

Manage bulk print properties

Use these instructions to manage the Properties page for a Bulk Print.

How to:

- [Create a Bulk Print](#)
- [Partial Print](#)
- [Content Page\(s\)](#)

When you build a document using the Print Documents page a Bulk Print definition is created. A Bulk Print definition is a series of document reference fields that's stored and used to build a Bulk Print document at the time of the request. A Bulk Print is automatically added to the VCF Bulk Print Document Group.

Create a Bulk print

Step 1


Open the claim and go to the **Documents** tab then the **Documents for Claim** sub-tab.

Step 2

Click **Print Doc(s)**.

Step 3

Select the relevant values in the '**Purpose**' and '**Releasable To**' drop down fields and enter a **description** that will be helpful to you and click **Print All**.

Manage Bulk Print Properties - Print All TS 

Bulk Print Properties

Purpose * Not Selected

Releasable To * Not Selected

Description

Documents Available

Date/Time	Creator	Status	Document Type	Description
20/07/2015 13:20	[REDACTED]	Complete	Initial Client Interview Script Transcript	
10/07/2015 10:33	[REDACTED]	Complete	ACD42 Childcare Approve - Claimant	ADU - Test Letter
02/07/2015 13:49	[REDACTED]	Complete	HLS44 Cover Approve (MOH Contribution) - Client	Hearing Loss - Test letter
02/07/2015 13:49	[REDACTED]	Received	VCF008 Incoming from GP or other Provider	txt test
02/07/2015 13:47	[REDACTED]	Received	High Tech Imaging	.peg test

Add to Print Preview Print All

Eos will create a PDF with all of the 'complete' documents on the claim using these fields as the description for the resulting Bulk Print as it appears in the documents tab e.g. *Client Request - For release to Client - Free text from Description*.

Step 4

The following message will be emailed to you.

VCF Bulk Print Request

Your request has been processed and a specific PDF was created for you containing the merged documents.

[Here is a link to the generated PDF document](#)

Description: Dispute - Advocate - Doc Groupups test on Remove=a

Note:

- This document is for internal usage only. This email must not be forwarded to external parties
- The Contents Page for this Bulk Print is available from the Eos Document Properties page for this Bulk Print request.

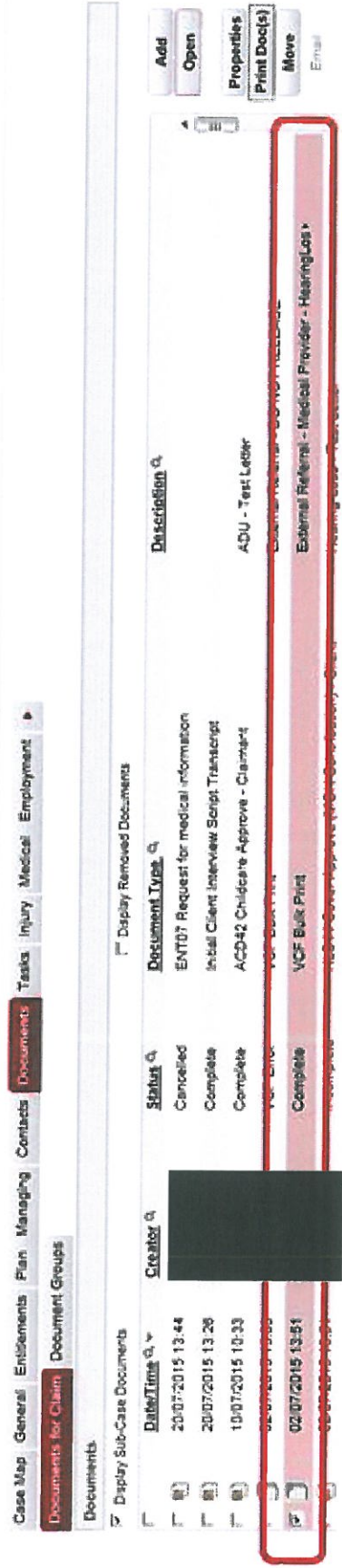
Step 5

Click the URL link to go to the Bulk Print document.

Step 6

The Bulk Print now appears in the Documents for Claim list.

Documents for Claim - View VCF Bulk Print TS XXXXXXXXXX



A reference is also created in the VCF Bulk Print Document Group in the Document Groups list view.

Partial print

Step 1

Open the claim and go to the Documents tab and then the Documents for Claim sub-tab.

Step 2

Click Print Doc(s).

Step 3

Select the tick box next to the documents you want to print then click **Add to Print**.

- The selected documents will now display in the Documents to Print list.

Partial Print - Add to Print TS

Bulk Print Properties

Purpose *

Releaseable To *

Dispute
DO NOT RELEASE

Description

Documents Available

Date/Time	Creator	Status	Document Type	Description
20-07-2015 13:26		Complete	Initial Client Interview Script Transcript	ADU - Test Letter
10-07-2015 10:33		Complete	ACD42 Childcare Approve - Claimant	Hearing Loss - Test letter
02-07-2015 13:49		Complete	HLS44 Cover Approve (MOH Contribution) - Client	bit test
02-07-2015 13:49		Received	VCF009 Incoming from GP or other Provider	jpeg 1614
02-07-2015 13:47		Received	High Tech Imaging	Test doc
02-07-2015 13:44		Received	VCF009 Incoming from GP or other Provider	test
02-07-2015 13:25		Received	ACC2639 ED Prior Approval Request	wolword
02-07-2015 13:21		Signed	ACC2639 ED Prior Approval Request	
02-07-2015 13:20		Received	Excel Attachments	

Add to Print
Preview
Print All

Documents to Print

Date/Time	Creator	Status	Document Type	Description
02-07-2015 13:49		Complete	HLS44 Cover Approve (MOH Contribution) - Client	Hearing Loss - Test letter

Remove
Print

Step 4

Click **Print**, then refer to [Create a Bulk Print](#) for next steps.

Content page(s)

The 'Documents Properties' screen includes two custom 'View Contents' buttons that show real time views of the Bulk Print content.

These are '**View Contents – More**' and '**View Contents – Less**'.

Click either button to retrieve the Bulk Print contents from VCF in a viewable format.

The contents are created as and when required which will make sure that you have the latest information about the documents.

If a document is moved from a claim the claim number is updated to maintain visibility.