Government of Gouvernement des
Northwest Territories Territoires du Nord-Ouest

SCC-LIS_TIP OF THE WEEK

MODULE: SoftLab/SoftMic	SOFTWARE VERSION: 4.0.8
TOPIC: Printing Scanned SoftMedia Documents in Order Entry	ISSUE DATE: 4MAY2018
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TOPIC/QUESTION:

How do I print the scanned requisition out of SoftMedia? When I hit the print button it tells me there are no documents to print

ANSWER/TIP:

From the documents tab in SoftMedia, click on the document you want to print

- When it is viewable, right click and select print

- Select local printer and hit OK

- NOTE: Cannot print to LIS-networked printers –only to printers connected to the COMPUTER

EXAMPLE: