

Recalls

1. Go to '**reports**'
2. Click on **Recalls** (top right hand corner)
3. In the last name box please enter A..Z and press enter, this will list all the recalls for the month you are printing. Please double check you are printing the right month i.e. May 06.
4. Print off a recall list only, there is a recall list button. At this point I would also press the '**email**' icon and this will send the email recalls.
5. Just print off blocks of recalls at a time i.e. A..B, C..D, E..F etc. This ensures that your printer doesn't get congested and you can print off medicals etc in between. This means you can check your recall list off as you go along scoring out the ones you have printed. It also means you can go back to doing your recalls should you be interrupted. Note that all email recalls that you have sent will not produce a letter.
6. So once you have put in A..B and pressed the enter key, go to '**Print Recalls**', this will print the recalls you have asked for.