

## *How to print a Daily Journal*

The following steps will give you a list of patients seen today, including phone numbers for evening follow-up purposes:

- From the *Main Menu* **Select** *Daily Statistics*, today's date, and *Completed Work Transactions*.
- Press the **Print** key; when prompted, answer Y to "*Do you want to print a daily journal?*"
- Answer Y to "*Do you want separate production reports for each producer?*"

This gives you a quick, simple report listing all patients seen today, their phone numbers and treatment received today.