

How do I reprint a daysheet? Last Modified on 05/04/2021 3:59 pm EDT

- 1. Navigate to Admin tab > Admin Documents. The Repository for Practice Administration Documents is displayed.
- 2. Select Transaction type: Daysheet.
- 3. (Optional) Enter a Begin and End Date range. This is the date that the daysheet was actually processed. It is not the date of the transactions contained in the daysheet.
- 4. Click the Search button. A list of processed daysheets is displayed.
- 5. (Optional) Click the Date column header to sort the data in ascending or descending order.
- 6. Click the document icon to the left of the Document Name to view and/or print the desired daysheet.

Repository for Practice Administration Documents										 ×			
Search criteria:													
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