


eConsult: Exporting Case Details to a PDF Report

To export, you need to have **Adobe Reader** installed on your computer.

If you do not have Adobe Reader installed, go to get.adobe.com/reader, download, and install the software.

eConsult enables you to export the full details of a consult to a PDF file. You can then print the PDF file or save it to a specified location.

Note: For privacy reasons, only requesting providers, specialists (or their delegates), and triage assigners can export case details.

To create a PDF file of a consult, click  at the top-right of the Consult Details.

The final steps to save, view or print the PDF file differ depending on which browser you use. For example, Internet Explorer will ask whether you want to print or save the PDF file.

If the case includes attachments:

- The PDF includes the attached file names and their descriptions (if provided).
- Each listed file is an active link.
- Case attachments are stored within eConsult, therefore you must log in to eConsult before you can view an attachment.

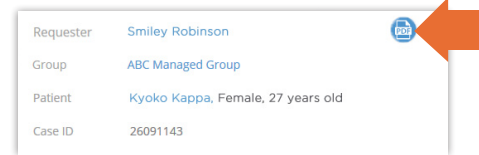


Figure 1: Export to PDF

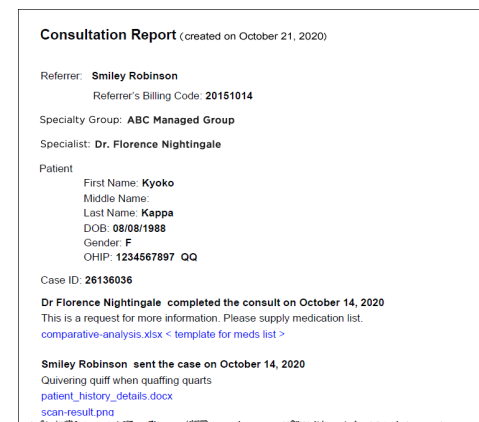


Figure 2: Consultation report PDF

For technical issues, contact OTN Technical Support at 1-855-654-0888 or techsupport@otn.ca

For Ontario eConsult Program information, contact eConsultCOE@toh.ca