
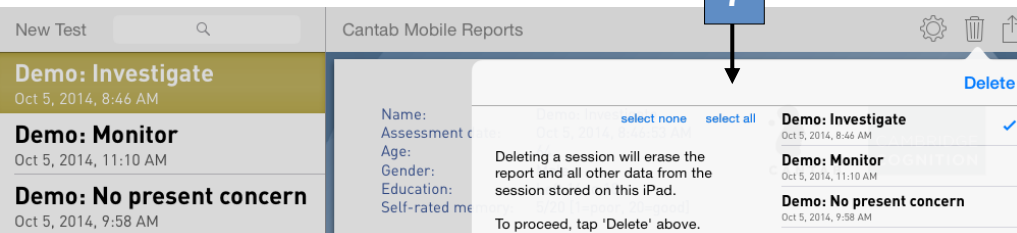
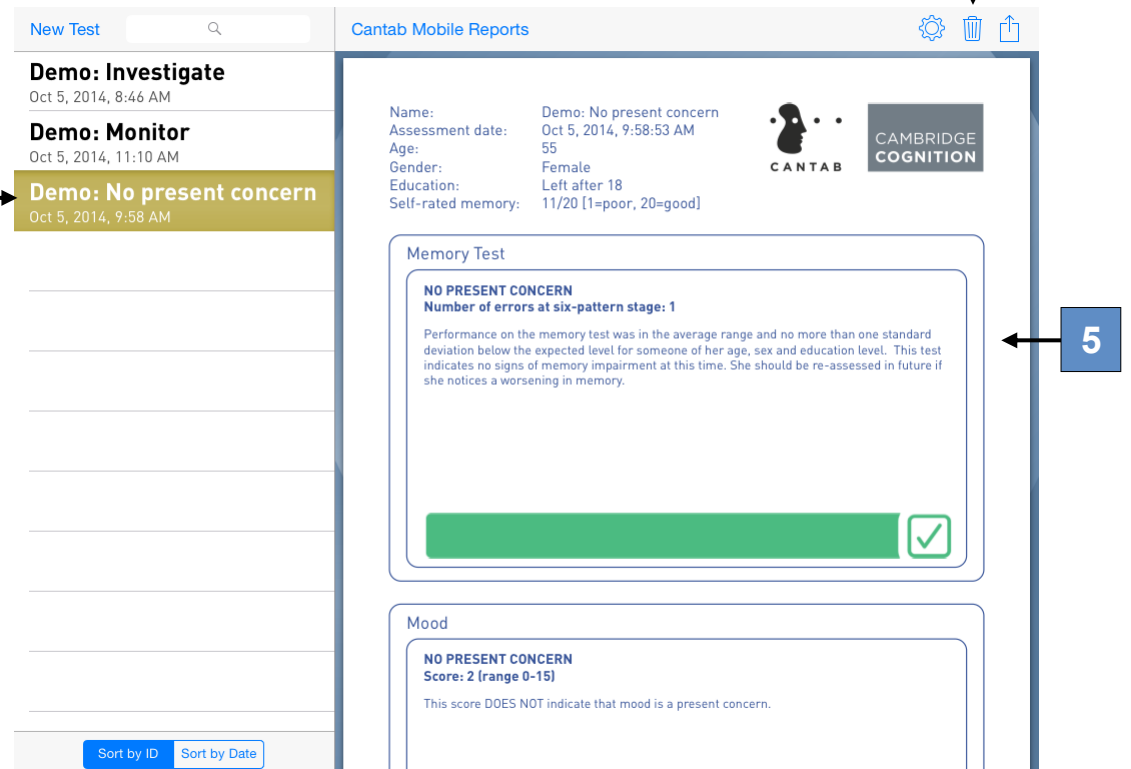
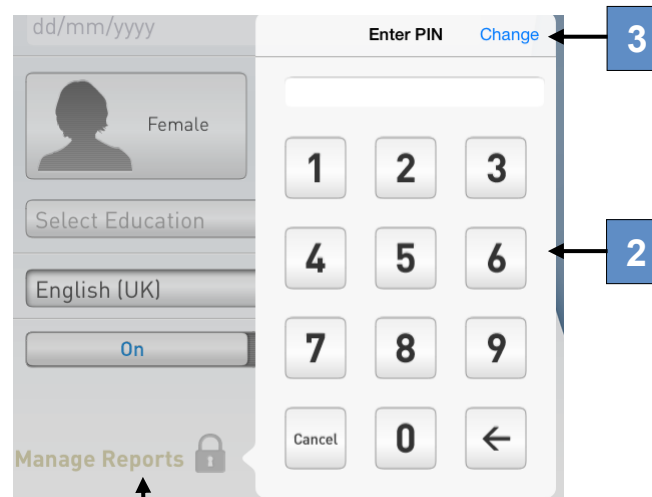


## Managing Reports


- 1 Tap **Manage Reports**
- 2 Enter PIN (previously set by you / your surgery)
- 3 To change the PIN, tap **Change**, then enter your Cantab Mobile registration details and enter new PIN
- 4 On the left is a list of all reports. Tap **Select Cantab Mobile Reports** to show all reports, and tap the report you require
- 5 On the right you will see the selected report. Scroll up and down to view the entire report
- 6 To delete a report, tap 
- 7 To delete multiple reports, tap **Select multiple reports** and select which reports to delete.

NB: once a report has been deleted, it cannot be retrieved



## Sending a Report

8

To send a report, tap 

9

To print a report, tap **Printer**. Your printer will need to have AirPrint and Wi-Fi enabled

10

To email a report, tap **Email**

11

Enter and confirm a report password. This password will need to be entered when the recipient opens the report from their email inbox. NB: the report password is optional

12

To email multiple reports, tap **Select multiple reports** and select which reports to email. Tap **Send**

13

Enter email recipient and other text as required. Tap **Send** (NB: requires Wi-Fi connection)

