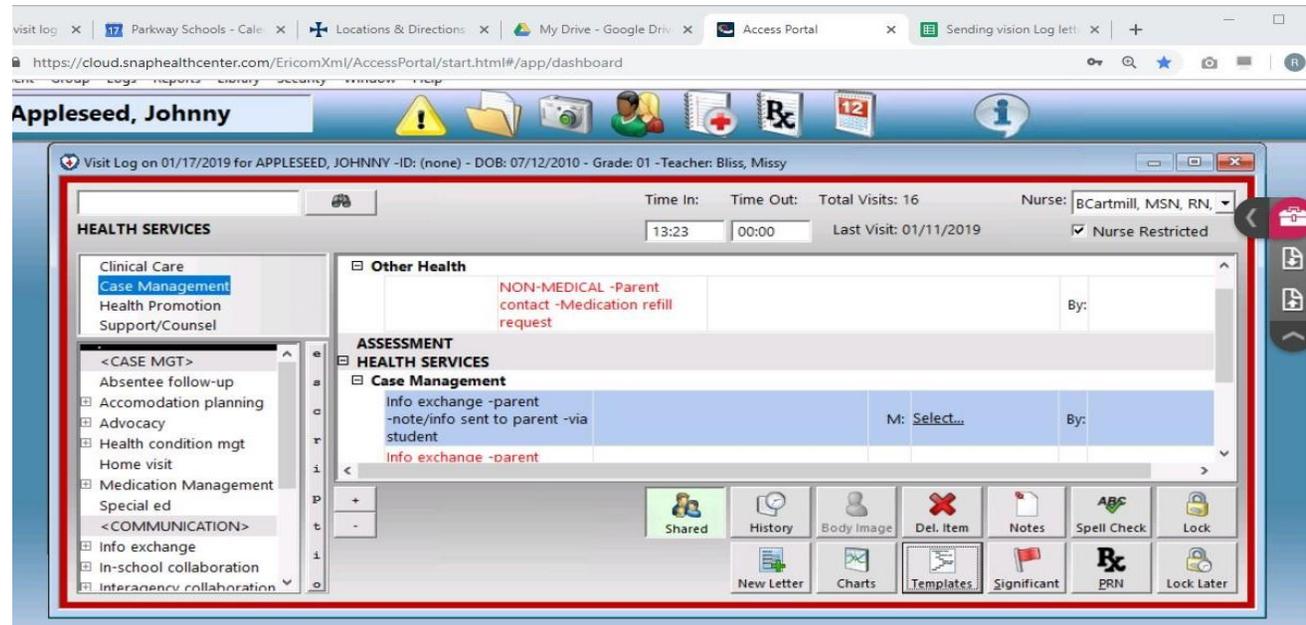


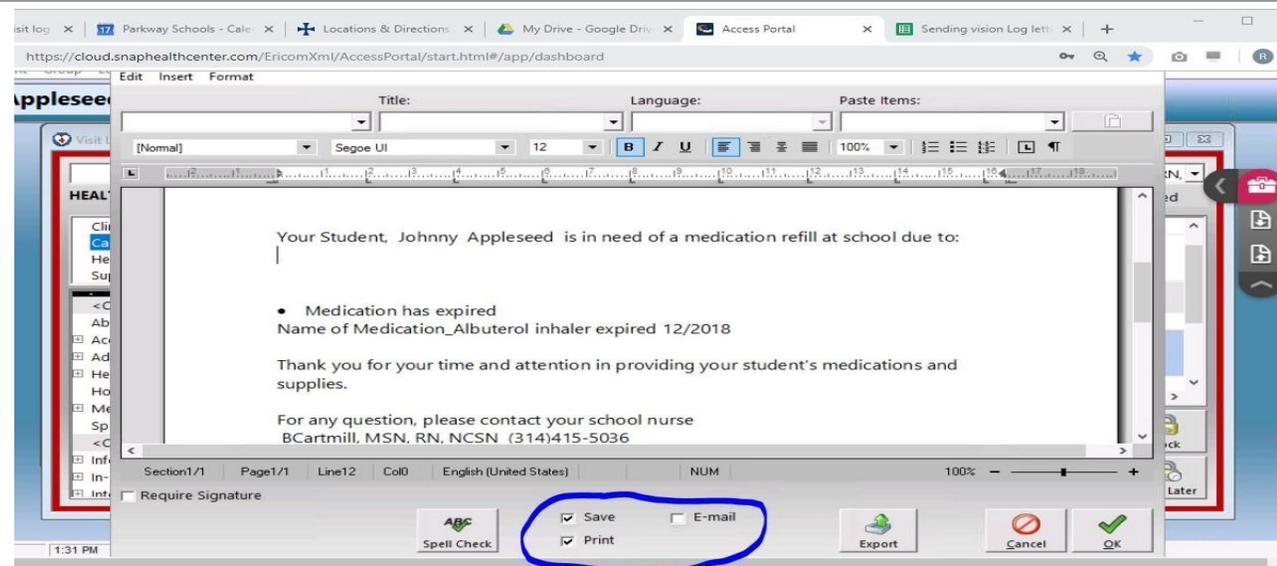
Step 1

Create the visit log entry using template Either "Medication Refill Request or Attendance Guidelines



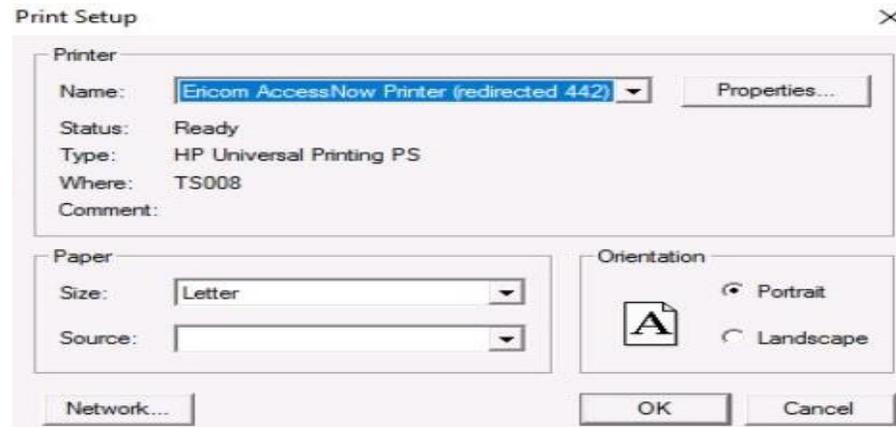
Step 2

Click new letter and then either Medication refill request or Attendance Guidelines Then click print and save, **do not** click email



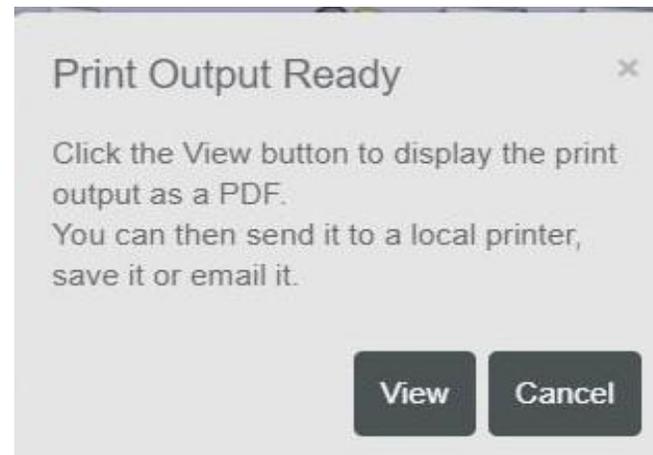
Step 3

Then hit okay to redirect



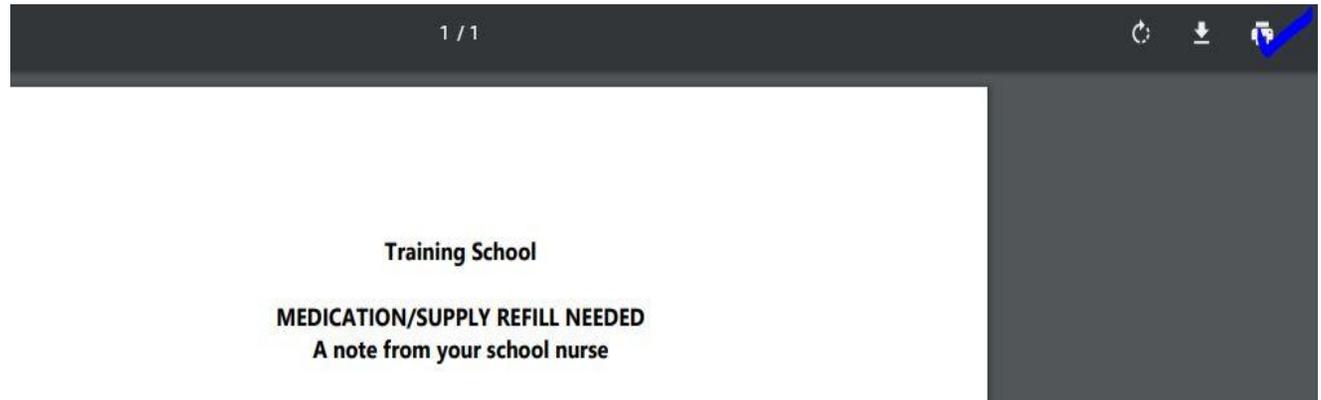
Step 4

Then hit view



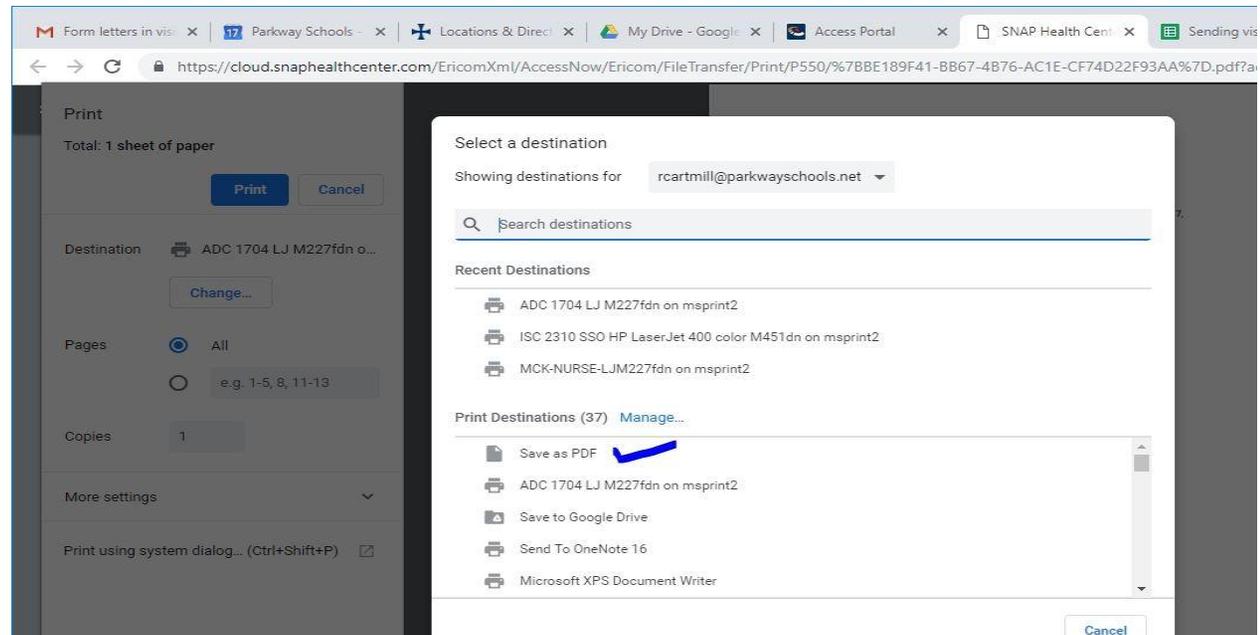
Step 5

Then hit the printer image on the right upper tool bar. You may have to move your cursor around area for tool bar to come up



Step 6

Then under destinations you hit change to bring up your list of printing options. You will then hit save to pdf



Step 7

You will then hit save. You can save to your desktop and label with student's name. After you send email you can delete it from your desk top

