

# Quick Reference Guide



## Printing

There are three ways to print content from the CHIE system. The first two options allow you to print data that has been automatically fed from other systems. The third option allows you print documents that have been manually uploaded.

N.B. All information printed should be handled in accordance with your organisation’s Records Management policy.

### Option 1: Printing a selection of information

This option allows you to highlight sections of text/data for printing.

Using your mouse, select the information you wish to print.

Date	Description	Note	Data Source
19-Aug-2020	Wishes to be stopped		GP TPP on 05-Mar-2021
19-Aug-2020	Asstma		GP TPP on 05-Mar-2021
19-Aug-2020	Falls assessment		GP TPP on 05-Mar-2021

Keep your mouse placed on one of the highlighted sections, ‘right click’ and select ‘Print’



Use the Destination drop down menu to print (save) as a PDF or to send to a printer.



### Option 3: Printing an uploaded document

CHIE contains documents that have been manually uploaded to the system by a CHIE user.

Select a document in CHIE. Click on the print icon



Use the Destination drop down menu to save) as a PDF or to send to a printer.

#### VERSION CONTROL

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<b>QRG – Printing</b>	Crib Sheet	1.0	15/03/21	K Guthrie

#### CHANGE CONTROL

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