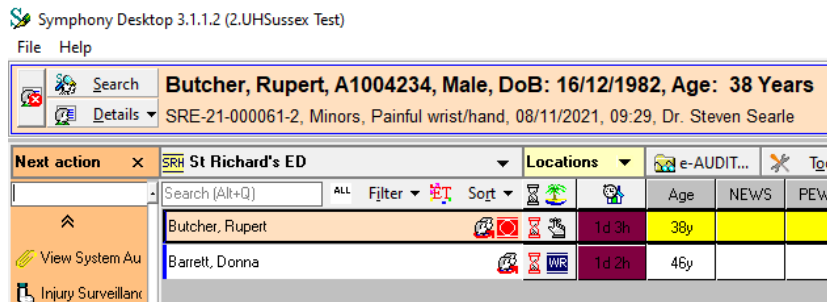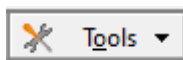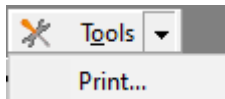## Print Frontsheet and Labels

1. Select the patient on the tracking grid
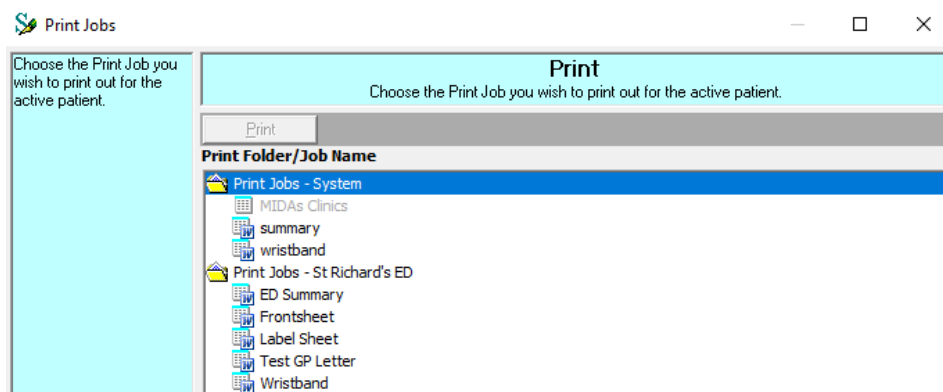

2. Click on the **Tools** button

3. Select **Print...**

The Print Jobs dialogue box appears.

From the **St Richard's ED** folder, you can select print jobs such as **ED Summary, Frontsheet, Label Sheet** & **GP Letter**.

Please note: these are just an example for training purposes and names may change in the live system.

4. Select a print job e.g. Frontsheet, Label Sheet etc.
5. Click on the **Print** button

The document opens in Print Preview

St Richard's ED Episode Summary,
Patient: Rupert Rupert Butcher
Number: A1004234

ED Episode

Arrival Date:	16 Nov 2021	**Arrival Time:**	08:13
Arrival Mode:	Patient arranged own transport / walk-in		
Incident Location:			
Referral Source:	Self / family / friends / education / work colleague		
Visit Number:	3		
Accompanied By:	Wife		
Chief Complaint:	Pain in shoulder / arm / elbow / wrist / hand		

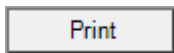**Please note:** this document is just an example for training purposes

6. To view other pages in the document, click on the **>** button (this will take you to the next page)

7. Click on the **<** button to go back to the first page

8. To print this document, you would click on the **Print** button

9. To close this document, click on the **X** button

10. To close the print jobs screen, click on **Close**