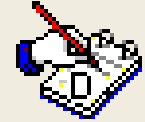


Day Sheets Module



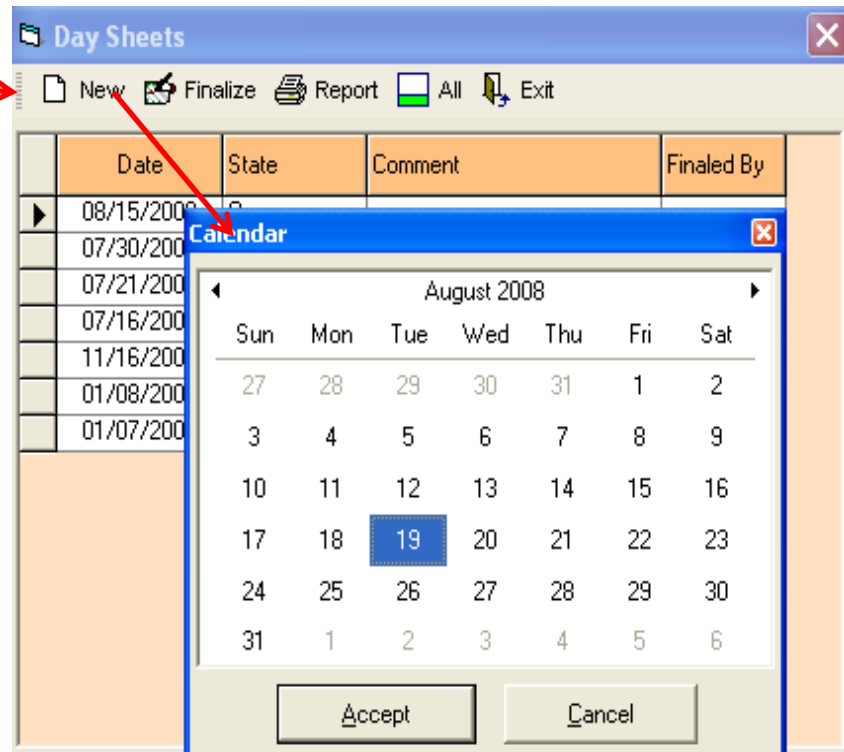
Day Sheets



Medical Billing & Practice Management Software

Opening Day Sheets

- **Single Left Click** on New. **Select** date from pop up calendar and **Single Left Click** on Accept.



Closing Day Sheets

- Single Left Click** on the date that you want closed.
- Single Left Click** on Finalize and a pop up window will appear.
- Single Left Click** on Yes.

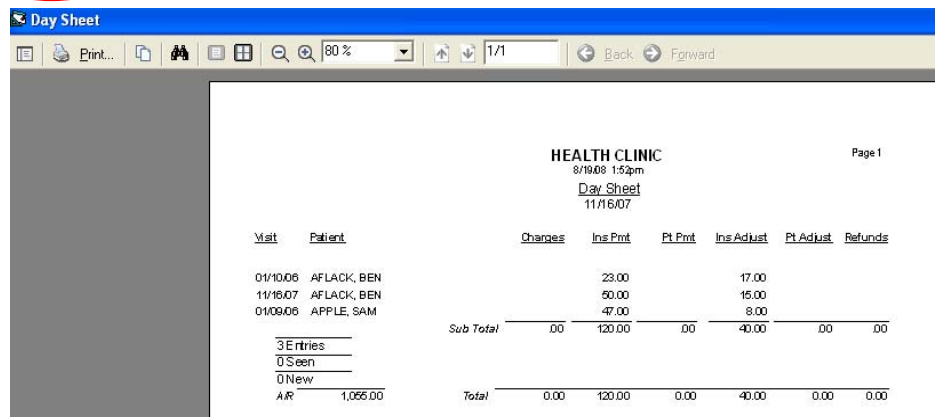
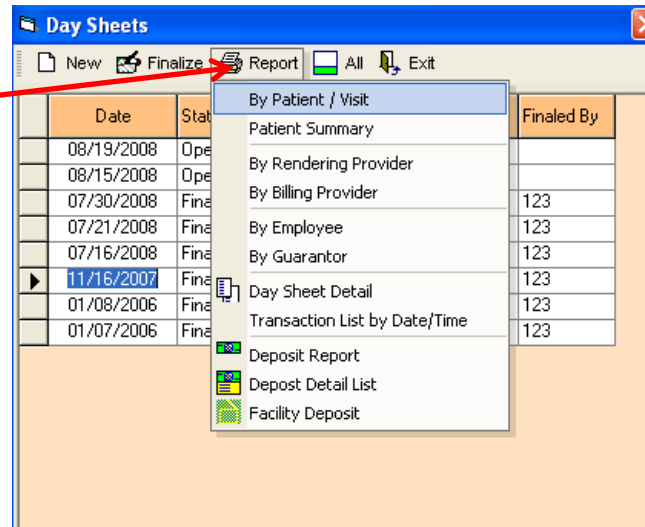
A screenshot of the "Day Sheets" application window. The window title is "Day Sheets #2". The menu bar includes "New", "Finalize", "Report", "All", and "Exit". The main area contains a table with columns "Date", "State", "Comment", and "Finaled By". The table data is as follows:

Date	State	Comment	Finaled By
08/19/2008	Open		
08/15/2008	Open		
07/30/2008	Final	Ticketing	123
07/21/2008	Final	Ticketing	123
07/16/2008			123
11/16/2008			123
01/08/2008			123
01/07/2008			123

A "Help #3" dialog box is overlaid on the table, containing the text "OK to Finalize 08/15/2008 Day Sheet?" and "Yes" and "No" buttons. A red arrow labeled "#2" points from the "Finalize" menu item to the dialog box. A red arrow labeled "#3" points from the "Yes" button to the dialog box.

Reports

•Select the date you want the report ran for. **Single Left Click** on Report. **Choose** your report.



• **Single Left Click** on Print.

Note: It is recommended to review your day sheet reports before finalizing.