

Printing Schedules During a Cerner Downtime

1 Click on **Appointment Search**.

- Use the arrow button to select the dates in the **Appointment Date Between** fields.

Note: Appointments can be requested up to 4 days from the beginning day of the Downtime.

- To view/print a **Location schedule**, click on the Location drop down arrow and select your location.

Or, to view/print a **Provider/Room Schedule**, enter the name in the **Primary Resource** field.

- Click on the **Search** button.

Note: **Primary Resource** can be a provider or a room, and is the main (primary) component of the appointment.

2 The search results display the appointment schedule.

Note: Information may be sorted by clicking on any of the column headers.

- The **Comment** column contains information gathered in the Reason field when the appointment was scheduled. Information in the **Comment** fields may disappear from view when the columns are sorted, but will print even if it is not viewable.

3 Click on the **Print** button to print the schedule.

4 In Printing Preferences window, select the **Columns** and **Orientation** as shown, and click **Finish**.

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