Printing Facesheets, Armbands and Labels

Printing items from PMDocs (Facesheets, Armbands, Labels, Etc)

1. Click on **PM Docs** in the Toolbar (Button Bar).

2. Enter your **username** and **password** in the blue log in box that appears (looks like the PowerChart log in).

3. Click the **Find Person** icon *(eye icon)*.

4. In the **Person Search** box it is best to search by FIN (Acct) number. If you search by other criteria (name, DOB etc), be sure that you select the correct person and encounter. Then click **OK**.

5. Once you have the correct person and encounter, select the item you want to print, located in the **Qualified Documents** section on the right. Then click the **Printer** icon.

6. Select the **printer** (if it is not pre-selected) and number of copies, the click **OK**.

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