

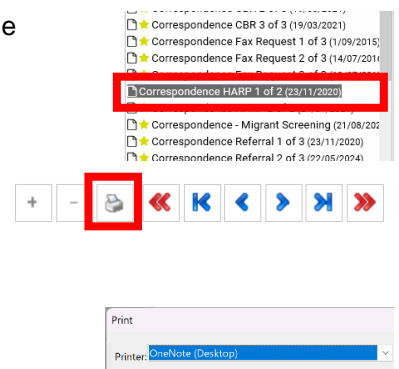


This Quick Reference Guide will explain how to:

- Print a single document from a patient's BOSSnet chart
- Complete a Bulk Record Export

Printing a single document from BOSSnet

1. From your patient's chart, double click on the document you want to print from the Document tree on the left side of the page.
2. From the action pane in the top, select the Print icon.
3. A printing confirmation screen will open. Select Print.
4. The pages you are printing will load. Select Print.
5. You can change your printer location if required. Select Print.
Your document will print to the printer selected.

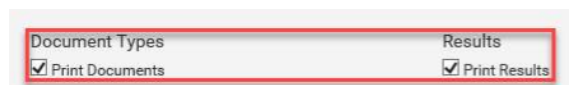
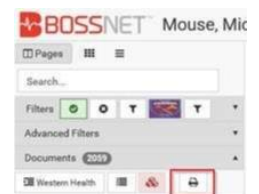


Important – Bulk Record Export

- Some areas of the hospital are required to bulk print from a patient's record. In the event you need this functionality you will need to request this from the BOSSnet team.
- Please contact service desk (servicedesk@wh.org.au (opens in a new tab) or 8345 6777) and ask that your request be addressed by the BOSSnet team.

Completing a Bulk Record Export

1. Once you have the Bulk Record Export functionality you will see the print icon in a patient's record.
2. The Bulk Record Export parameters will appear. Select the parameters needed for printing. **Note:** Your selections by default include ALL Results and ALL documents. Untick both options if you do not require this.
3. Once your selections have been made please click on "Begin Export".
4. When the export is complete then select open or save.





Important – Saving BOSSnet files

- When printing, you can choose to save the PDF initially, as once opened you may decide to print a sub section of documents.
- If saved, ensure that you delete the file after you have finished printing as per policy.