

## Printing eMARs

In the event of a connectivity issue with myAvatar, paper MARs will be needed. Unit Secretaries will save the eMARs at the beginning of their shift and at the end of the shift in the event MARs need to be printed.

## Process

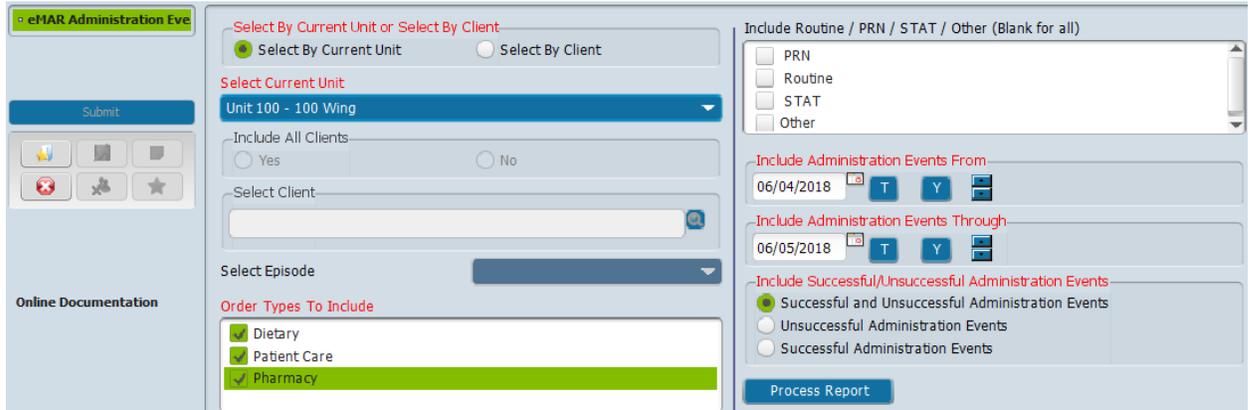
1. In **Search Forms**, search **eMAR** and select **eMAR Administration Event Report**

Name	Menu Path
Avatar eMAR	Avatar CWS / eMAR
Client eMAR Hard-Copy Report	Avatar CWS / eMAR
eMAR Administration Event Report	Avatar CWS / eMAR
eMAR Missing Administration Events Report	Avatar CWS / eMAR

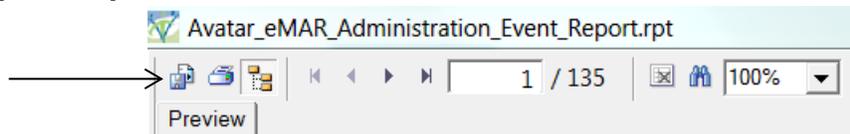
1 through 4 of 4

2. Select **Select By Current Unit**. Select **Unit 100 – 100 Wing**.  
 Under **Order Types to Include**, check **Dietary, Patient Care, and Pharmacy**.  
**Include Administration Events From**, enter in Yesterday's Date  
**Include Administration Events Through**, enter in Today's Date  
**Include Successful/Unsuccessful Administration Events**, select **Successful and Unsuccessful Administration Events**

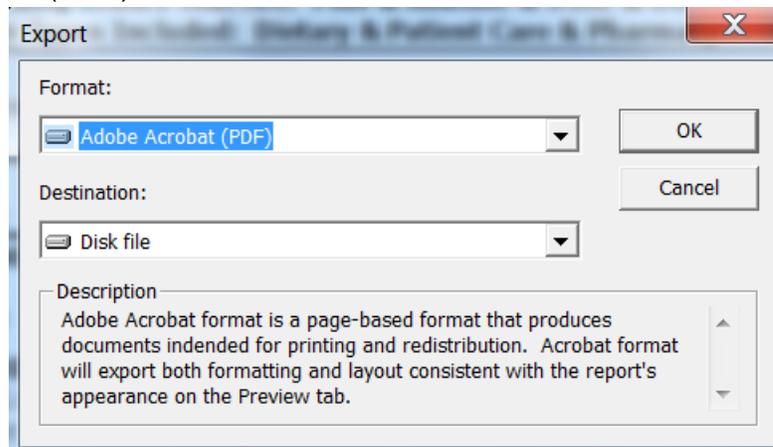
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3. Click **Process Report**
4. The report may take a few minutes to process.
5. Click on **Export Report**

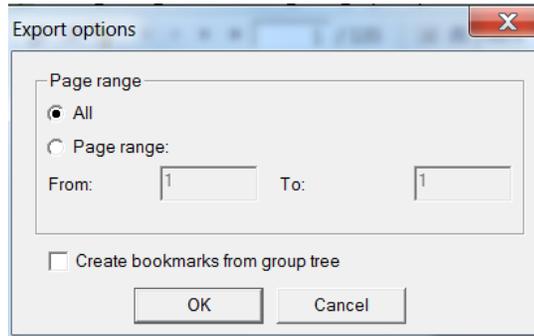


6. Select Adobe Acrobat (PDF) and Disk File. Click OK.

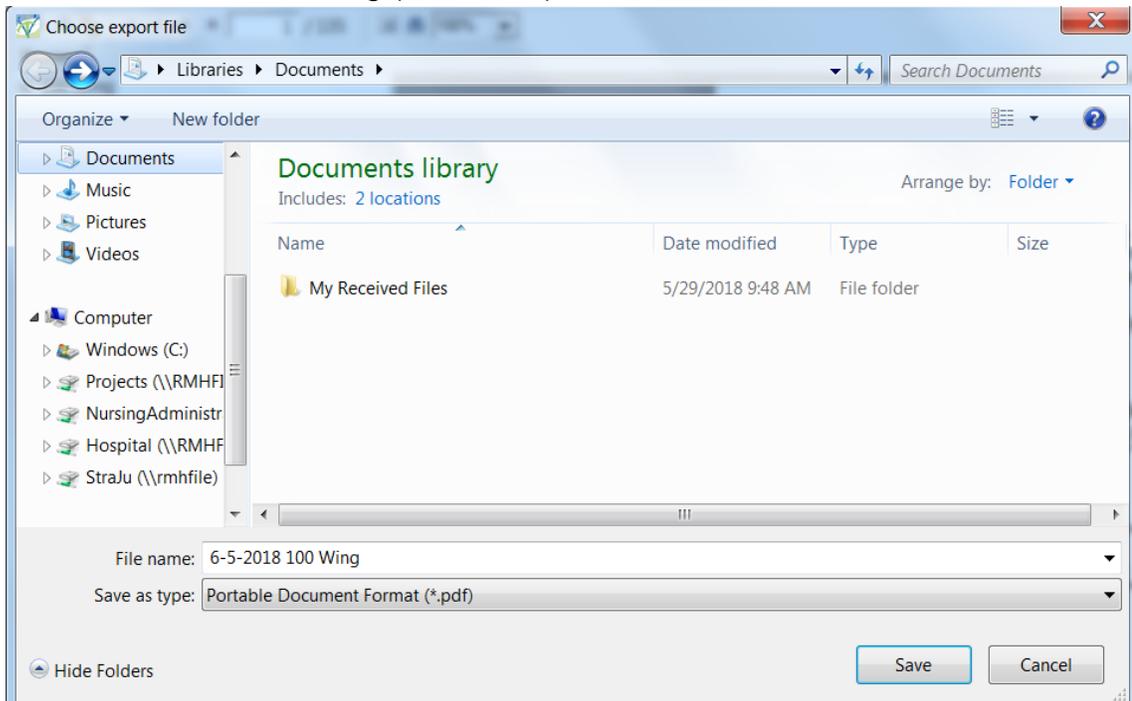


7. Select All and click OK.

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- 8. Select Secured Folder in Mirmont Shared Drive ([\\RMHFile](#)) → NURSING → Avatar eMAR
- 9. Change File name to Date + Wing (see below)



- 10. Click Save
- 11. Repeat this process for the 200 and 300 wings.

**\*\*Note: Only Nurses and Unit Secretaries have access to this form. If you do not have access, a request will need to be submitted for you.**