

Maintenance

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Required fields are shown in blue type. For example, when entering information on the Add User screen, the user's first and last name are required; thus they are shown in blue type. Input fields are not shown in blue are optional.



If an administrator also needs data exchange capabilities, the administrator + data exchange role must be assigned.

Managing Users

GRITS is set up to accommodate a variety of user types. Each user will have access to certain features on the site based on the role assigned to him or her. The roles, or levels of access, for GRITS are hierarchical and defined as follows:

Reports-Only: The reports-only user has access to client query information and may print client-specific immunization reports, including the Form 3231 'School Certificate'. This user also can print blank copies of the new client form, Form 3231, Form 3189, and opt-out/opt-in forms. This user may not edit or update information in the registry.

Typical User: This is the primary user of GRITS. The typical user role contains all reporting capabilities of the reports-only user. In addition, the typical user can add new clients, edit existing clients and manage immunization information.

Inventory Control: The inventory control user is responsible for managing the organization's vaccine inventory in the registry. The inventory control user contains all the capabilities of the typical user. In addition, the typical user can to view the organization's inventory, add new inventory, edit existing inventory, manage inventory transfers, view inventory transaction reports, submit inventory counts and generate inventory reports, including the Vaccine Accountability Statement and VFC Comprehensive Report.

Administrator: This is the main contact for GRITS within the health care organization. The administrator contains all the capabilities of the inventory control user. In addition, the administrator is responsible for the maintenance of all organization-specific information, including users, sites, physicians and clinicians. This user may run reminder/recall reports and Clinic Assessment Software Application (CASA) extracts. This role also access to the administrative menu items, which includes a lists of vaccines, trade names, manufacturers and insurers as they exist in the registry.

Data Exchange/HMO User: Data exchange and HMO users are able to automatically exchange immunization batch files through GRITS. In addition, this user is be able to view client reports. The user's organization must be authorized for data exchange before this role can be utilized.

Administrator + data exchange: The administrator + data exchange contains all the capabilities of the administrator user, plus access to data exchange functions. The user's organization must be authorized for data exchange before this function can be utilized.

Parent Administrator: The parent administrator contains all the capabilities of the administrator user, plus the parent/child switch org function. A Parent Administrator can switch to child/client organizations in order to manage users, inventory, etc. for the child/client organizations, thus eliminating the need for multiple user accounts for one person. In order to utilize the parent/child switch org function, the user's organization must request that a parent/child or vendor/client relationship be created in the registry.

Adding Users

A person with administrator access may add, delete, or edit users of GRITS. To add a user to the registry, follow these steps:

Adding users

1. Click on Manage Users under Maintenance in the menu panel.
2. To add a user, press the **Add User** button. Enter the following information for the user:
 - First name, last name, and middle initial (optional).

Add User

Provider Org Name GRITS Physicians

Organization Code GRITSPH

User First Name

User Last Name

User Middle Initial

Username

Password

Role

Status Active Inactive

Street Address

Other Address P.O. Box

City State Zip -

Email

- Username. The username must be a minimum of four characters in length and may include mixed-case letters and numbers.
- Password. The password must be a minimum of four characters in length and may include mixed-case letters and numbers.



When choosing user names for the registry, be as specific as possible. This will avoid confusion as users are added over time.



The username and password fields are generally entered with lowercase letters. However, if they are entered in mixed case (upper- and lower- case), be sure to enter them the same way on the GRITS login screen.



Since there is no password verification on the Add User screen, enter this information carefully. Once the Submit button is pressed, there is no way for an organization administrator to look up the password. If the password was entered incorrectly or the user forgets the password, the organization administrator may go into the Edit User function and reset the password.

3. Choose the user's role from the pick list provided, according to the level of access you desire for that user. See the role descriptions on the opposite page for more information.
4. Check the appropriate radio button to determine if a user is active or inactive. See *Inactivating Users* in this chapter for more information.
5. Enter additional information if desired, such as the user's postal and e-mail addresses.
5. Press **Save**.
6. Once a user is successfully saved in the database, "User Added" will appear at the top of the Edit User screen.
7. Press **Cancel** to return to the Manage Users screen.

Adding Multiple Users

1. Click on Manage Users under Maintenance in the menu panel.
2. To add multiple users, press the **Add Users** button on the Manage Users screen.
3. In the dialog box, enter the number of users you will be adding. Press **OK**.
4. In the Add Users box, enter the following information for each user:

Add Users				
Last Name	First Name	User Name	Password	Role
Jones	Jasmine	jonesj	*****	Administrator
Smith	Seymour	smiths	*****	Typical User
User	Ima	useri	*****	Inventory Control

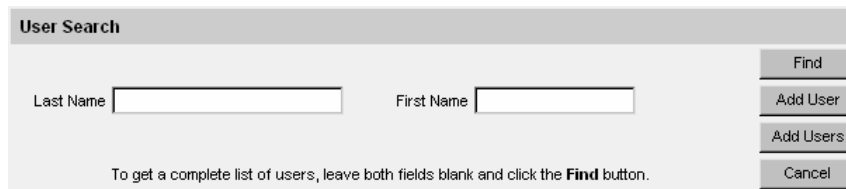
- Last name and first name.
 - Username. The username must be a minimum of four characters in length and may include mixed-case letters and numbers.
 - Password. The password must be a minimum of four characters in length and may include mixed-case letters and numbers.
 - Role. Choose the user's role from the pick list provided, according to the level of access you desire for that user. See the role descriptions on the previous page for more information.
5. Press **Save** when you have entered all data for each user.

6. Once all users are successfully saved in the database, “<#> Users Added” will appear at the top of the Search Results box.

Editing User Information

A person with administrator rights may look up or edit information on any GRITS user in his or her organization. To find or edit user information, follow these steps:

1. Click Manage Users under Maintenance in the menu panel.
2. To find an existing user, do one of the following:



- Enter the last and first name of the user in the User Search box. Press **Find**.
 - Leave both first and last name fields blank in the User Search box. Press **Find**.
3. The Search Results box will list all users with the last name you entered, or, if you left the name fields blank, all users in the organization. To edit information on one of these users, click on the user’s last name.
 4. In the Edit User screen, change information as appropriate.
 - If you decide not to make any changes to a user’s information, press **Cancel**. Then press **OK** in the cancel confirmation box. GRITS will return you to the Manage Users screen.
 5. When your changes are complete, press **Save**.
 6. When the updated information is saved to the registry database, the message “User Updated” will appear in the upper right corner of the Edit User screen.
 7. To return to the Manage Users screen, press **Cancel** once.

Inactivating Users

A user is active by default until you indicate otherwise in the Edit User screen. By making a user inactive, you are denying that user access to GRITS until he or she is made active again. For example, if a user takes a leave of absence, you may wish to make him or her inactive. To make a user inactive, follow these steps:

1. Follow Steps 1-3 under *Editing User Information*.

2. On the Edit User screen, click the Inactive radio button under Status.
3. Press **Save**.
4. When the updated information is saved to the registry database, the message “User Updated” will appear in the upper right corner of the Edit User screen.
5. To return to the Manage Users screen, press **Cancel**.

Deleting Users

To delete a user from your organization’s database, follow these steps:

1. Follow Steps 1-3 under *Editing User Information*.
2. Press **Delete**.
3. Press **OK** in the delete confirmation box.
4. When the information is deleted from the registry database, the message “User Deleted” will appear in the upper right hand corner of the Search Results box.

Printing a User List

To print out a list of your organization’s users, follow these steps:

1. Click Manage Users under Maintenance on the menu panel.
2. Press **Find** in the User Search box.

User Search

Last Name First Name

To get a complete list of users, leave both fields blank and click the **Find** button.

Find

Add User

Add Users

Cancel

Search Results					
Reset Password	Last Name	First Name	MI	User Name	Status
<input type="checkbox"/>	User	Ima		imouser	Active
<input type="checkbox"/>	User	Inactive		inactiveuser	Inactive

3. Do one of the following:
 - Choose **F**ile, then **P**rint, from your browser’s menu bar. In the Print dialog box, press **OK**.
 - Or, press the printer icon on your browser’s toolbar.
4. If your printout is cut off, try setting your printer to landscape. To do this:

- Choose **F**ile, then **P**rint, from your browser's menu bar.
- In the Print dialog box, press **P**roperties.
- In the Properties box, find the section where you may specify orientation. Choose landscape.
- Press **O**K.
- Press **O**K in the Print dialog box.

Managing Schools

Administrators may enter new and update existing schools and daycare centers using the Manage Schools function. Schools entered using this function will be available for selection from a pick list on the Manage Client screen. Reports may then be generated by school.

Adding Schools

1. Click on Manage Schools under the Maintenance section of the menu panel.
2. On the Manage Schools screen, press **A**dd School.

Add School

School Name

Street Address

Other Address P.O. Box

City State Zip -

Email

Telephone # () - Ext



Required fields are shown in blue type. For example, when entering information on the Add School screen, the School name is required; thus they are shown in blue type. Input fields are not shown in blue are optional.

3. At the Add School box, fill in the name of the school in the School Name text field. Enter any additional information you wish to supply on the school in the appropriate fields.
4. Press **S**ave.
5. Once your school information is successfully saved, "School Added" will appear in the upper right corner of the Edit School box.
6. Press **C**ancel twice to return to the Manage Schools screen.

Editing School Information

1. Click on Manage Schools under the Maintenance section of the menu panel.

2. On the Manage Schools screen, choose the school whose information you would like to edit from the Select a School to Edit pick list at the top of the screen. Or, click on the school's name in the School Listing at the bottom of the screen.

Select a School to Edit

School Name
List All

3. Add or change information in the Add School box.
4. Press **Save**.
5. Once your changes are successfully saved, "School Updated" will appear in the upper right corner of the box.
6. Press **Cancel** twice to return to the Manage Schools screen.

Deleting Schools

1. Click on Manage Schools under the Maintenance section of the menu panel.
2. On the Manage Schools screen, choose the school whose information you would like to delete from the Select a School to Edit pick list at the top of the screen.
3. In the Edit School box, press **Delete**.
4. A box will open asking if you want to delete this school. Press **OK**.
5. GRITS will return to the Manage Schools screen and the message "School deleted" will appear at the upper right corner of the screen.

Listing All Schools

A list of all schools entered into an organization's database may be viewed by choosing **List All** on the Manage Schools screen.

Select a School to Edit

School Name
Add School
List All

School Listing

Name	Street	City	Phone
Georgia School	123 Anystreet	Anytown	(555) 555-5555 x555
SUNNYDAY CHILDCARE	1414 MAIN ST	Anytown	(555) 555-4321

Printing All Schools

To print out a list of all the schools in your organization's database, follow these steps:

1. Click Manage Schools under Maintenance on the menu panel.
2. Press **List All** in the Select a School to Edit box.

3. Do one of the following:
 - Choose File, then Print, from your browser's menu bar. In the Print dialog box, press OK.
 - Or, press the printer icon on your browser's toolbar.
4. If your printout is cut off, try setting your printer to landscape. To do this:
 - Choose File, then Print, from your browser's menu bar.
 - In the Print dialog box, press Properties.
 - In the Properties box, find the section where you may specify orientation. Choose landscape.
 - Press OK.
 - Press OK in the Print dialog box.

Managing Physicians

Administrators use the Add Physician/Edit Physician screens to enter new and update existing immunization providers. Health care organizations or clinic names may also be entered in the Add Physician screen. Physicians or health care organizations entered on this screen will be available for selection as primary care providers from a pick list on the Manage Client screen. Reports may then be generated from this data.

Adding Physicians

1. Click on Manage Physicians under the Maintenance section of the menu panel.
2. On the Manage Physicians screen, press Add Physician.
3. At the Add Physician box, fill in the required field, Last Name, plus any additional information you wish to supply about the physician. The Prefix/Title field, for example, could be filled with "Dr." and the Suffix field would then be "M.D." To add a clinic name, type the site name in the Last Name field and the location in the First Name field.



Required fields are shown in blue type. For example, when entering information on the Add Physician screen, only the physician's last name is required; thus they are shown in blue type. Input fields are not shown in blue are optional.



When entering a physician or health care organization in the Add Physician screen, keep in mind that how you organize this information (by specific doctor, clinic, or both) will be a factor in how you will be able to generate recall and reminder notices for your clients.

Add Physician

Prefix/Title Save

First Name Cancel

Middle Name

Last Name

Suffix

Street Address

Other Address P.O. Box

City State Zip -

Email

4. Press **Save**.
5. Once the physician is successfully saved, "Physician Added" will appear in the upper right corner of the Edit Physician box.
6. Press **Cancel** twice to return to the Manage Physicians screen.

Editing Physician Information

1. Click on Manage Physicians under the Maintenance section of the menu panel.
2. On the Manage Physicians screen, choose the physician whose information you would like to edit from the Physician Name pick list at the top of the screen. Or, click on the physician's name in the Physician Listing at the bottom of the screen.

Select a Physician to Edit

Physician Name Add Physician List All

3. Add or change information in the Edit Physician box.
4. Press **Save**.
5. Once your changes are successfully saved, "Physician Updated" will appear in the upper right corner of the Edit Physician box.
6. Press **Cancel** twice to return to the Manage Physicians screen.

Deleting Physicians

1. Click on Manage Physicians under the Maintenance section of the menu panel.
2. On the Manage Physicians screen, choose the physician whose information you would like to delete from the Physician Name pick list at the top of the screen. Or, click on the physician's name in the Physician Listing at the bottom of the screen.

3. In the Edit Physician box, press **Delete**.
4. A box will open asking if you want to delete this physician. Press **OK**.
5. Once your changes are successfully saved, “Physician Deleted” will appear in the upper right corner of the Manage Physicians screen.

Listing All Physicians

A list of all physicians entered into an organization’s database may be viewed by pressing **List All** on the Select a Physician to Edit screen.

Select a Physician to Edit			
Physician Name	<input type="text" value="Pick a Physician"/>	<input type="button" value="Add Physician"/>	<input type="button" value="List All"/>
Physician Listing			
Name	Street	City/State/ZIP	Email
Doctor, Ima	321 Anystreet	Anytown, GA 55555 - 5555	gritphys@usernet.net
Pediatrician, Ima	321 Anystreet	Anytown, GA 55555 - 5555	gritphys@usernet.net

Printing All Physicians

To print out a list of all the primary care providers in your organization’s database, follow these steps:

1. Click Manage Physicians under Maintenance in the menu panel.
2. Press **List All** in the Select a Physician to Edit box.
3. Do one of the following:
 - Choose **F**ile, then **P**rint, from your browser’s menu bar. In the Print dialog box, press **OK**.
 - Or, press the printer icon on your browser’s toolbar.
4. If your printout is cut off, try setting your printer to landscape. To do this:
 - Choose **F**ile, then **P**rint, from your browser’s menu bar.
 - In the Print dialog box, press **P**roperties.
 - In the Properties box, find the section where you may specify orientation. Choose landscape.
 - Press **OK**.
 - Press **OK** in the Print dialog box.



Required fields are shown in blue type. For example, when entering information on the Add Site screen, the Site name is required; thus they are shown in blue type. Input fields not shown in blue are optional.



It is important to tie sites that draw inventory to their inventory sources. This way, the registry will be able to keep an accurate count of all vaccines



You will not be able to transfer inventory to another site within GRITS if you have not entered a contact name, street address or P.O. box, city, state, zip code and phone number (including area code).



To add inventory for a site, refer to the manage inventory chapter.

Managing Sites

Administrators use the Manage Site screens to add new or update existing sites that provide immunizations within their organizations. Once a site is added to GRITS, it is available from several pick lists used for immunization recording and reporting.

Adding Sites

1. Click on Manage Sites under the Maintenance section of the menu panel.
2. On the Manage Sites screen, press **Add Site**.

Add Site

Site Name: NORTHEAST Save

County: Fulton *VFC ID / PIN: 999999 Cancel

Has Inventory: Yes No Draw Inv From: []

Contact Name: Ima Contact

Street Address: 321 Anystreet

Other Address: [] P.O. Box: []

City: Anytown State: GA Zip: 55555 - []

Email: imacontact@usernet.net

Telephone # (555) 555 - 5555 Ext 555

Fax # (555) 555 - 4321 Ext []

* If you do not know your VFC ID / PIN, contact the VFC Program at (800) 848-3868 or (404) 657-5013

3. Fill in the following information:
 - Within the Add Site box, fill in the required field, Site Name.
 - Select the county where the site is located from the County pick list.
 - If the site receives Vaccine For Children (VFC) vaccines, enter the site's VFC ID/PIN number. If you do not know your VFC ID/PIN, contact the VFC Program at (800) 848-3868 or (404) 657-5013.
 - Indicate whether the site maintains its own vaccine inventory or whether it draws inventory from another source by clicking the Yes or No radio button under Has Inventory. If the site draws inventory from another source, choose the source from the Draw Inventory From pick list. All sites with inventory *must* be created prior to setting a site that draws from another.
 - Complete any additional information you wish to supply for the site. The site address is not required to use the GRITS registry;

however, if you transfer vaccines between sites, you should enter the vaccine delivery address on the manage site screen.

4. Press **Save**.
5. Once your site has been successfully saved, "Site Added" will appear in the upper right corner of the Edit Site box. In addition, the Site ID will appear near the center-top portion of the screen. The Site ID is used in the processing of inventory deductions submitted via data exchange.



6. Press **Cancel** twice to return to the Manage Sites screen.

Editing Site Information

1. Click on Manage Sites under the Maintenance section of the menu panel.
3. On the Manage Sites screen, choose the site whose information you would like to edit from the Site Name pick list at the top of the screen. Or, click on the site name in the Site Listing at the bottom of the screen.



3. Add or change information on the Add Site box.
4. Press **Save**.
5. Once your site has been successfully saved, "Site Updated" will appear in the upper right corner of the Edit Site box.
6. Press **Cancel** twice to return to the Manage Sites screen.

Deleting Sites

1. Click on Manage Sites under the Maintenance section of the menu panel.
2. On the Manage Sites screen, choose the site whose information you would like to delete from the Site Name pick list at the top of the screen. Or, click on the site name in the Site Listing at the bottom of the screen.
3. In the Add Site box, press **Delete**.
4. A box will open asking if you want to delete this site. Press **OK**.
5. GRITS will return to the Manage Sites screen and the message "Site deleted" will appear at the upper right corner of the screen.

Listing All Sites

A list of all sites entered into an organization's database may be viewed by choosing **List All** on the Manage Sites screen. This table lists the name of the site, the contact name and telephone number for the site, and whether the site has its own inventory or draws from another site.

Select a Site to Edit

Site Name

Site Listing

Name	Has Inv? or Draws Inv From	Contact Name	Phone
East Peach Street Clinic	YES	Dr. Bill	(770) 555-5555 x1234
North Peach Ave Clinic	YES	Mr. Smith, R.N.	(404) 444-4404
South Peach Ave Clinic	YES	Mrs. Smith, R.N.	(404) 444-0040
West Peach Street Clinic	East Peach Street Clinic	Dr. Sue	

Printing All Sites

To print out a list of all sites in your organization, follow these steps:

1. Click Manage Sites under Maintenance on the menu panel.
2. Press **List All** in the Select a Site to Edit box.
3. Do one of the following:
 - Choose **F**ile, then **P**rint, from your browser's menu bar. In the Print dialog box, press **O**K.
 - Or, press the printer icon on your browser's toolbar.
4. If your printout is cut off, try setting your printer to landscape. To do this:
 - Choose **F**ile, then **P**rint, from your browser's menu bar.
 - In the Print dialog box, press **P**roperties.
 - In the Properties box, find the section where you may specify orientation. Choose landscape.
 - Press **O**K.
 - Press **O**K in the Print dialog box.

Managing Clinicians

Clinicians are the individuals within the organization who administer and/or approve the administration of vaccines. A clinician may be associated with one or more clinic sites. The organization administrator will use the Manage Clinicians function to enter new and update existing clinicians within the organization. Clinicians added to the registry through this function will be available from pick lists used for recording immunizations.

Adding Clinicians

1. Click on Manage Clinicians under the Maintenance section of the menu panel.
2. Press **Add Clinician**.

Edit Clinician Information

Role: Clinician Ordering Authority Ordering Authority / Clinician

Prefix:

Last Name:

First Name:

Middle Name:

Suffix:

Complete site listing: EAST GRITSPH, Eric's Test Site, NORTHEAST, ORANGE STREET CLINIC, PARK STREET CLINIC, SOUTH GRITSPH CLINIC, WEST GRITSPH CLINIC

Selected sites: CENTRAL GRITSPH, NORTH GRITSPH CLINIC

Buttons: Add >, Add All >>, < Remove, << Remove All

Address Information (optional)

Street 1:

Street 2:

PO Box:

City:

State: Zip: -

Email:

Area Code: Phone Number: - Ext.



Required fields are shown in blue type. For example, when entering information on the Managing Clinicians screen, the clinician last name is required; thus they are shown in blue type. Input fields are not shown in blue are optional.



When entering clinician site information on the Add Clinician screen, you may move the sites in the field in the middle of the screen from left to right simply by double clicking them.

3. At the Add Clinician Information screen, choose a role for the clinician. Definitions of these roles are as follows:

Ordering Authority: In a public health department, the ordering authority is the medical director. In private practice, the ordering authority is the client's pediatrician or primary care physician.

Clinician: The clinician is the person who administers the vaccination.

Ordering Authority/Clinician: Check this option if the person both authorizes and administers vaccines, such as a pediatrician.

4. Fill in the required field, Last Name, and any other fields you wish to complete. The Prefix field, for example, might be filled with "Dr." and the Suffix field would then be "M.D."
5. In the Complete Site Listing field at the bottom of the screen, highlight a site with which the clinician will be associated and press **Add**. Do this for each site at which the clinician may practice. If the clinician is associated with all the sites in the Complete Site Listing, press **Add All**.
6. Press **Save**.
7. After the clinician is successfully saved, the message "Inserted clinician: <last name>, <first name>" will appear at the bottom of the screen.
8. Press **Cancel** to return to the Manage Clinicians screen, .

Editing Clinician Information

1. Click on Manage Clinicians under the Maintenance section of the menu panel.
2. Press **Find Clinician**. Or, choose a health care site from the Site List and click on the appropriate clinician name on the table at the bottom of the Manage Clinicians screen. If you choose this latter option, skip to Step 4.
3. At the Clinician Search screen, enter the last and first names of the clinician and press **Find** to bring up his or her information. Then click on his or her last name in the Search Results table. Or, leave both fields blank and press **Find** to bring up a list of clinicians within the organization. You may then click on the last name of the clinician within the Search Results table to bring up his or her information.

Clinician Search

Last Name: First Name:

To get a complete list of clinicians, leave both fields blank and press the find button.

Find **Cancel**

4. Make the desired changes or updates to the clinician's information.

5. Press **Save**.
6. Once the clinician's information is successfully updated, the message "Updated clinician: "<last name>, <first name>" will appear at the bottom of the screen.
7. To return to the Manage Clinicians screen, press **Cancel**.

Deleting Clinicians

1. Click on Manage Clinicians under the Maintenance section of the menu panel.
2. On the Manage Clinicians screen, choose a health care site from the Site List.
3. Press **Find Clinician**. Or, click on the appropriate clinician name in the table at the bottom of the Manage Clinicians screen. If you choose this latter option, skip to Step 5.
4. At the Clinician Search screen, enter the first and last name of the clinician and press **Find** to bring up his or her information. Then click on his or her last name in the Search Results table. Or, leave both fields blank and press **Find** to bring up a list of clinicians within the organization. You may then click on the last name of the clinician within the Search Results table to bring up his or her information.
5. At the Edit Clinician Information screen, press **Delete**.
6. A box will open asking if you want to delete this clinician. Press **OK**.
7. GRITS will return you to the Manage Clinicians screen.

Listing All Clinicians

1. Click on Manage Clinicians under the Maintenance section of the menu panel.
2. On the Manage Clinicians screen, press **Clinician List**.

Clinician Listing Close		
For Organization Name: GRITS Physicians		
Clinician Name	Associated Sites	Role
JACKSON, JAMES	SOUTH GRITSPH CLINIC EAST GRITSPH CLINIC	Ordering Authority
JANSEN, BARBARA	SOUTH GRITSPH CLINIC	Ordering Authority / Clinician
LASZEWSKI, JAMES	SOUTH GRITSPH CLINIC EAST GRITSPH CLINIC	Ordering Authority / Clinician
MICHAELS, SARA Nurse, Ima	SOUTH GRITSPH CLINIC CENTRAL GRITSPH NORTH GRITSPH CLINIC	Ordering Authority / Clinician Clinician
PAULS, JASON	NORTH GRITSPH CLINIC	Ordering Authority
PAULSEN, CHERYL	SOUTH GRITSPH CLINIC	Clinician

3. The Clinician Listing screen will open, showing all available clinicians, their site association(s), and their role(s).
4. Press **Close** to return to the Manage Clinicians screen.

Printing All Clinicians

To print out a list of all the clinicians in your organization's database, follow these steps:

1. Click Manage Clinicians under Maintenance in the menu panel.
2. Press **Clinician List** at the Manage Clinicians screen.
3. Do one of the following:
 - Choose **F**ile, then **P**rint, from your browser's menu bar. In the Print dialog box, press **O**K.
 - Or, press the printer icon on your browser's toolbar.
4. If your printout is cut off, try setting your printer to landscape. To do this:
 - Choose **F**ile, then **P**rint, from your browser's menu bar.
 - In the Print dialog box, press **P**roperties.
 - In the Properties box, find the section where you may specify orientation. Choose landscape.
 - Press **O**K.
 - Press **O**K in the Print dialog box.