Finding Patients Seen by a Section in Vetstar

1. Enter quick command **admitrpt**.

2. Enter date range into Start From and End To fields

3. In the Registration Visit Type field, open a Window to search for the visit type (double click or press F4). Press Enter to see all of them. Use the non-taxable versions (e.g. OP for ophtho nontaxable).

4. Leave Registration type blank

5. Choose whatever sort type you want.

6. Put a Y in the OK field.

7. In the report destination screen:
   a. To see the report on screen, enter **90**.
   b. To print to a temporary file, enter **temp** (make sure to save the file with a new name and location or it will be overwritten the next time you use the **temp** printer).
   c. For a hard copy print to a clinic printer, enter a printer code into the printer destination screen: Destination: sac34 . To search for printer codes:
      Open a window (press **F4**) in the Destination field.
      When the printer inquiry window opens, do one of the following:
      - Press Enter to see every available printer, and then select a printer.
      - Narrow the list of printers by entering the beginning of its description into the Search field. Enter SAC or LAC to find public VTH printers:
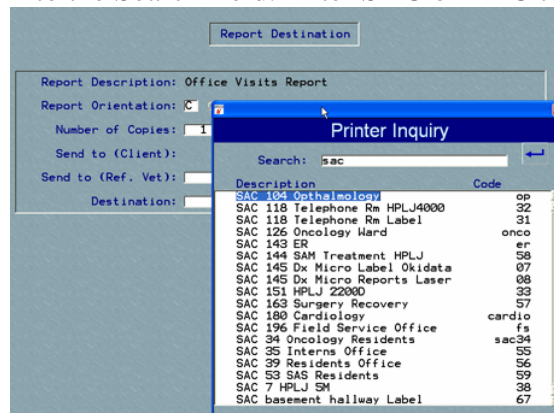
   d. To print to a local printer, use quick command **ljl**. The first time you use a local printer, you must set it up in Vetstar. Please see http://vetmed.illinois.edu/vetstar/LocalPrtr.html for instructions.