

Printing a Task List

Printing a task list can be a bit tricky at first, but the following steps demonstrate how to print it.

1. Under the Task List tab, choose the Task List that you would like to print from the drop-down menu next to View.
2. Highlight one of the tasks by single clicking on it.
3. In the lower right-hand corner, click on Print List.

The screenshot shows the Allscripts clinical interface for patient TEST, SANTA. The 'Task List' tab is active, and a task is selected. The task list table is as follows:

| P | D | Task | Patient | Assigned To | Created By | Created On | Status | ID | Due | MRN |
|---|---|----------------------------|------------|----------------------|----------------|------------------|-------------|--------|-----|-----------------|
| | | Follow Up Miscellaneous | TEST,SANTA | **ALLSCRIPTS HELP TE | Sanders,Carrie | 12/05/2011 10:44 | In Progress | 304707 | | 111201152533633 |
| | | | TEST,SANTA | **ALLSCRIPTS HELP TE | Zagorski,Bambi | 12/05/2011 01:49 | In Progress | 305263 | | 111201152533633 |

At the bottom right, the 'Print List...' button is highlighted with a red arrow.

4. A Print Dialog Box will pop up. Enter the correct printer details, and then from the drop-down menu, select Task List-Last Comment.

The 'Print -- Webpage Dialog' box is shown with the following details:

- Server: QETSU Print/Fax Server 2
- Printer: [Empty]
- Page 1 Tray: [Empty]
- Page 2+ Tray: [Empty]
- Status: [Empty]
- Type: [Empty]
- Network: [Empty]
- Comment: [Empty]
- Document: Task List-Last Comment (selected)

The 'Task List-Last Comment' option is highlighted in the dropdown menu, with a red arrow pointing to it.

This is a close-up of the 'Document' dropdown menu from the print dialog. The options are:

- Task Details
- Task List-Comment History
- Task List-Last Comment (selected)

The 'Print Preview' button is highlighted with a red arrow.

5. You can see the report before printing by selecting Print Preview.

Print Preview -- Webpage Dialog

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Task List-Last Comment: Allscripts Help

| Task | Patient | Priority | Delegated | Assigned To | Status | Created By | Created On | Overdue |
|---------------|----------------------------------------------------------------------|----------|-----------|-----------------------------|-------------|-----------------|-----------------------|---------|
| Follow Up | TEST, SANTA | Routine | No | **ALLSCRIPTS HELP TEAM** | In Progress | Sanders, Carrie | 12/05/2011 10:44AM | No |
| | MRN: 11120115253366DOB: 12/25/1885 Last Comment: TASK IN PROGRESS | | | | | | | |
| Miscellaneous | TEST, SANTA | Routine | No | **ALLSCRIPTS HELP TEAM** | In Progress | Zagorski, Banbi | 12/05/2011 01:49PM | No |
| | MRN: 11120115253366DOB: 12/25/1885 Last Comment: TASK IN PROGRESS | | | | | | | |

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