

Print a Receipt at Checkout

Last Modified on 07/21/2023 10:12 am EDT

Version 14.19

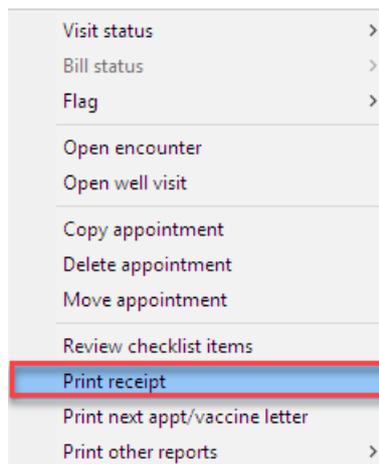
Path: Calendar Tab > Right Click (Selected Patient) > Print Receipt

Overview

In this article, you will learn how to print a receipt at checkout from the Calendar or Tracking windows.

Print a Receipt from the Calendar

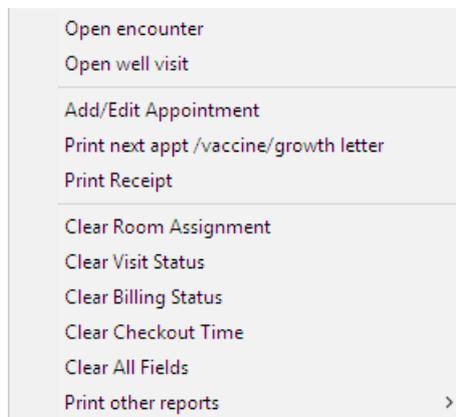
1. Right-click the selected **patient**.
2. Select **Print Receipt**.



3. The Print dialog box is displayed. Confirm the printer and click the **OK** button to print.

Print a Receipt from the Tracking Window

1. Right-click the selected **patient**.
2. Select **Print receipt**.



3. The Print dialog box is displayed. Confirm the printer and click the **OK** button to print.

Version 14.8

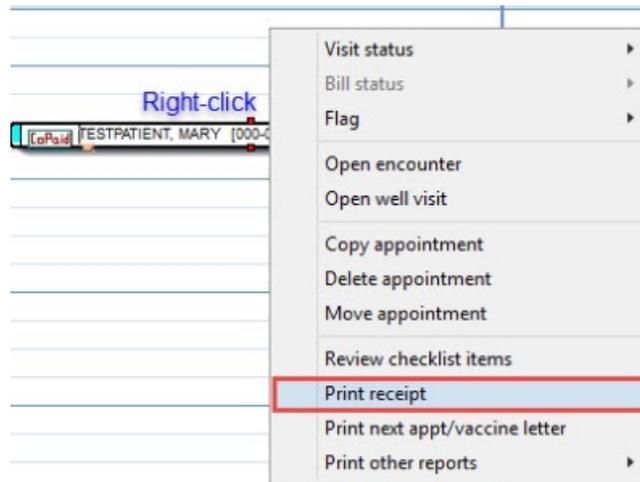
Path: Smart Toolbar > Schedule button

Overview

This page will instruct you on printing a receipt at checkout.

Printing a Receipt

1. Right click on the selected patient
2. From the dropdown select Print Receipt.



Tracking Screen:Print Receipt

3. Click the **Print** button  on the upper left corner in the print preview screen.
4. Click on the **Close** button  when printing is complete.

Version 14.10

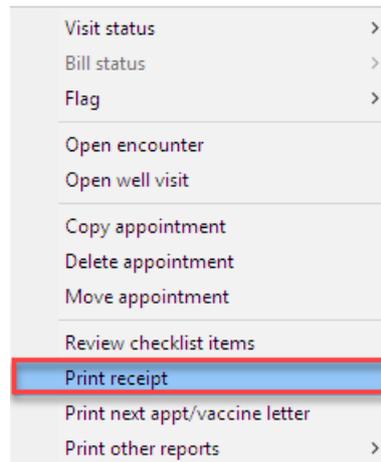
Path: Smart Toolbar > Sched button > Calendar or Tracking tab

Overview

This page will instruct you on printing a receipt at checkout from the Calendar or Tracking windows.

Print a Receipt from the Calendar

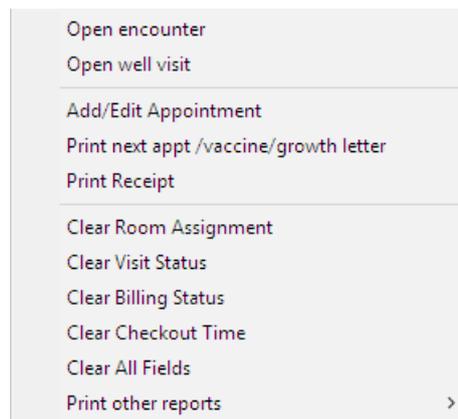
1. Right-click on the selected patient.
2. From the menu select **Print Receipt**.



3. The Print dialog box displays. Confirm the printer and click **OK** to print.

Print a Receipt from the Tracking Window

1. Right-click on the selected patient.
2. From the menu select **Print receipt**.



3. The Print dialog box displays. Confirm the printer and click **OK** to print.

Version 14.8

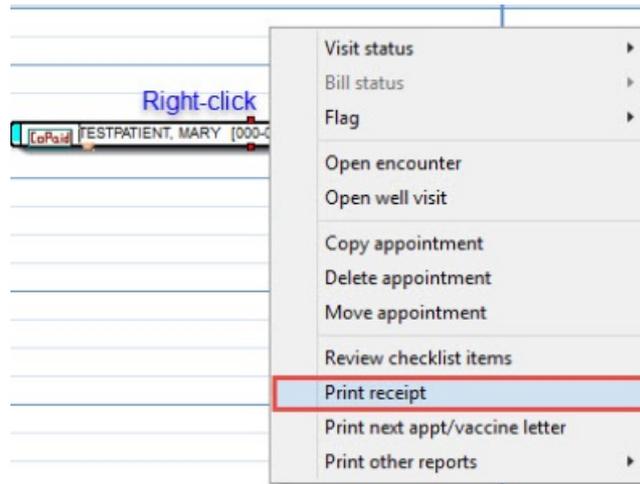
Path: Smart Toolbar > Schedule button

Overview

This page will instruct you on printing a receipt at checkout.

Printing a Receipt

1. Right click on the selected patient
2. From the dropdown select Print Receipt.



Tracking Screen:Print Receipt

3. Click the **Print** button  on the upper left corner in the print preview screen.
4. Click on the **Close** button  when printing is complete.