



Print daily schedule report for clinic preparation

Note: A daily schedule report provides a list of appointments for a specific resource and day. This report cannot be printed in batch or altered.

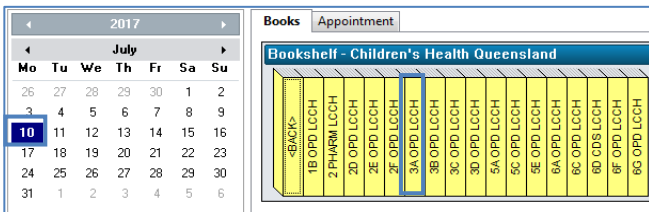
If you require a report that covers a specific time range and includes scheduling comments, reason for appointment, referral information etc., please refer to: [Print daily appointment lists – QRG](#).

1. Click the **scheduling appointment book** icon in the AppBar.

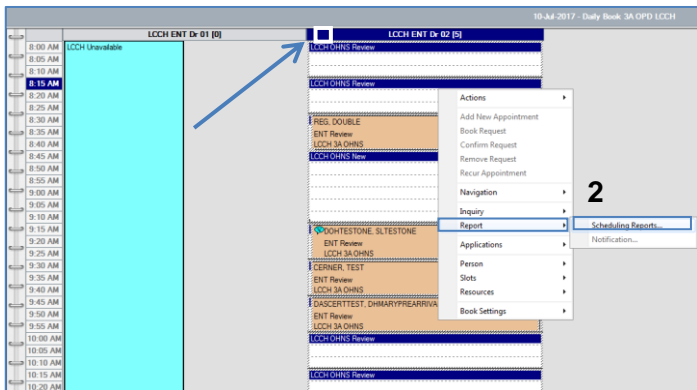


Alternatively, you can login through PowerChart by clicking **scheduling appointment book**.

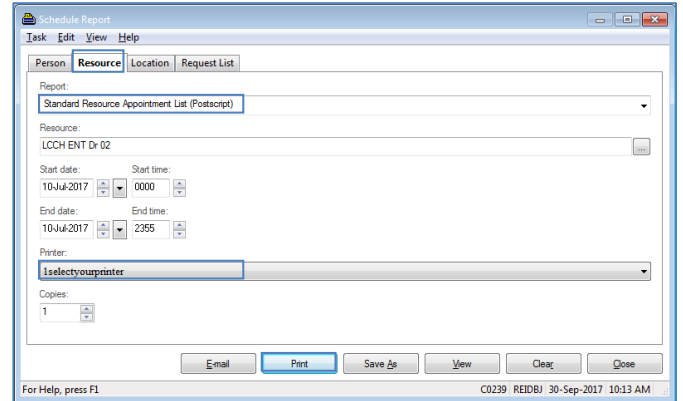
2. Load the clinic **book** by navigating through the **bookshelf** and select the appropriate date from the **calendar**.



3. In the **appointment grid**, left click on the **resource** name; this will highlight all appointment slots below. Right click on one of the highlighted appointment slots, **report**, **scheduling reports**.



4. In the **schedule report** window, click on the **resource** tab, and select **standard resource appointment list (postscript)** from the **report** drop-down list.



Option 1: Print to printer

Select your ieMR printer from the **printer** drop down box. Select the number of **copies** and click **print**.

Option 2: Print to screen

Click the **view** button and the report will display to your screen. To view the next page, click the **right arrow** located at the top of the **report output** screen.

