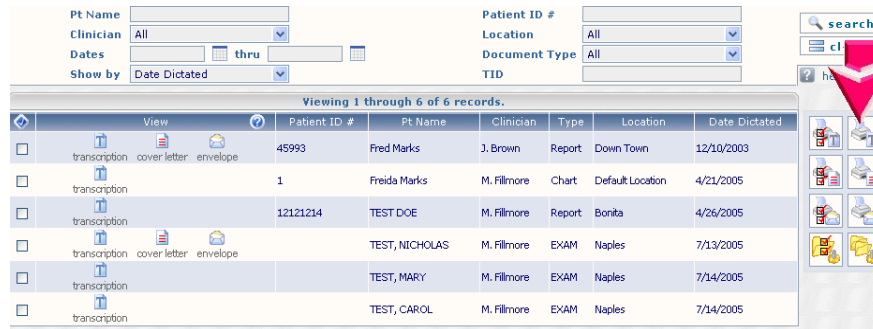
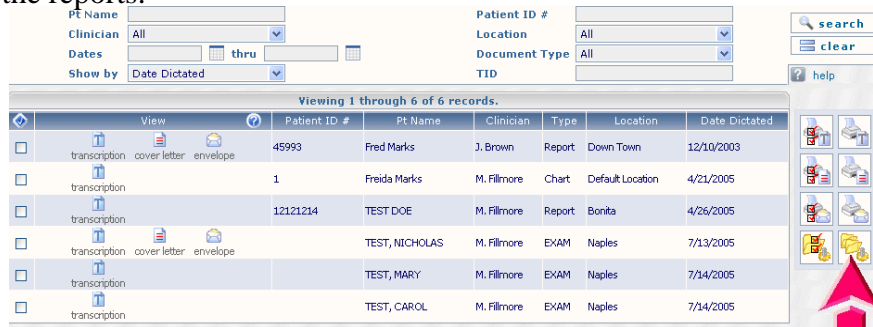


How to Print MedScript Reports From the Ready to Print Folder

1. To print reports from the ready to print folder first login in and then click on the ready to print folder.
2. Click on the Print All button. This will print all of the reports in the Ready to Print Folder.



3. When all of the reports have finished printing click the Complete all button to move these reports to the repository. Do not refresh or move to a different screen before completing the reports.



4. After completing the reports the screen will refresh and any new reports waiting to be printed will be available.

DO NOT COMPLETE REPORTS UNTIL AFTER YOU HAVE PRINTED THEM

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