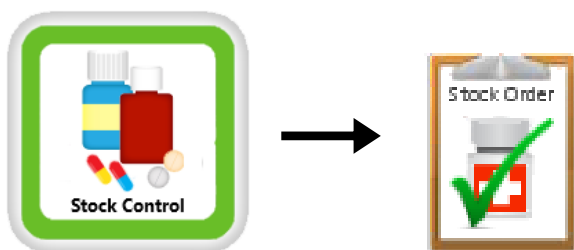


Printing Stock Order Charts via Reports

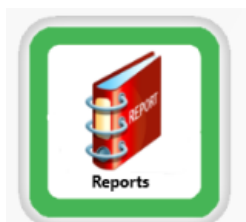
Using eMAR Office, you can print out previously completed stock order charts via the **reports** section.



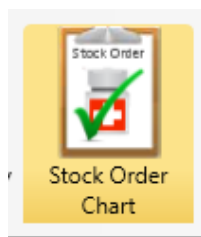
To print out completed stock order charts they must first be filled out in **stock control** either on a device or on the office application.

A guide on how to do this can be found in the **Stock Control Quick Reference Guides**.

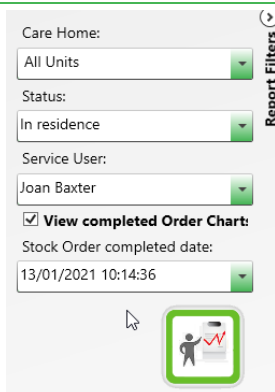
To print the completed form you must be using the office application and have the suitable permissions on your account.



Click on the **Reports** icon.



Select the **Stock Order Chart** option.



Choose the relevant information from the dropdown menus and proceed to tick the **'View Completed Order Charts'** box.

You will then have the option to pick the date you wish to locate a completed stock order chart.



Once you have chosen the correct date, run the report.

5:56

ORDER CHART

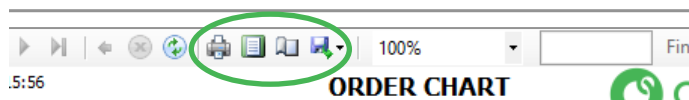
Omnicell eMAR

Find | Next

xter	Address: Happy Valley Care Home 2 Brighton Square West Port	Start date: Monday 01/02/2021 End date: Sunday 28/02/2021 Date completed: 13/01/2021 Completed by: eMARx User Notes:
2	to have allergies	

	Time	Dispense Status	Change Directions to	Doctor's name	Notes
MG TABS	INT 0800 1	Continue Dispense			
a week on a					
NOT CHEW OR ULL GLASS OF .ST 30 MINUTES DO DRINK OR LAY.REMAIN SITTING LEAST 30 MINUTES					
QTY: 4					
URRIER 3391E (28G)	MDU *	Continue Dispense			
NLY.					

This will generate the **completed stock order chart**.



You can then print this chart using the **print icon** at the top of the report or save to your device as either a spreadsheet, word document or PDF file by using the **save icon**.