Access and Set Up - Creating Printer Favourites for Discharge Scripts

Digital Health
CONNECTING BEST CARE

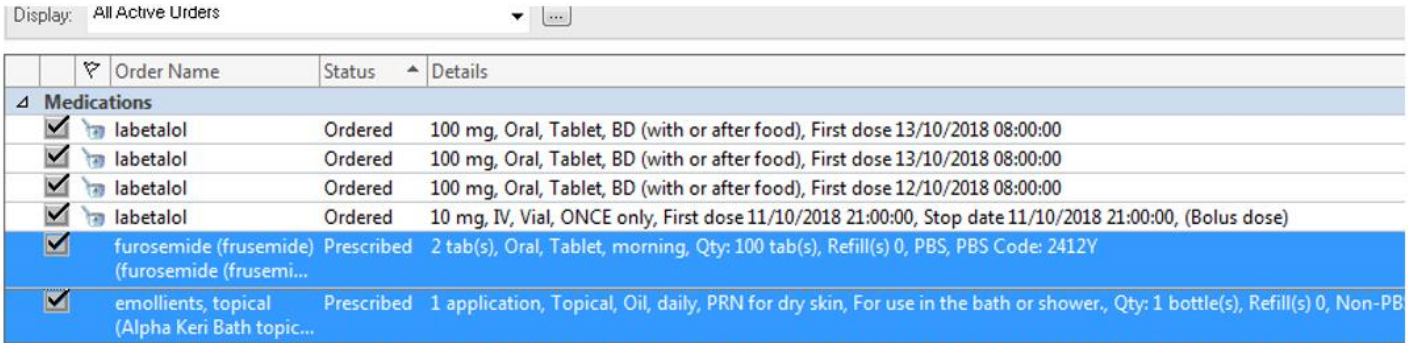
Digital Health
Quick Reference Guide

This Quick Reference Guide will explain how to:

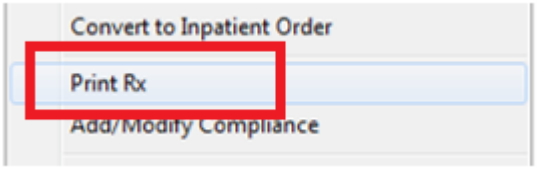
Access and Setup Printer Favourites for Discharge scripts

1. In 'Orders' highlight the medications you want to print.

***Note: Only select medications marked 'Prescribed'. Medications marked as 'Ordered' are inpatient orders and cannot be printed to script paper. ***

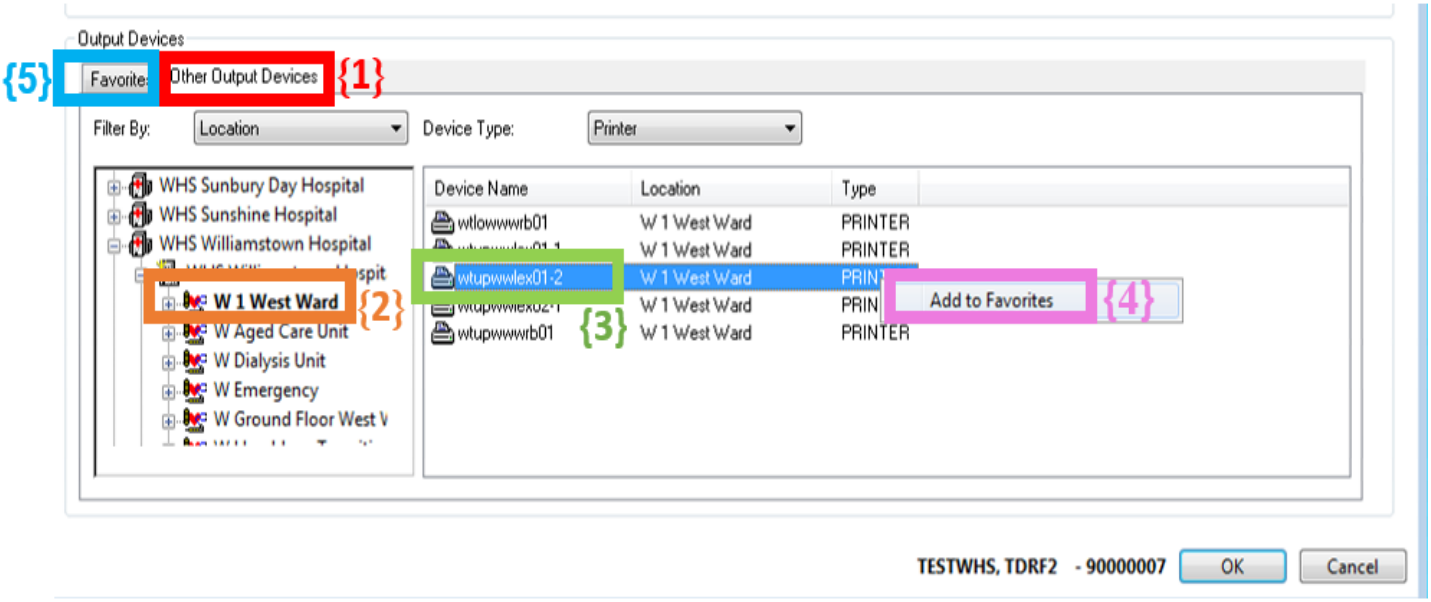


2. Click and select 'Print Rx'



3. Click the 'Other Output Devices' tab {1}
4. Select your location and click on your ward {2}
5. A list of printer available in that ward will appear on the right. Find the name of the printer on the printer itself. Also check which tray contains PBS paper.
6. Select the correct printer name and tray number. {3}
7. Right click and select 'Add to Favourites' {4}

8. The printer will now appear under the 'Favourites' tab. {5} (Select and click 'OK' to print)


Output Devices
{5}
Favorites
Other Output Devices
{1}
Filter By:
Location
Device Type:
Printer
WHS Sunbury Day Hospital
WHS Sunshine Hospital
WHS Williamstown Hospital
W 1 West Ward
{2}
W Aged Care Unit
W Dialysis Unit
W Emergency
W Ground Floor West
Device Name
Location
Type
wtlowwwrb01
W 1 West Ward
PRINTER
W 1 West Ward
PRINTER
wtupwwlex01-2
W 1 West Ward
PRINTER
W 1 West Ward
PRINTER
wtupwwwrb01
{3}
W 1 West Ward
PRINTER
Add to Favorites
{4}
TESTWHS, TDRF2 - 90000007
OK
Cancel