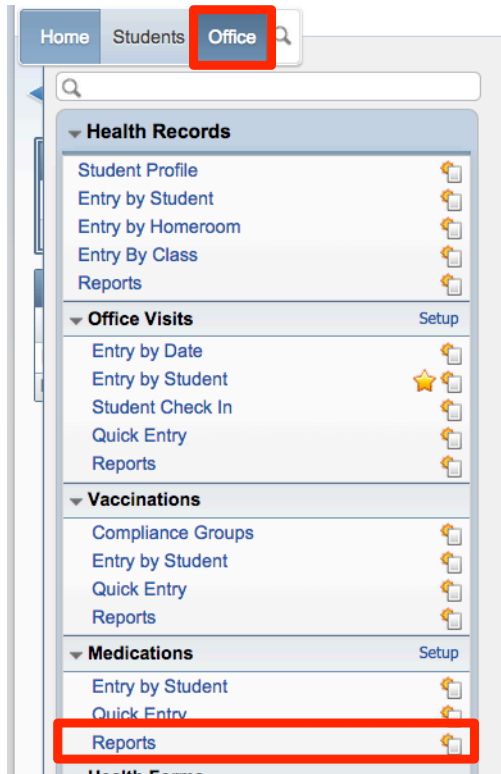
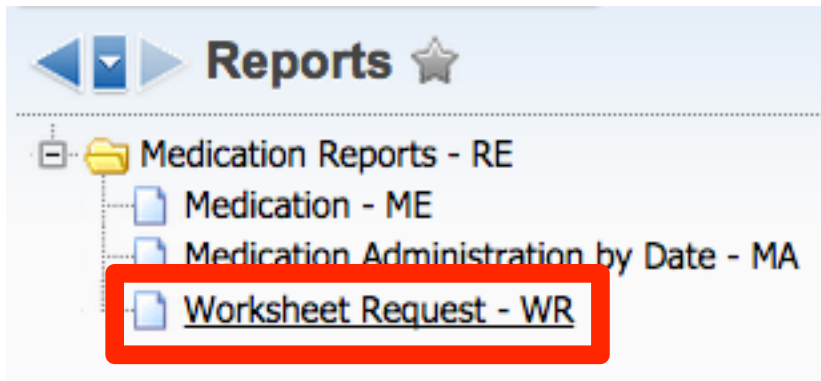


## Running a Report of Scheduled Medications

1. Click on **Office** and under **Medications** click on **Reports**



2. Choose **Worksheet Request - WR**



3. By default you have the option to run a report of **today** or **tomorrow's** medications. Highlight the report you want to run and click **Print**.

If you wish to create a report where you can *choose* the date, highlight one of the reports and click **Clone**. You will now be able to create a new template where you can adjust dates.

**Template Settings**

\* Template Description:

Share this template with other users in entity 045

Print Greenbar

**Student Ranges**

By Range  By Individual

Low High

Date of Birth:

**Medications**

Low High

Administered By:

**Date**

Range  Today  Tomorrow

Low High

Date:

AM/PM:

Include All Routes

Include All Locations

Include All Comments

Include All Medications

Print Medication Long Description

Asterick (\*) denotes a required field

Click **Save**.