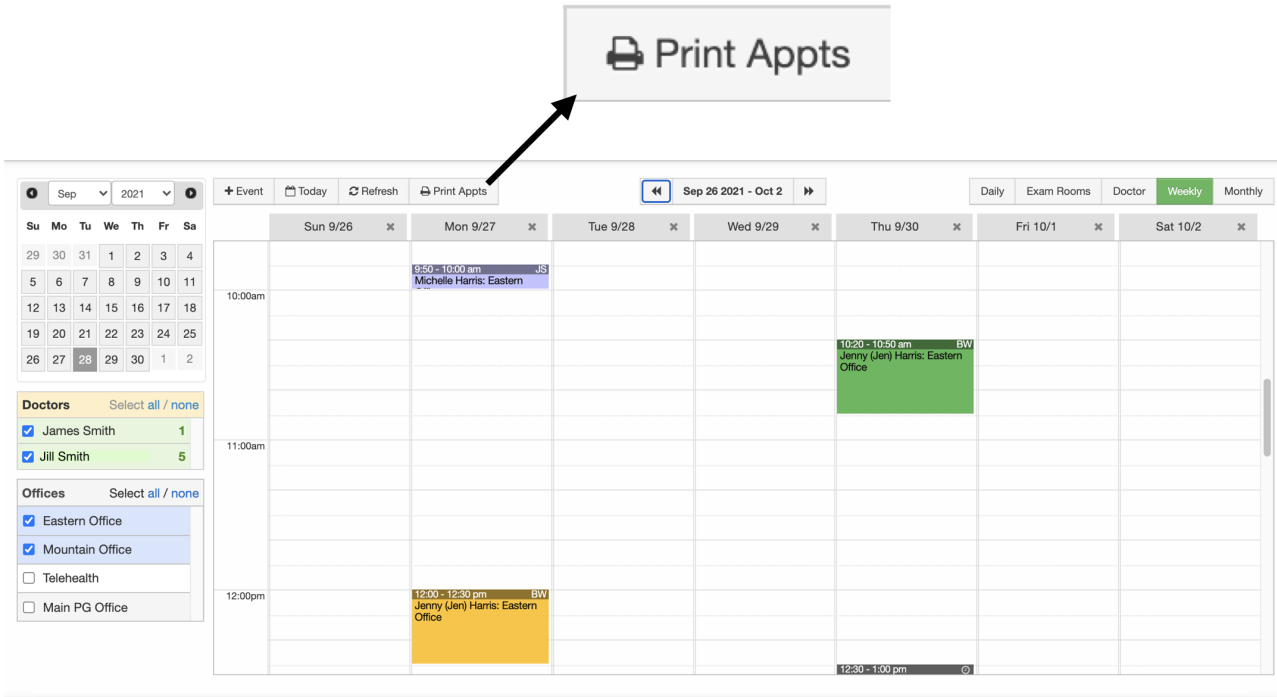


Printing Calendar Appointments

09/10/2024 4:34 pm EDT

You can print out your appointments, but not export them into a file.

1. Go to **Schedule > Calendar**. Click on **Print Appointments**.



2. Select the filters you would like to print. You can only print one office at a time.

Appointment List - Jane Smith - Office 1

Wed Feb, 15 2023 - Wed Feb, 15 2023

Filters Update Filters

Select Office **Office 1** | 02/15/2023 | 02/15/2023 | Skip inactive appointments | Skip appointment breaks

Doctors Select all | Select none

Jane Smith | Dr. James Smith

Display Select all | Select none

Date | Time | Duration | Provider | Date of Birth | Patient Name | Home Phone | Cell Phone

Email Address | Patient Notes | Exam Room | Reason | Appointment Notes | Status | Patient Address

Exam 1 | Exam 2 | Exam 3

Print Print

Select Layout **Portrait** | Select Font Size **Medium**

Date	Time	Duration	Provider	Patient	DOB	Patient Address	Home	Cell	Email Address	Patient Notes	Exam	Reason	Appt. Notes	Status
02/15/2023	10:20 a.m.	10 min	Dr. James Smith	Jenny (Jen) Harris	02/11/1980	328 Gibraltar Dr, Sunnyvale, CA, 94089, US	(844) 569-8628	(443) 555-5555			Exam 1			
02/15/2023	10:30 a.m.	10 min	Dr. James Smith	Laurie T. Sample	12/08/1990	328 Gibraltar Dr, Sunnyvale, CA, 94089, US		(650) 555-5555	sample@sample.com	Sample notes go here.	Exam 1			
02/15/2023	10:40 a.m.	10 min	Dr. James Smith	Susan Patient	03/01/2019			(410) 555-5555			Exam 1			
02/15/2023	10:50 a.m.	10 min	Dr. James Smith	Tom Patient	07/07/1994			(443) 555-5555			Exam 1			

3. From your browser select the options to print.

