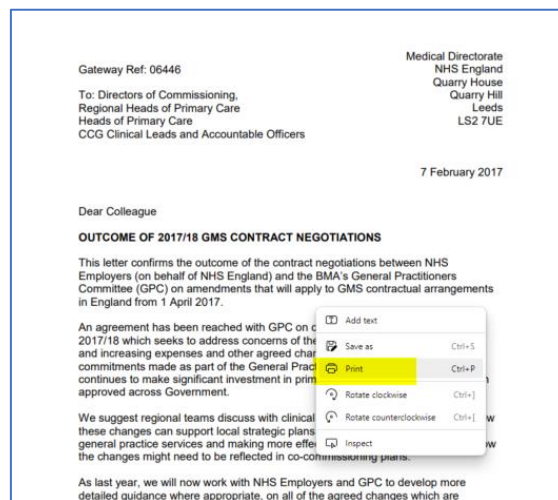# Quick Reference Guide

(Printing)

N.B. CHIE is intended to be a 'View only' system, a one place digital repository of all health and social care information to help staff in direct patient care. Therefore, the printing of documents from CHIE is discouraged. This is because the data controller (owner) of the document/original source of the document, may not have intended for the document to be surfaced/stored in another location.

However, should there be a need to print, then this can be done in multiple ways:

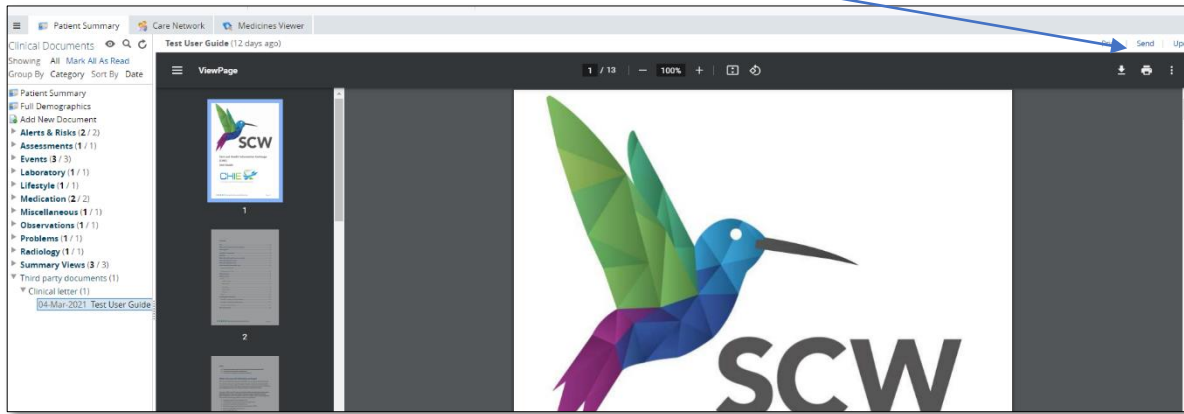1. PDF documents – Right click on the document and click print.

2. Embedded documents – left click and drag the mouse over the document. Right click and select Print.

3. Documents that have been manually uploaded to the system by a CHIE user.

Select a document in CHIE. Click on the print icon

N.B. – Any documents that you print should be handled under your own organisation's record management guidance.

VERSION CONTROL

Document Title	Document Type	Version	Date	Source
QRG – Printing	Crib Sheet	1.0	15/03/21	K Guthrie

CHANGE CONTROL

Document Title	Version	Date	Author	Change	Purpose	Approved
Printing	1.1	24.10.23	SQ	Update	Update	KG