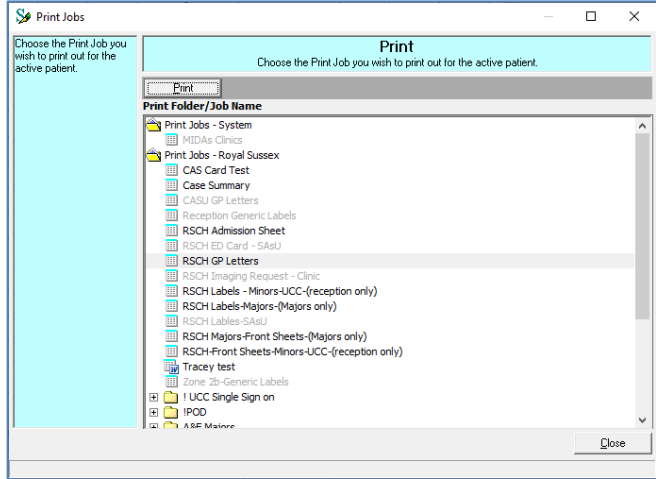


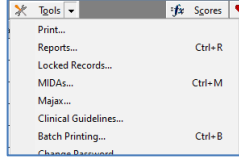
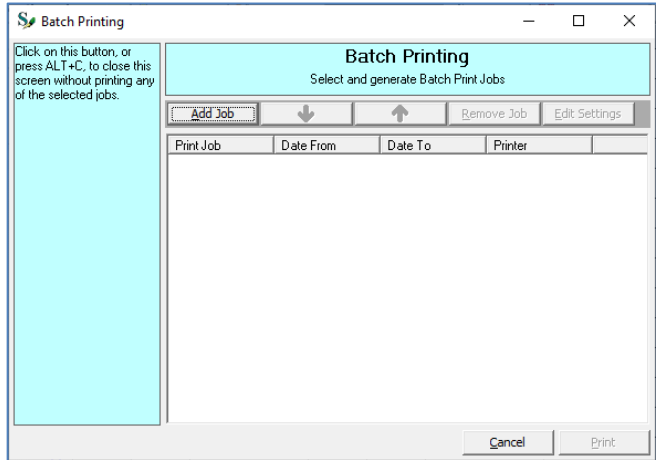
SYMPHONY – PRINTING INDIVIDUAL DOCUMENTS AND BATCH PRINTING

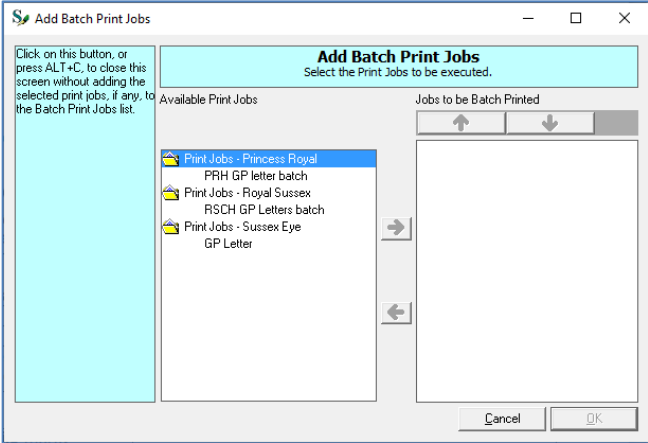

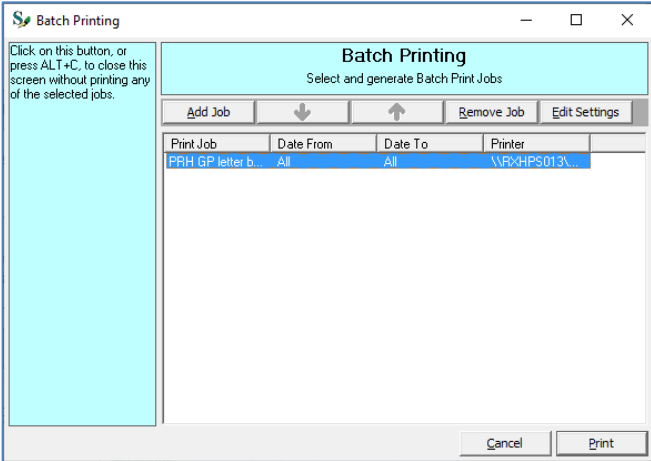
Individual *GP Letters* are usually added to SecurePrint, but please check your printer settings first.
Note: Individual GP Letters will not be available to print *until the patient has been discharged using the Discharge action* from the Next Action sidebar.
 Other documents print at specific printers in each department. *Ask your line manager, if you are not sure where they print.*

SYMPHONY – PRINTING INDIVIDUAL DOCUMENTS

Ensure the <i>correct</i> patient has been selected in the Patient Banner	
Click the Tools button then the Print... menu	The Print Jobs window displays <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  </div>
Click on the <i>required document</i> then click the Print button	The document either goes to SecurePrint or is printed at the specific printer for that document.

SYMPHONY – BATCH PRINTING

Click the Tools button	<div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  </div>
Click the Batch Printing... menu	The Batch Printing window displays <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  </div>

SYMPHONY – BATCH PRINTING	
<p>Click the Add Job button</p>	<p>The Add Batch Print Jobs window displays</p> 
<p>Click the <i>required batch print job</i> then </p>	<p>This places the batch print job on the right-hand side of the window</p>
<p>Click the OK button</p>	<p>The batch print job now displays in the Batch Printing window</p> 
<p>Click the Print button</p>	<p>The print job commences printing. A pop-up appears asking whether the letters printed</p>
<p>Click either Yes or No</p>	<p><i>Choosing Yes deletes the print job, No allows a re-run</i></p>
<p>Click the Close button</p>	<p>This closes the print batch job pop-up window</p>
<p>Click the Cancel button</p>	<p>This closes the Batch Printing window so you can return to the Symphony Desktop</p>