

# The SSLPost Printer

## How-to Guide



### **A how-to guide for Private Practice Manager (PPM)**

This guide describes how to configure and use PPM to send invoices securely to your recipients using the SSLPost Printer.

### **Overview of the SSLPost Printer**

The SSLPost Printer is a Windows application that has been developed by GCrypt Ltd to simplify the process of sending electronic documents securely.

Any document that you are currently printing and delivering either by courier or by post, such as pay slips, Invoices, and purchase orders can be sent using SSLPost printer.

The SSLPost Printer converts the printed output into PDF format automatically and scans the document for the recipients email address. The PDF is then emailed securely to the recipient with or without the requirement for a password.

The SSLPost printer can be configured to work with any printed output in just a few minutes.

## ❖ Configuring the SSLPost Printer to work with PPM

This section describes how to add the recipient email address to the invoice template in PPM.

1. Start PPM and go to the “Patient Screen”
2. Select a patient from the database
3. Enter the patient (or consultant) email address into the field labeled “Other ID”
4. Tick the checkbox adjacent to the email address that is labeled “Flag” by default
5. The email address will now appear on all invoices for this patient
6. That's it for the configuration

## ❖ Sending invoices securely from PPM with the SSLPost Printer

It really is as simple as clicking the print button and selecting the SSLPost Printer as the output device.

1. Start PPM and go to “Invoicing & Credit Control”
2. Click on “Create an Arbitrary Invoice”
3. Select a patient (that has an email address) and enter the invoice details
4. Print the invoice
  - 4.1. Go to page setup and select “SSLPost Printer” as the default output device
  - 4.2. Click the print icon
5. SSLPost will now deliver the document securely to the recipient as a PDF

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