

This tutorial shows you how to print a health report into a PDF file format. **You will need to have PDF reader in order to open the report.**

1. You need to login before you can print a health report.
2. There are two ways to do this. You can either click on **Print Health Report** under *Common Tasks Sidebar* or **Print Current View** under *Toolbar*

Click on **Print Health Report** under *Common Tasks Sidebar* prints important note only (without any notes that are marked *deleted* and *non-important*). The below screen shot displays all notes (with important and deleted) within Mark’s account. There will be only one note be printed when **Print Health Report** is clicked because the other important notes are either *deleted* or *private* at the same time.

Click here to print health report with notes that are marked as **important note only**.

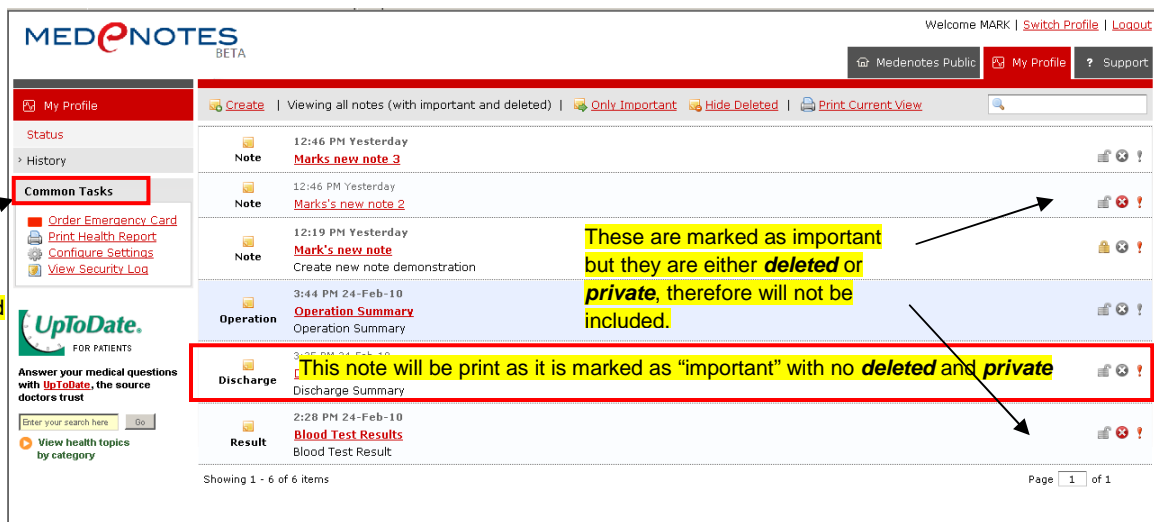


Fig 1 Printing a report through Print Health Report.

Alternatively, you can print a report base on your current note (excluding any private notes) view. To do this, click **Print Current View** located on *Toolbar* panel.

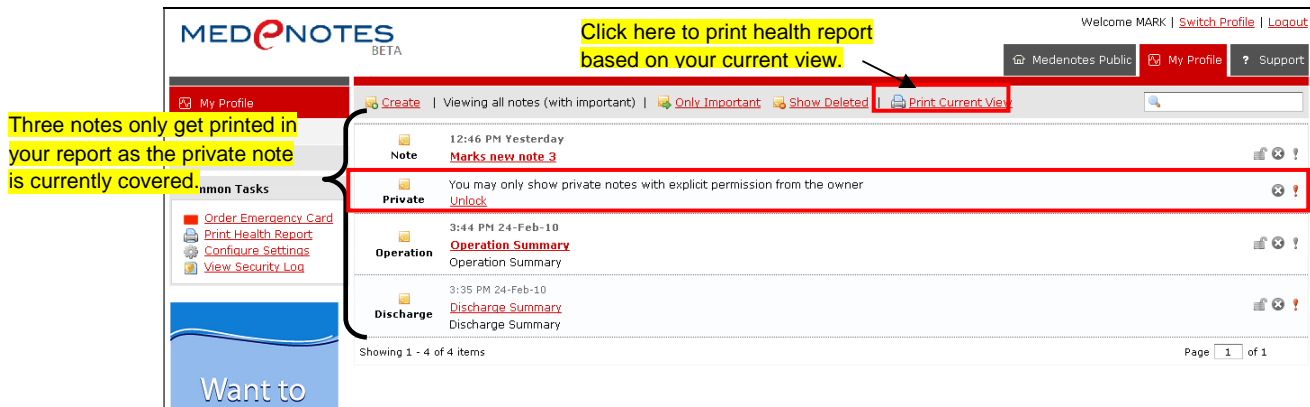


Fig 2 Printing a report through Print Current View – without private note.

Important: **Print Current View** prints any notes on your current view but without any private note on the screen. To print all notes with the one marked *private*, you will need to uncover the private note(s) (by entering a password) before you click on “Print Current View” button. To unhidden the private note, please refer to our user document - **Hiding private notes**

The private is now unhidden. All notes that are under the current view will be included when **Print Current View**” is clicked.

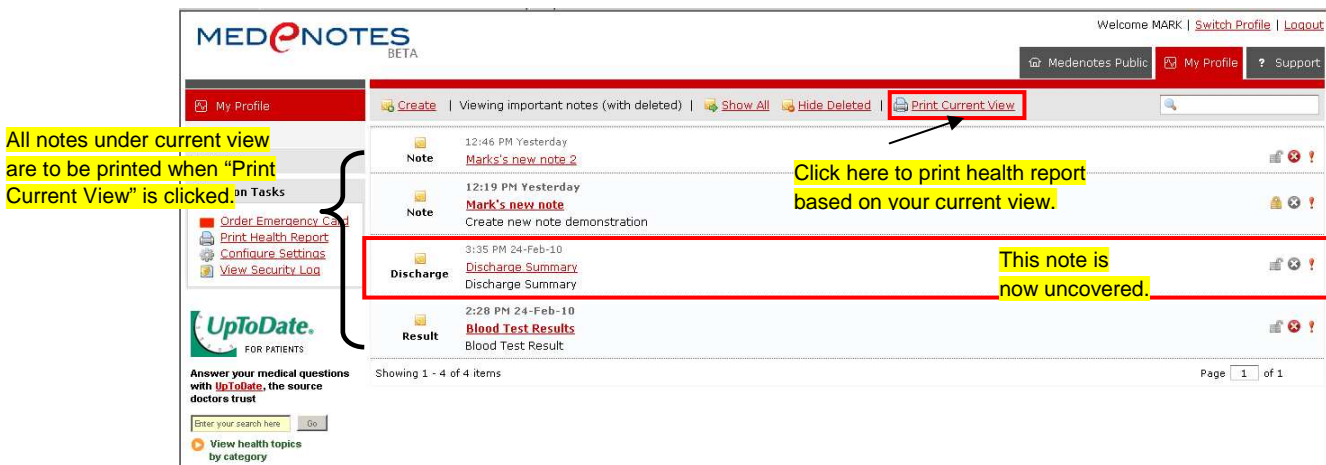


Fig 3 Printing a report through Print Current View – with private note.

3. A window file download pop-up appears. You can either click **Open** to open the file or click **Save** to save it in a location under your local computer hard drive.

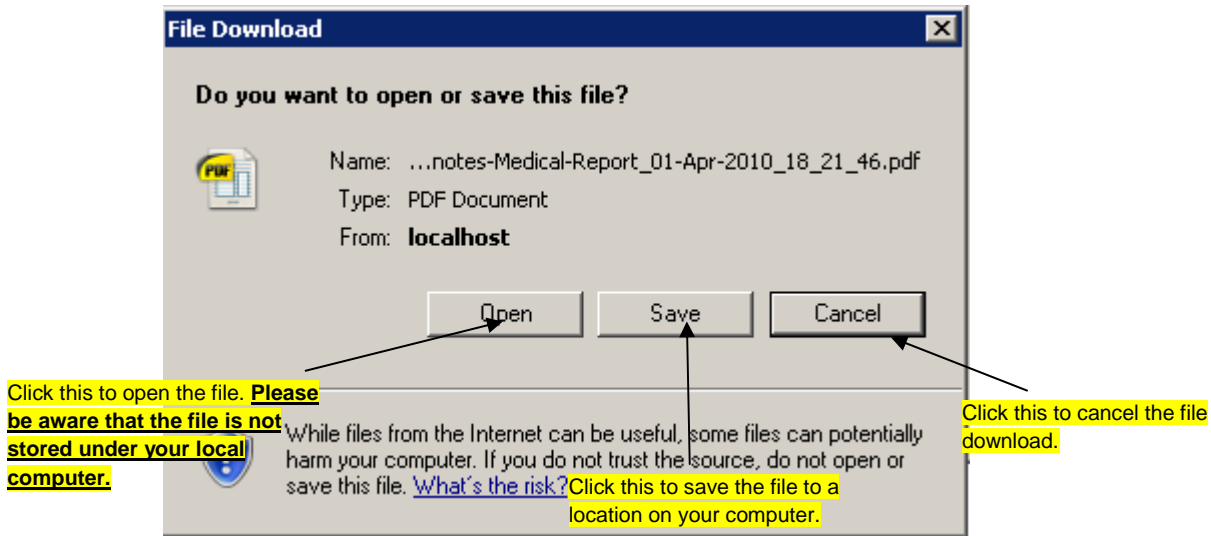


Fig 4 Printing a report – save report 1.

A window pop-up appears if you clicked “Save” button. Look for the location where you would like your newly generated report to be saved and click “Save” button to save it onto your local computer. **Please remember the location of your saved report in order to access it again.**

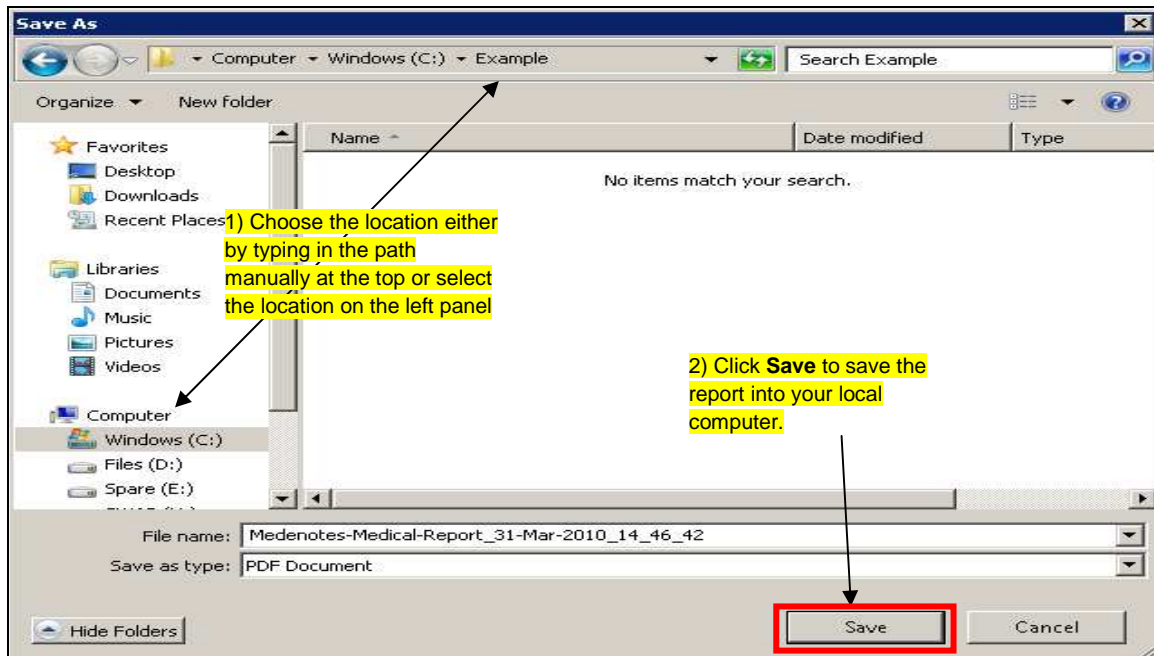


Fig 5 Printing a report – save report 2.