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 – BATCH PRINTING			
Click the Tools button	Taols Iffer Scores Print Ctrl+R Reports Ctrl+R Locked Records MIDAs MIDAs Ctrl+M Majax Ctrl+M Majax Ctrl+B Batch Printing Ctrl+B		
Click the Batch Printing menu The Batch Printing window displays		-	
	Se Batch Printing	– 🗆 X	
	Click on this button, or press ALT+C, to close this screen without printing any of the selected iobs	Batch Printing Select and generate Batch Print Jobs	
	Add Job	Remove Job Edit Settings	
	Print Job	Date From Date To Printer	
		<u>C</u> ancel <u>Print</u>	

SYMPHONY – BATCH PRINTING			
Click the Add Job button	The Add Batch Print Jobs window displays		
	See Add Batch Print Jobs ×		
	Click on this button, or Add Batch Print Jobs press ALT+C, to close this Select the Print Jobs to be executed.		
	screen without adding the selected print jobs, if any, io the Batch Print Jobs to be Batch Printed		
	Pint Jobs - Princess Royal PRH GP letter batch		
	RSCH BP Lettes batch ☆ Print Jobs - Sussex Eye		
	GP Letter		
	Cancel OK		
Click the required batch print job	This places the batch print job on the right-hand side of the		
then 🟓	window		
Click the OK button	The batch print job now displays in the Batch Printing window		
	Se Batch Printing X		
	press ATH-C, to close this screen without piinting any Select and generate Batch Print Jobs		
	or the selected jobs.		
	Print Job Date From Date To Printer PRH GP letter b All \\PXHPS013\		
	Cancel		
Click the Print button	The print job commences printing		
	A pop-up appears asking whether the letters printed		
Click either Yes or No	Choosing Yes deletes the print job, No allows a re-run		
Click the Close button	This closes the print batch job pop-up window		
Click the Cancel button	This closes the Batch Printing window so you can return to the		
	Symphony Desktop		