How to Print a Daily Journal

A Daily Journal is a quick, simple report that lists all patients seen on a date, their phone numbers, and the treatment they received. The report also provides a summary of all transactions by procedure type for the date.

- From the *Main Menu* click **Daily Statistics.**
- Click today's date, or any date you want the report for.
- Click *Review transactions posted for day*.
- Click **Print** and choose your print option from the drop down menu.
- Answer the questions "*Do you want separate reports for each doctor?"* and *"Do you want separate production reports for each provider?"* according to your preferences.
- To choose a specific group of patients, click on SEARCH to use Turboscan to locate a group by account, patient or procedure.

Questions? Contact the staff at Datacon for help.
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