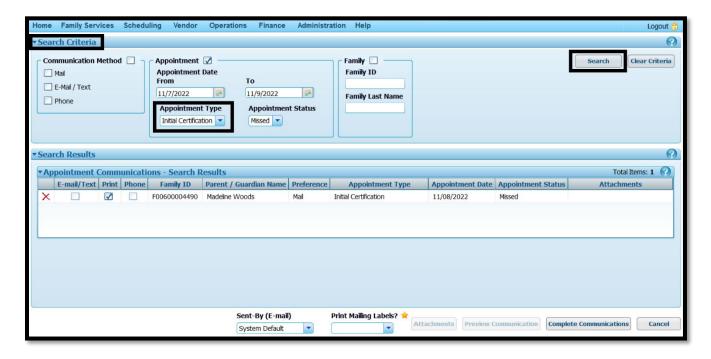# Printing Missed Appointment Notifications

1. From the Home Screen, go to **Operations,** then select **Notifications**
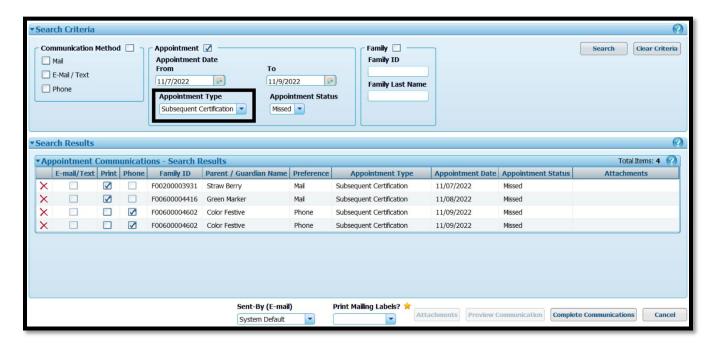

2. Under Search Criteria, select one or more options and click **Search**.
   The screen refreshes and displays the results in the Search Results grid.

   Example 1: Searching for **Missed Initial Certification** appointments between the dates of 11/7/22 and 11/9/22.

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Example 2: Searching for **Missed Subsequent Certification** appointments during the same date range.

3. To generate a list of ALL missed appointments during that date range, leave the Appointment Type field blank:

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4. To print missed appointment notifications, make sure a check mark is in each **print box** under **Appointment Communications-Search Results.**
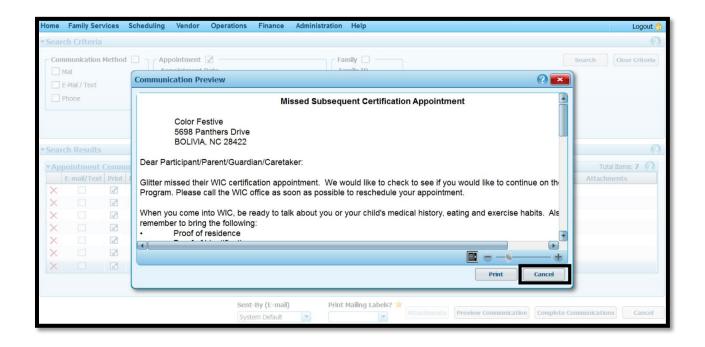

5. If you want to preview notifications before you print them, click on **Preview Communications**. When you Preview the Communication, it will give you an option to print.
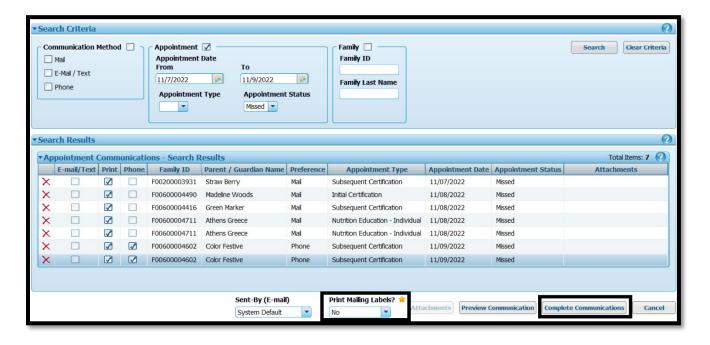
IMPORTANT: Do **NOT** print at this time. If you do, the notification will be printed but it will not be documented in the Journal of Transactions. After reviewing the notification, click **Cancel**.

6. To print the notifications, select Yes or No in the **Print Mailing Labels?** field and then click **Complete Communications**. The notifications will be printed AND documented in the **Journal of Transactions**.

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7. Example of clicking Complete Communications and the subsequent **Journal of Transactions**. This example is for one family.