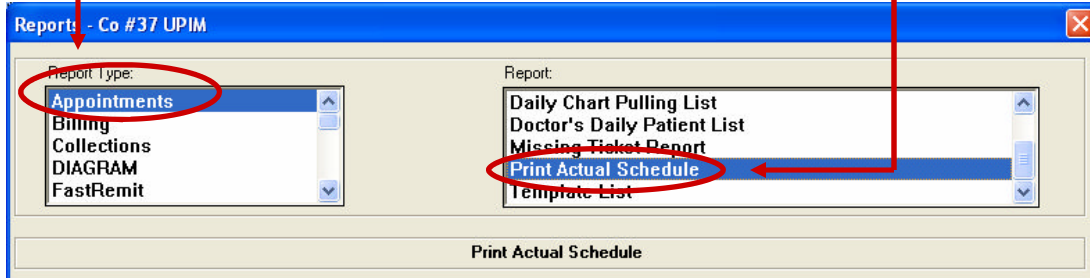


# Printing Labels from schedules

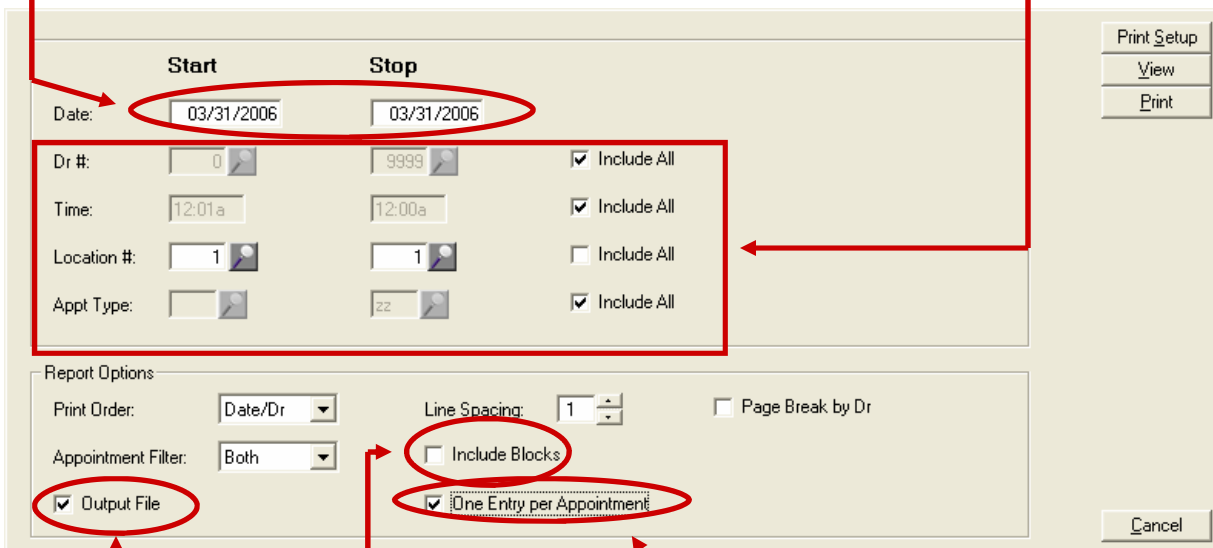
Step 1—Create output file  
Click on reports



Report Type = Appointments (should already default to this)  
Under reports double-click on Print Actual Schedule



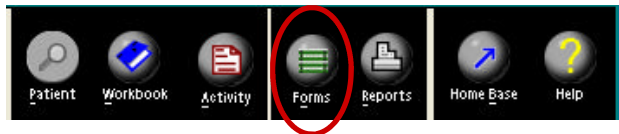
Put in the date range you want to print for  
Put in any other constraints you would like to use



Uncheck the include blocks box  
Check the output file box  
Check the one entry per appointment box  
Click View (The report will run and then pop up on your screen when it finishes)  
Click exit when report is done  
Click OK  
Close the reports window by click on the red X in the top right corner

Continued on page 2

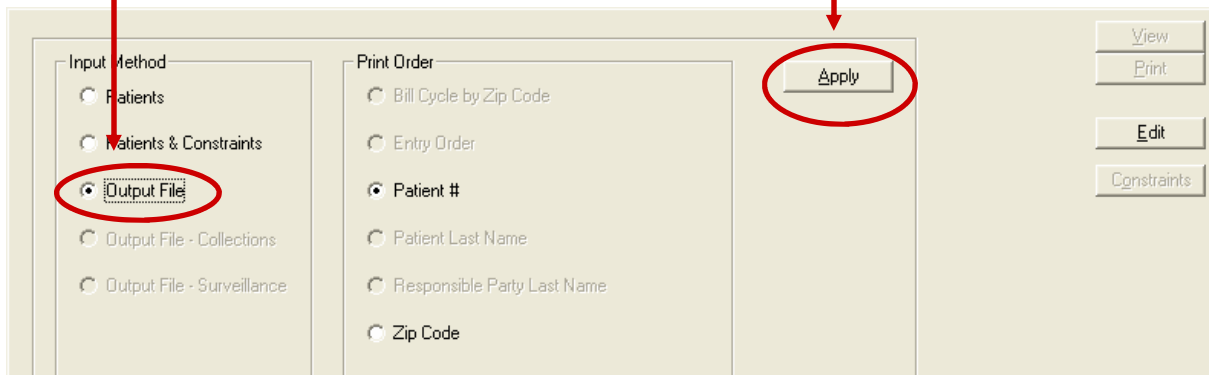
Step 2 - Print the labels  
Click in Forms



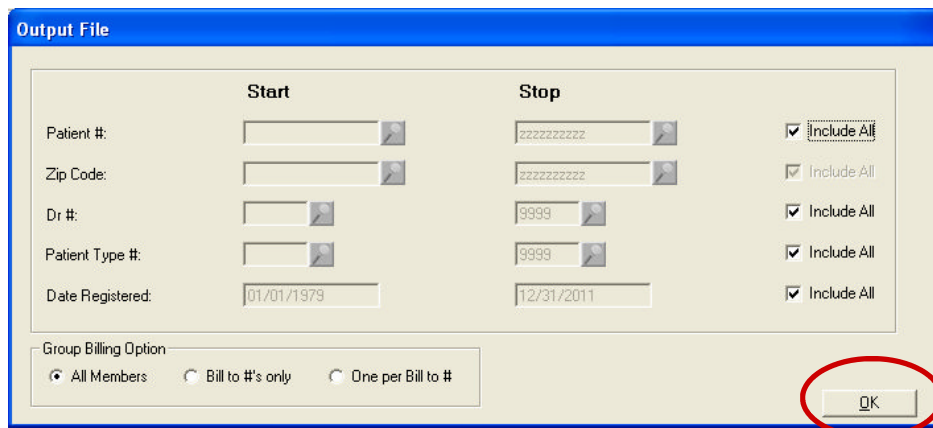
Click in Correspondence—Patients  
Double-click on the Proc Inf, Comp, Unexp Hosp from the form area



Under Input Method click on Output File  
Click Apply



Put in other constraint you would like Click OK



Click Print  
Click **No** when asked about logging to collections  
If you see any screens labeled Header Record Delimiter Click OK on them (May not see any)  
Choose the Label Printer, then click OK  
When finished click cancel, then yes  
Click the red X in the top right corner to close the reports window