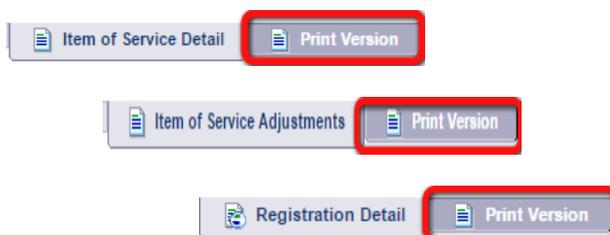


Print Version For Reports

Whilst we would always encourage you to consider the environment and print your reports only where necessary, we recognise that your existing processes may still require you to do so. To minimise the paper needed for printing, we have produced a 'Print Version' option for 3 of the larger reports:

- Item of Service Detail Report
- Item of Service Adjustments Report
- Registration Detail Report

When you run these reports, you will see an additional tab at the bottom, called 'Print Version', see below:



When you select this tab you will see the same information as the online version, but with all formatting stripped away to allow more information to be displayed per page.

You still have the option to print the online version, if that is your preference.

Regardless of which tab you select, you **must** enter the page numbers you wish to print, or both online and print version will be printed.

Print Version

The total number of pages that will print is displayed at the top right hand corner of the reports:

Item of Service Detail report - Payment for the period Jul 2015											Page 1/3	
List Number 00000 Name Mr Joe Bloggs												
Case ID	Patient	DoB	Claim Type	Accept Date	Sum Auth	Pat Charges	DSS Remit	Award %	Amt	Referral Claimed	Auth	Dep IOS Amount

Online Version

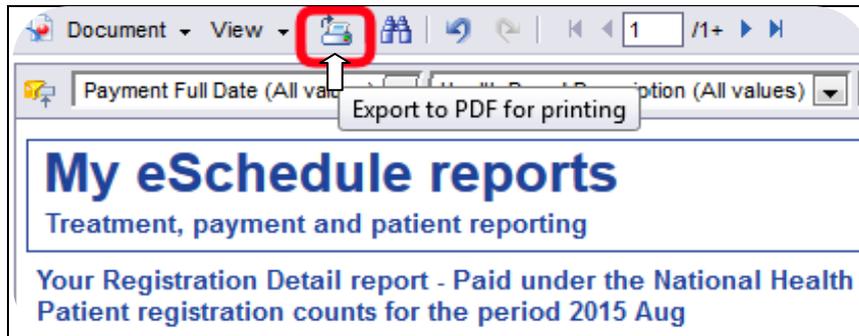
The total number of pages that will print is displayed at the bottom centre of the reports:

Patient Name		Sex	Date of Birth								
Case ID	Patient ID	CHI	Postcode	SIMD	Claim Type	Acceptance Date					
Sum Authorised	Patient Charge	DSS Remission	% Award	Award Amount	Referrals Claimed	Referrals Authorised	Dep IOS Amount				
Page 1/3											
Item of Service Detail		Print Version									

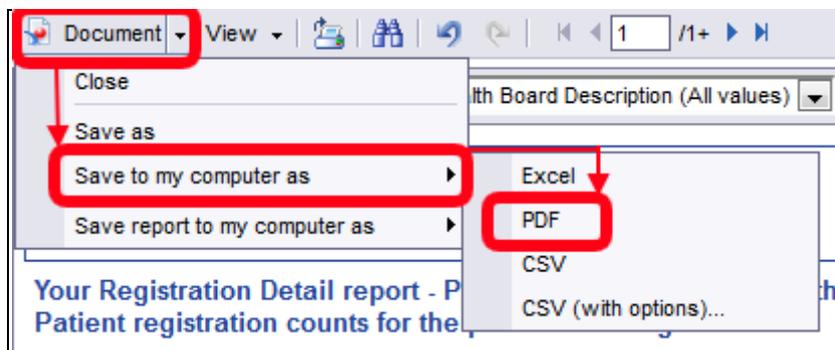
If you opt to print the online version, the number of pages will increase. This is because you can view more information on your computer screen, than you can print on an A4 size piece of paper.

Printing reports

For printing reports select export to pdf button at the top left of your report



Or alternatively, export report as follows;



Within the pdf document created select print, once you have selected the print option for your report you will be taken to the print screen. How this screen will look depends on the printer you use.

Using the example below, there are 43 pages in total; 1-40 make up the online version, 41-43 make up the print version.

