



ESM - Print daily schedule report for clinic preparation



A daily schedule report provides a list of appointments for a specific resource and day. This report cannot be printed in batch or altered.

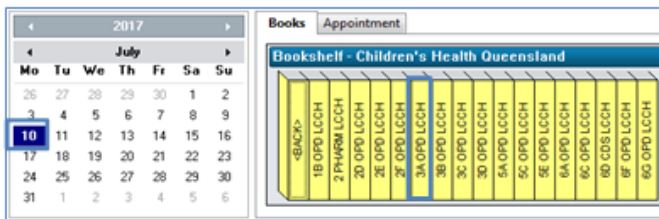
If you require a report that covers a specific time range and includes scheduling comments, reason for appointment, referral information etc., please refer to: [Print daily appointment lists - QRG](#)

1. Click the *scheduling appointment book* icon in the AppBar

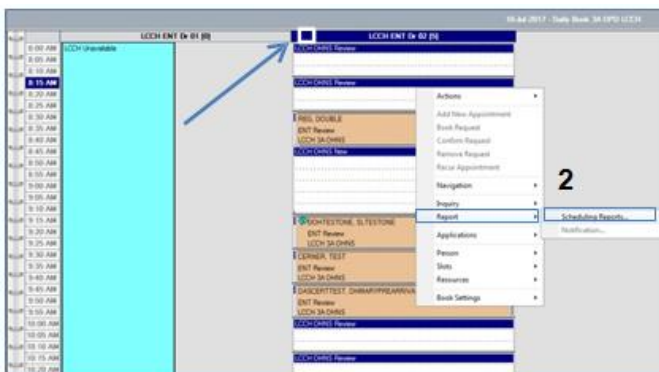


Alternatively, you can login through PowerChart by clicking *scheduling appointment book*.

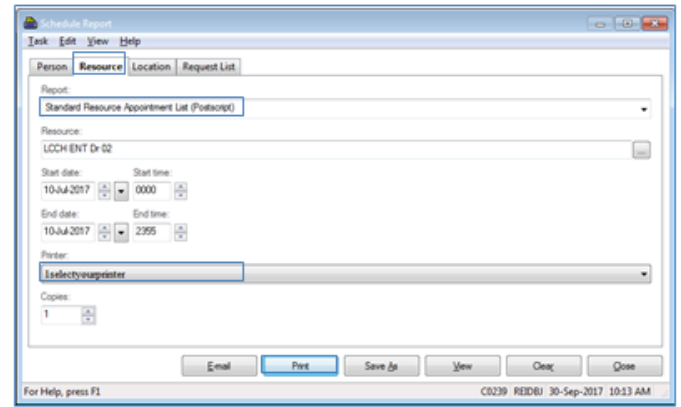
2. Load the clinic *book* by navigating through the *bookshelf* and select the appropriate date from the *calendar*.



3. In the *appointment grid*, left click on the *resource* name; this will highlight all appointment *slots* below. Right click on one of the highlighted appointment *slots*, *report*, *scheduling reports*.



4. In the *schedule report* window, click on the *resource* tab, and select *standard resource appointment list (postscript)* from the *report* drop-down list.



Option 1: Print to printer

Select your ieMR printer from the *printer* drop down box. Select the number of *copies* and click *print*.

Option 2: Print to screen

Click the *view* button and the report will display to your screen. To view the next page, click the *right arrow* located at the top of the *report output* screen.

