

Bulk Printing

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Bulk Printing

Bulk Printing allows for multiple letters to be sent to a single print job.

For example, This may be used for Patient letters to be processed at the end of the day.

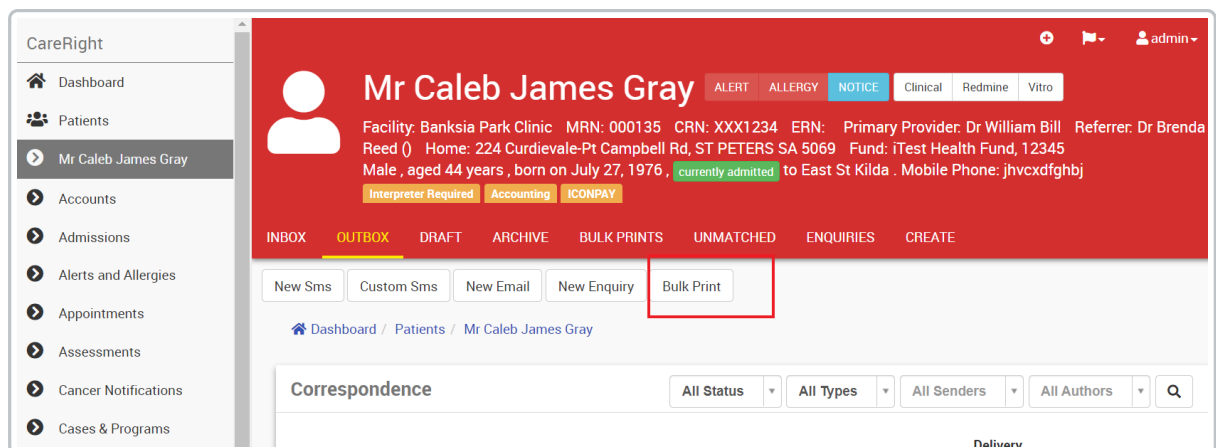
To add a letter to the bulk printing routine,

Performing a 'Bulk Print' from a patient window automatically marks the letters as 'Sent'

1. Select **Patient**.
2. Click **Correspondence**.
3. [Create letter](#).
4. Set recipients.
5. Click the '**Send**' button - the user gets returned to 'Outbox'.

At the end of the day, for the bulk printing of all letters created for the day,

1. Select **Patient**.
2. Click **Correspondence**.
3. Go to '**Outbox**'.
4. Click '**Bulk Print**'.



5. Set page limit if required.
6. Click **Submit**.

When successfully completed, all the letters that were in 'Out basket' as status 'Confirmed' now display as 'Sent'.