## Print appointment list

Last Modified on 15/06/2021 11:20 am ACST

## Print Appointment list (Appointment Report)

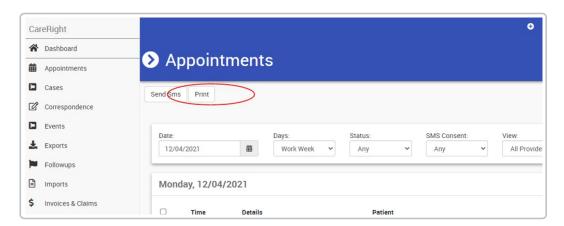
Appointments can be printed directly from the List Interface,

- 1. Select Appointments from the menu.
  - a. The Appointments screen will display.
- 2. Select the List button at the top right-hand side of the screen.
  - a. This loads the list screen.

b.

Field	Description				
Date	Use the mini-calendar to select a date;				
Days	Select either 1 day, 3 Next Days, Work Week (default) or Full Week, as needed;				
Status	Select an appointment status to filter accordingly;				
SMS content	Select Yes, No, or Any, as appropriate (i.e., whether the patient agrees to be contacted via SMS				
View	Select the calendar view to show appointments.				
Appointment					
Time	Show when the appointment has been booked				
Details	Any information that are related to this appointment				
Patient	This will show the patient name in the appointment				
Status	Select from the drop down list				

3. Click **Print** Button at the top left corner.



## Appointment Report 15/06/2020 00:00 - 17/06/2020 00:00

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Printed: 27/04/2021 10:44

	Patient	Details	Next of Kir	Location	Provider
15 Jun	Smith, Barry, (M) DOB: 1970-01-01 12 Main CHERRY GARDENS	M: 0144873456 E: test@clintelsystem.com		Metro	Max Powers
	Appointment Type Intake Assessment		Alert D	escription	Identified
	Notes		Alert N	o Allergies o Alert o Notice	
15 Jun	Smith, Barry, (M) DOB: 1970-01-01 12 Main CHERRY GARDENS	M: 0144873456 E: test@clintelsystem.com		Metro	Max Powers
	Appointment Type Intake Assessment		Alert D	escription	Identified
	Notes		Alert N	o Allergies o Alert o Notice	
13:30 15 Jun	Smith, Maggie, (F) DOB: 1983-08-24 16 Woodhouse Crescent	M: 0419824155		Metro	Max Powers

Print View of Appointment Report