Print Labels from the Demographic Analysis/Recall Report
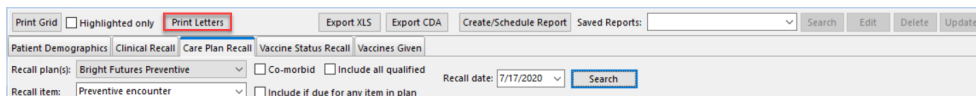
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Version 20.5

About

A practice may need to print labels for patients identified in the Patient Demographics or one of the Recall tabs using Demographic Analysis/Recall. OP has a report that can be used to print labels. The instructions are below:

1. Create the list for the labels using the Demographic Analysis/Recall. Click **here** for further information on how to use the Demographic/Analysis Recall report.
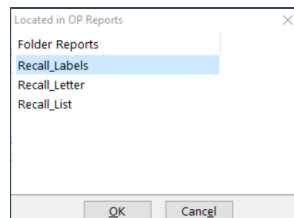2. Click the **Print Letters** button.

3. Select any letter in the Choose a Message window, and click **OK**.

> 📌 **Note**: The letter selected in the Choose a Message window is required to proceed to selecting the label. Any template letter may be chosen.

4. Select **Recall_Labels** from the Located in OP Reports window.

5. Click **OK**.
6. The Print dialog box opens. Make sure the labels are in the printer you will select and continue with the print process.

> 📌 **Note**: The Recall_Labels may differ in size and/or alignment from the labels the practice wishes to use. If changes are required, you will need to contact OP Support.

Version 20.4

Overview

A practice may need to print labels for patients identified in the Patient Demographics or one of the recall tabs using Demographic Analysis/Recall. OP has a report that can be used to print labels. The instructions are below:

1. Create the list for the labels using the Demographic Analysis/Recall. Click **here** for further information on how to use the Demographic/Analysis Recall report.
2. Click the **Print Letters** button.

3. Click **OK** on the Choose a Message window.

> 📌 **Note**: The letter selected in the Choose a Message window is required to proceed to selecting the label. Any line may be chosen or allow to default to the first letter in the list.

4. Select **Recall_Labels** from the Located in OP Reports window.
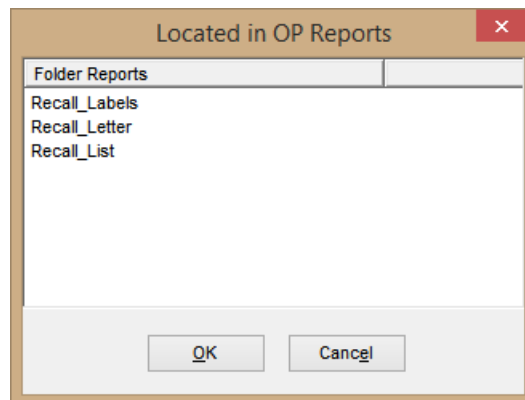
5. Click **OK**.
6. The Print dialog box opens. Continue with the print process. Make sure labels are in the printer that you selected.

> 📌 **Note**: The Recall_Labels may differ in size and/or alignment from the labels the practice wishes to use. If changes are required you will need to contact OP Support.