Auto Print Setup

> This article is part of the systems administration guide. You will require administration access to view the pages mentioned in this article.

Auto print can be configured in CareRight. This will ensure that when a Print button is selected the Print prompt will display. Please ensure that the browser you are using does not open PDF with an external application such as Adobe - use the inbuilt viewer.

To Configure Auto Print

1. Click **Administration**.
2. Select **Global Settings** menu item.
   a. The Global Settings screen will display.
3. Locate the **Auto Print** setting.
4. Change the value according to your need (i.e True) to engage Auto Print.
5. Select **Change** button.

Embedded Printing

CareRight supports embedded printing. This means that the following areas can be set up for the auto print function, reducing the number of steps to complete the print:

- Assessments
- Billing (Invoices & Receipts)
- Labels
- Letters
- Pathology & Radiology Requests/Results

If the settings for these areas are enabled please ensure Auto Print is also enabled.

For example: Printing an Invoice from a patient record. Select the Print button and an Invoice dialogue box will display, select the printer icon and the Print dialogue box will display, select your printer, and select print.

1. Click **Administration**.
2. Select **Global Settings** menu item.
   a. The Global Settings screen will display
3. Locate the item you wish to update:
   a. Embed Printing Assessments
   b. Embed Printed Billings
   c. Embed Printed Forms
   d. Embed Printed Labels

     e. Embed Printed Letters

     f. Embed Printed Pathology Radiology Requests

4. Change the value according to your need (i.e True / False).

5. Select **Change** button.