling** Module
2. Right-Click anywhere on the Appointment Book
3. Select **Print Scheduling Report**
4. Select the report without SSN from the drop-down list
5. Enter remaining options
  - a. Location
  - b. Provider(s)
  - c. Date(s)

Choose Report: SCHEDULING REPORT W/O SSN Settings: [Dropdown]

Report includes:  Patient Schedule  Provider Schedule  Primary Policy/ID

Select One Or More Resource For The Report:

Financial Group
2-SUSQ COMM HEALTH AND
3-SUSQ HEALTH REPRODUC

Location
SUSQ HEALTH REPRODUCT

Resource
DAVIS, LINDA CRNP
GREEN, PATRICIA CRNP
MCCORMICK, HEATHER CRN
SCOTT, TONI

Date Range:  Single Date 10/2/2015  Date Range

Time: From 8:00 AM To 5:00 PM

Sort By:  Appointment Time  Alternative Sort  Include Open Slot  Show Linked Appts

Time Interval Size:  5 Mins  10 Mins  15 Mins  20 Mins  30 Mins  60 Mins

Sort By: PATIENT ACCOUNT, PATIENT CHART NUMBER, PATIENT LAST NAME

Sort Field	Order
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\*When more than one resource is selected, the report can only be sorted by appointment time.

6. Once all options are entered select **Print** to print the Schedule Report