

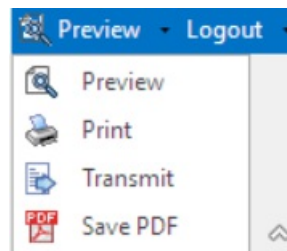
Output Options

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Version 20.16

About

"Output Options" refer to the options regarding the behavior of the **Print** button when printing from OP. These options are located in the ribbon, in the upper right-hand corner of OP. A description of each option is found below. Once you select the desired Output Option for the workstation (not the logged-in user), you can save it as a preference by going to the Personalize tab and selecting Save Active Form.



Preview

If **Preview** is chosen as the Output Option, clicking the Print button displays a Preview window to view the document prior to printing. The option to Print is accompanied by other options like Export and Transmit. This is the most commonly used Output Option as it provides the most flexibility.

Print

If **Print** is chosen as the Output Option, clicking the Print button displays the Print dialog box to select a printer.

Transmit

If **Transmit** is chosen as the Output Option, clicking the Print button opens a Patient Message with the Document listed as an attachment. The Document is saved as a PDF and can be viewed in Document Management. This is used when using Direct Messaging and eFaxing functionality.

Save PDF

If **Save PDF** is chosen as the Output Option, your "printed" Document is created as a PDF and stores the PDF in Document Management. This feature is beneficial for those who need to prepare numerous sub-reports and do not want to assemble a final message until all of the PDF files are available.

Other Features

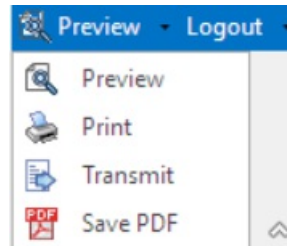
- OP automatically stores a copy of all outputted Documents that are printed, transmitted, or saved as PDF files in the Manage Documents window. These Documents can be accessed by clicking Documents in the patient's chart.
- Documents that are shared to the Patient Portal are automatically saved in a grouping called **Shared To Portal**.
- Since all outputted patient records are archived in the Manage Documents window, you can make any record visible on the OP Patient Portal by following these steps:

1. Select the **Document**, and click the **Edit** button.
2. In the Document Details Panel, select the **Shared To Portal** checkbox and, if necessary, enter an expiration date for the Document in the **Portal Exp Date** field.
3. Click the **Save** button.

Version 20.15

About

The Output Options are located in the upper right-hand corner of OP. Selecting one of these options determines the behavior of the **Print** button in all windows, including school forms, vaccine summaries, and Medical Records.



To set an output mode as a preference:

1. Click the drop-down arrow and select from the list.
2. Click the **Personalize** tab and select the **Active Form** button.



Note: The Output selected is specific to the **workstation** *not* to the user currently logged on.

Preview

If **Preview** is chosen as the Output Option, clicking the Print button displays a Preview window to view the document prior to printing. Once previewed, the document can be printed or sent in a message.

Print

If **Print** is chosen as the Output Option, clicking the Print button displays the Print dialog box to select a printer.

Transmit

If **Transmit** is chosen as the Output Option, clicking the Print button opens a Message and attaches the document. The document is saved as a PDF and can be viewed in Document Management. This is used with engaging with Direct Messaging functionality.

Save PDF

Save PDF allows you to select a document and create a PDF. When you click the Print button on windows that output patient records, OP immediately creates a PDF of the selected document and stores the PDF in DOCIMAGES and then asks if you want to view it immediately or file it.

This feature is beneficial for those who need to prepare numerous sub-reports and do not want to assemble a final message until all of the PDF files are available.

Other Features

- The OP software automatically stores a copy of all outputted documents that are printed, transmitted, or saved as PDF files in the Manage Documents window.
 - Documents that are shared to the Patient Portal are automatically saved in a group section named **Shared To Portal**.
 - Since all outputted patient records are archived in the Manage Documents window, you can make any record visible on the OP Patient Portal by following these steps:
 1. Select the **document**, and click the **Edit** button.
 2. Navigate to the document input panel and click the **Shared To Portal** checkbox and, if necessary, enter an expiration date for the document in the **Portal Exp Date** field.
 3. Click the **Save** button.
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