

Collating Information and Printing

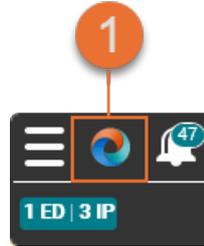
CareSync Exchange has the functionality for you to select data to be included in a printable PDF.

- [Step 1 Select data for printing](#)
- [Step 2 Review and print report](#)
- [Understanding Other printable areas](#)

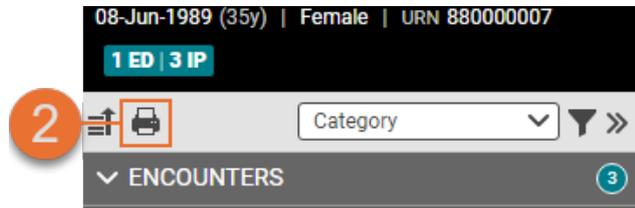
NOTE: Printing information is **not recommended** as any hard copy(s) increases the **risk of patient information breach**.

Step 1 | Select data for printing

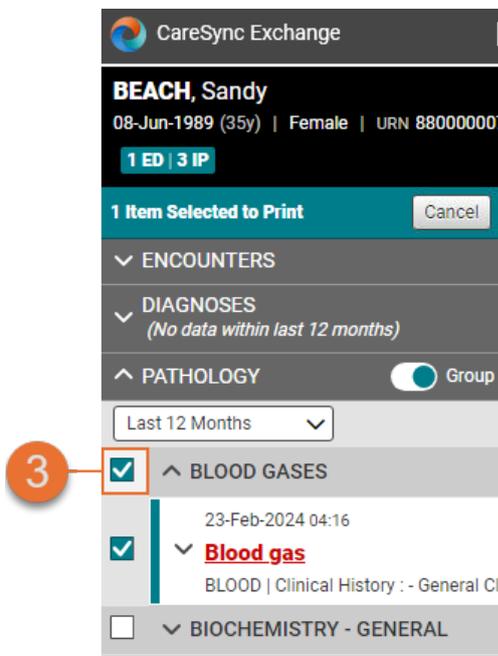
- 1 Click on the CareSync Exchange button on the widget.



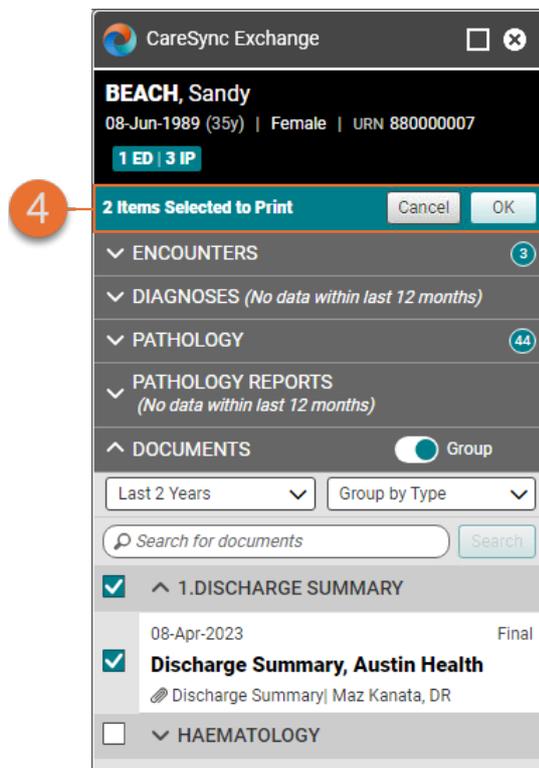
- 2 Click on the **Print** button.



- 3 Expand the required categories and click into the checkbox against any item you need to include in your customised report.

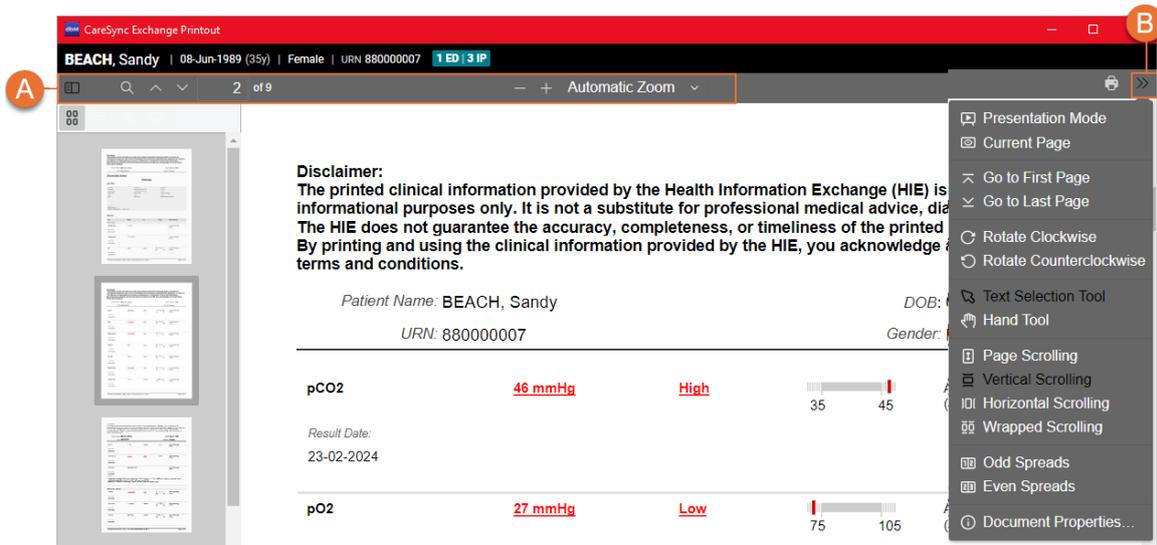


- 4 The Print bar will maintain a count of the number of items you have selected to Print. Once you have finalised your selection, click the **OK** button in the Print bar. The Printout window will open.



Step 2 | Review and print report

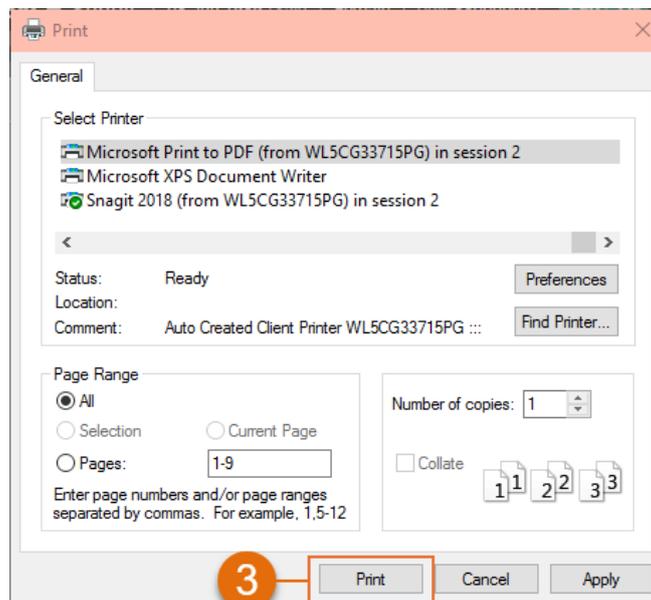
- 1 With the CareSync Exchange Printout window open. Use the functionalities on the toolbar to review the report.



- 2 Click on the Print button.

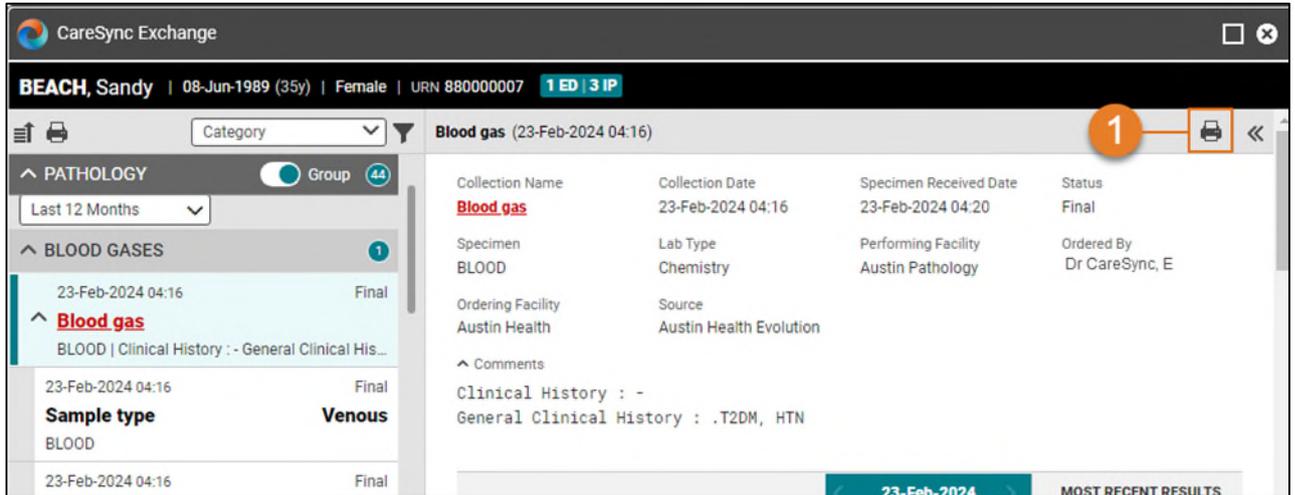


- 3 Select your print and other print considerations, then click the Print button.



Step 3. Understanding other printable areas

- 1 When opening the details windows for any item in CareSync Exchange, you can click on the Printer button to print the information.



- 2 The CareSync Exchange window will open where you can review your document prior to printing to PDF.

