

Accessing Your Scripts Online via Healthnotes

Medical Practitioners set up to receive script requests via the web will be notified via email when new scripts are available to download. This email will contain a link to the Health Enterprises 'Scripts Online' system.

- When accessing script requests for the first time you will be prompted to create a '**Password**' for future use. Your email address will be set as the '**Username**'.
- After logging in you will see a list of '**New Script Requests**' that are ready to download and print.
- To print all scripts out as a single file, you must tick the '**Approve All**' check box and then click on the '**Produce Approved as Summaries**' button at the bottom of the screen. Alternatively choose '**Produce Approved as Scripts** for each script to appear in full.
- After clicking the '**Produce Approved as Scripts/Summaries**' button, you will then be prompted to open the '**Selected Scripts**' PDF file in Adobe Acrobat to view and print.

Note: To view scripts Version 8 or above of Adobe Acrobat Reader needs to be installed. A free version of Adobe Acrobat reader is available from the link provided at the bottom of the '**Scripts Online**' page.

- Ensure that script paper is in the printer and select '**Print**' from the Adobe menu to print your scripts.
- Once downloaded, scripts will change status from '**New Script Requests**' to '**Viewed Script Requests**' and can be accessed by clicking '**Viewed Script Requests**' in the top navigation links.

