



## ESM - Print Batch Letters from Discern Explorer Menu

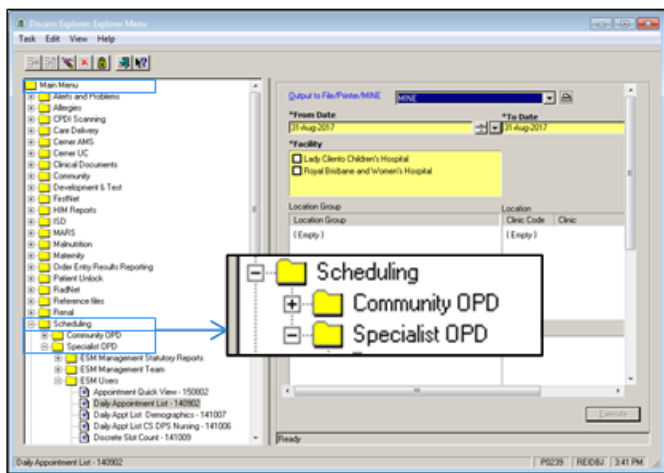
1. Click the *Explorer Menu* icon in the AppBar



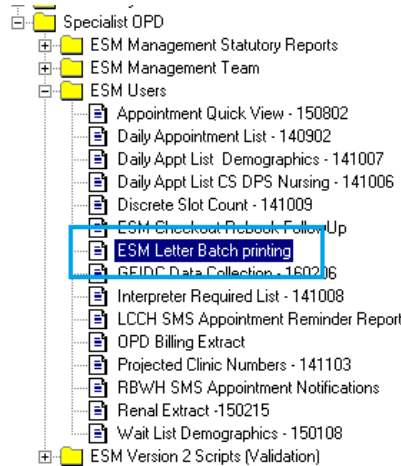
Alternatively, you can login through PowerChart by clicking *Explorer Menu*.



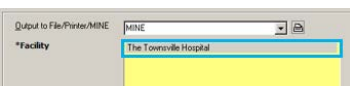
2. In the *Discern Explorer Menu*, click *main menu*, *scheduling* and *specialist OPD*. Depending on your access, there are three reporting folders.



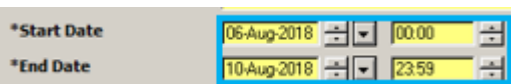
3. Click *ESM User*, click *ESM Letter Batch printing*



4. Click on *The Townsville Hospital* in Facility



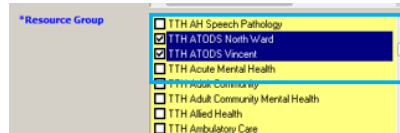
5. Enter your *start date* and *end date* (this defaults to six weeks)



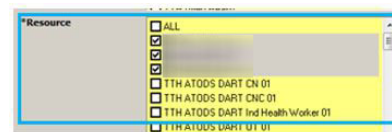
6. *Report Name* are the letters that will be printed you need to select *one only* as they are both the same (OUTPT- Appt Confirm and then OUTPT-Appt Offer)



7. Leave *Location Group* and *Location* as default *All*.
8. *Resource Group* untick all and *select required clinics*, note in Resources all resources associated with the clinics populate.

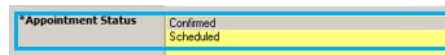


9. *Resources* you can leave this *ticked as all* or remove the *tick the resources you need* to run batch letters for.



10. Leave *Appointment Type* as *All*.

11. *Appointment status* needs to be *run one at a time* (Confirmed and then Scheduled)



12. *Tick the Print Letters to Printer* box (select printer if not already set as favourite)



13. Click *Execute*

14. A *Batch Print Cover Sheet* will populate, this needs to be saved as a PDF and kept for .....

BATCH PRINT COVER SHEET  
Appointment Range Start: 20 AUG 2018 End: 24 AUG 2018  
Report Name: OUTPT - Appt Confirm  
Appointment Status: Confirmed

Date Ran: 12 JUL 2018 09:25  
Run By:  
Number of Appointments in Batch : 14

CRN	PATIENT NAME	DOB	ADDRESS LINE 1	ADDRESS LINE 2	SECTOR	POST CODE	APPT TYPE	APPT DT/TM	APPT LOC
TTH					GARBUETT	4814	Addiction Medicine Review	21/08/2018 10:30	TTH NWOPD 4
TTH					NORTH WARD	4810	Addiction Medicine Review	21/08/2018 09:30	TTH NWOPD 4
TTH					SOUTH TOWNSVILLE	4810	Addiction Medicine Review	23/08/2018 07:30	TTH NWOPD 4
TTH					VINCENT	4814	Addiction Medicine Review	20/08/2018 08:30	TTH ATODS VN

15. Please note depending of the number of clinics you are printing batch letters for this can take up to 1 hour to print depending on the number of letters. You will have to complete this process 4 times. During this time, you need to ensure that ESM is not idle.

16. To move to the next page of a PDF report, click the *right* icon.



17. To print your report, click the *print* icon and follow the prompts

