

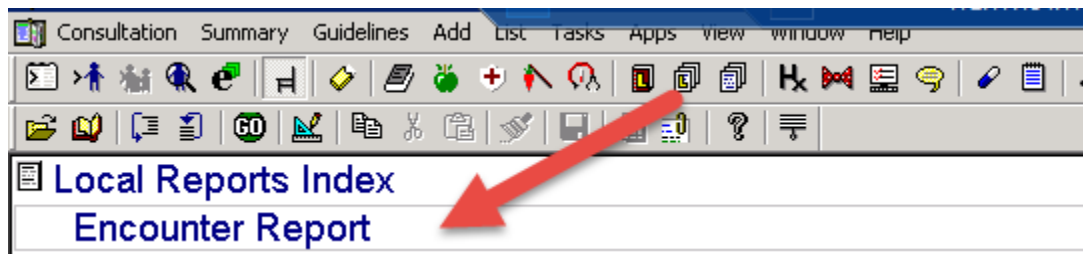
How to Email a Report from Consultation Manager

Date: 10/03/2016 (Written for Bexley CCG - AEROS Site)

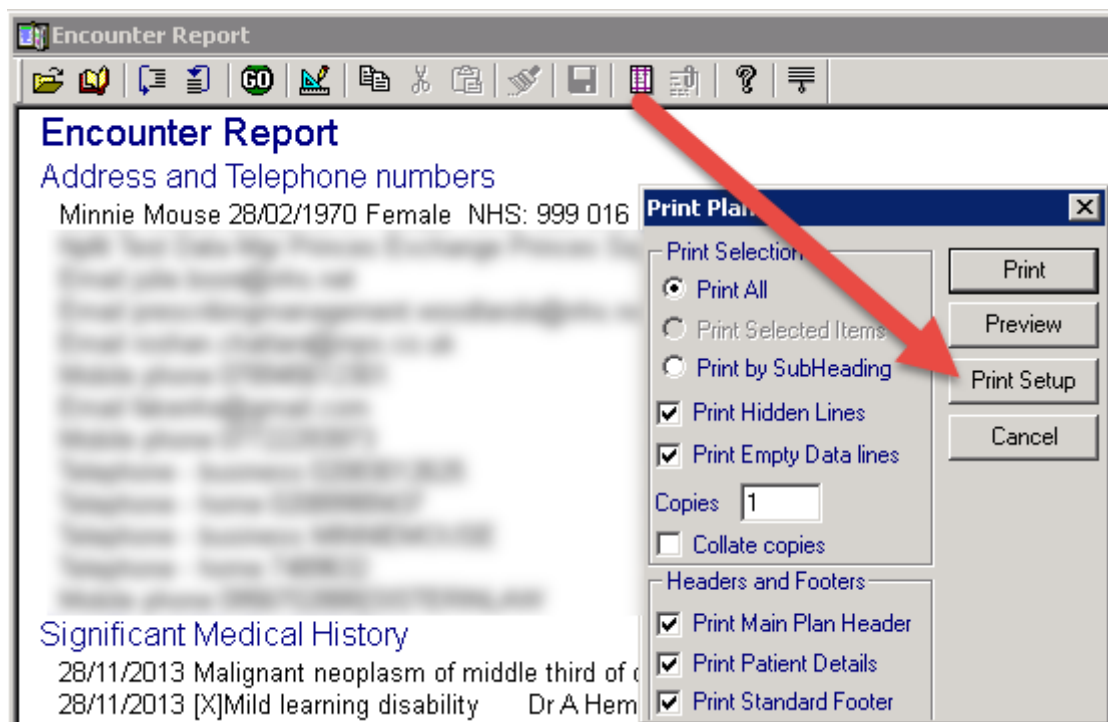
Download and install the Encounter Report from:
http://www.tailormadeit.co.uk/support_guidelines.html

Note: the key to this is being able to open the report first so that you can select a printer. Using the default Encounter report in Consultation Manager won't work as you can't edit it to make it open automatically.

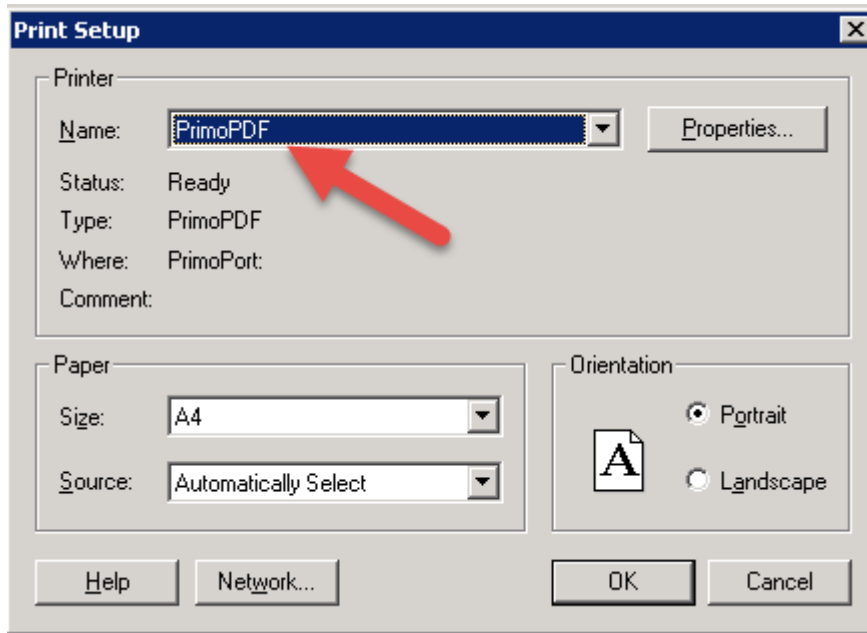
1. Once the encounter report has been imported



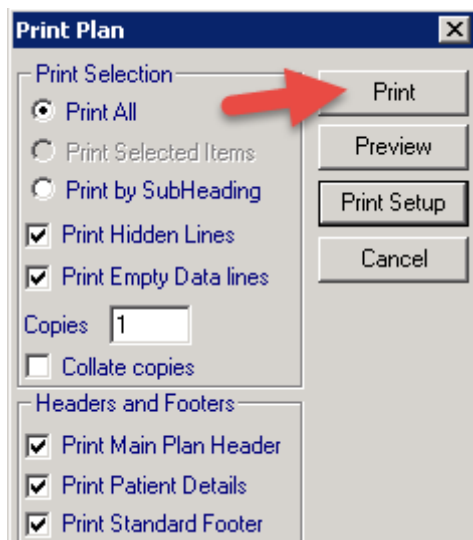
2. Double-click to open it
3. Click the Print icon (red margins icon) as shown below
4. Click Print Setup



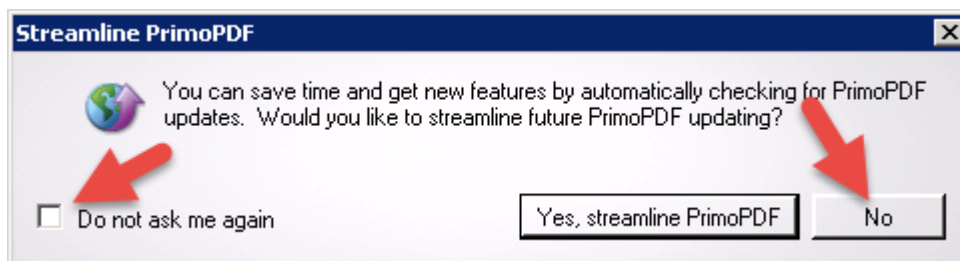
5. Select PrimoPDF and click OK to close Print Setup



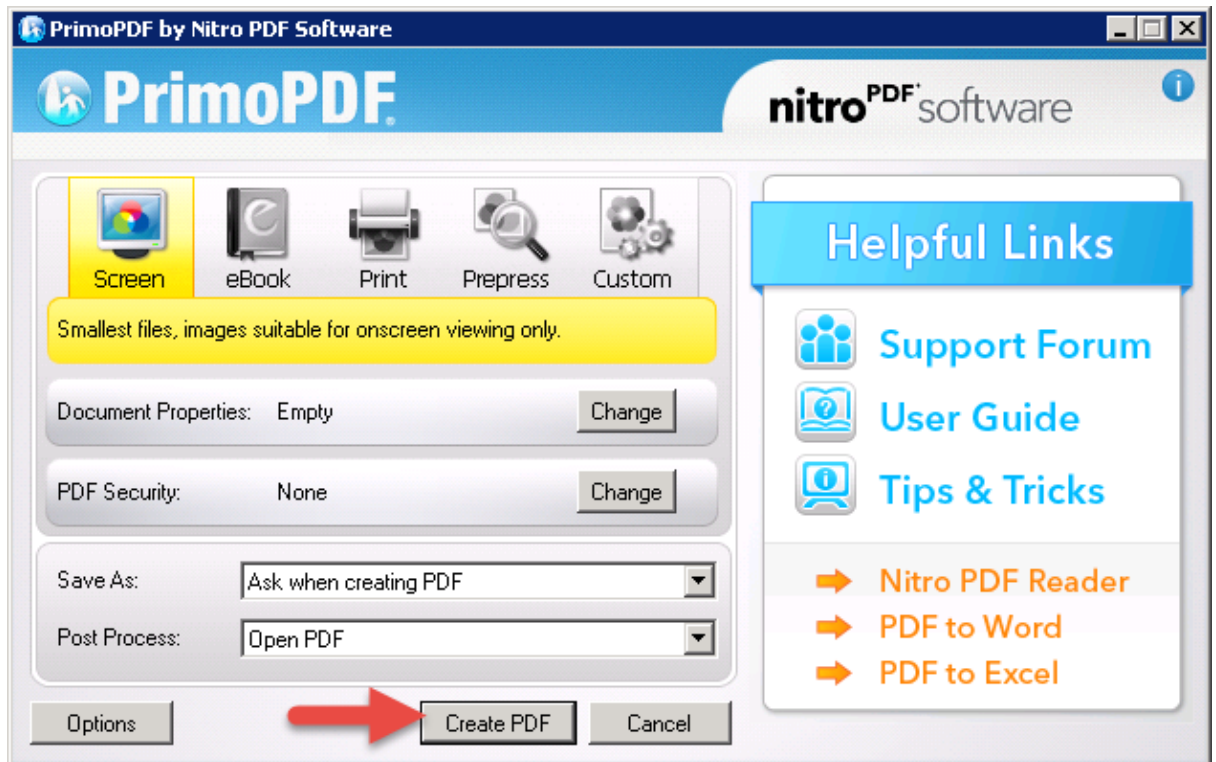
6. Click the Print button



7. If this appears, tick do not show again and click NO



8. Click Create PDF



9. Choice the folder you want it saved into (remember this folder path) and name your PDF file
10. Then open NHS Email and attach it, browsing to the folder you saved it into.