

Creating a favourite printer list

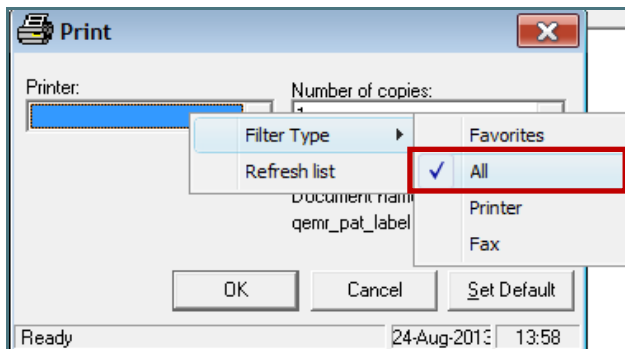
To enable automatic scanning of documentation to the correct patient and encounter in PowerChart, all paper documents used during a patient encounter require a PowerChart printed patient identification label (containing two barcodes). Upon scanning, these barcodes will be read, deciphered and the details assigned appropriately in PowerChart.

When choosing the appropriate printer to print patient identification label all printers across the State will be listed in the printer drop down menu. It is recommended that a favourite printer list is created from the State list so that selecting a printer is quick and easy.

To create a printer favourite list:

To change the filter on the printer drop down menu, from the *Print* window:

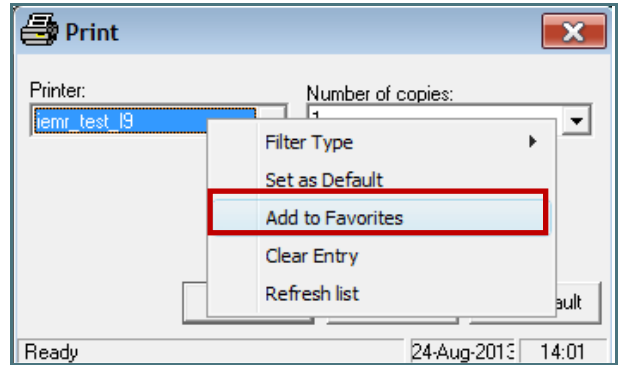
1. Right click on the printer field
A menu will be displayed.
2. Select *Filters*
3. Select *All*



All printers across the State will be available in the *Printer* drop down menu.

To add a printer to the favourites list:

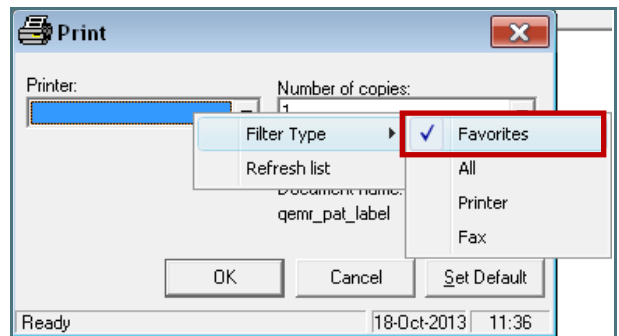
1. Select the printer from the State wide printer list. Each printer has a unique identifying name placed on the device. Ensure the identifier is correctly matched to what is selected in the printer drop down list.
2. The printer will be added to the *Printer* field.
3. Right click on the printer name
A menu will appear.
4. Select *Add to Favourites*



When the *Filter Type* is set to display favourites, only those printers added to the favourites list will be displayed.

Display the Favourites printer list

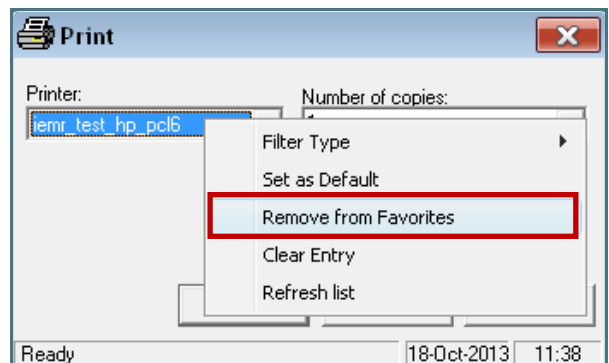
1. Right click on the printer field
A menu will be displayed.
2. Select *Filters*
3. Select *Favourites*



Those printers that have been added to the printer favourites list will be available in the *Printer* drop down menu.

Remove a printer from the Favourites list

1. Select the printer from the drop down list
2. Right click on the printer name
A menu will be displayed.
3. Select *Remove from Favourites*



The printer will be removed from the favourites list.