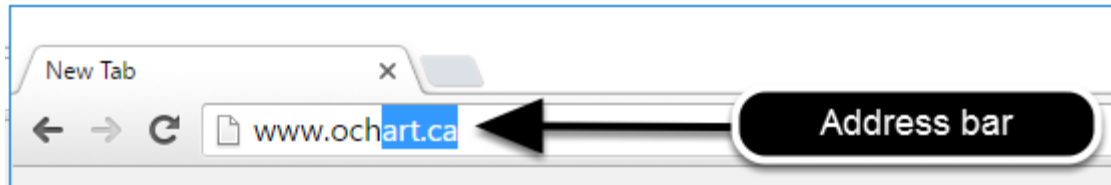


# How to Print or Save My OCHART Report

This section will show you how to generate and print a report containing your OCHART data for the full year, October to March or April to September.

**Type "www.ochart.ca" into the address bar. Press "ENTER".**



You will see the screen below. Click the "START" button on the right side.

**Ontario Community HIV/AIDS Reporting Tool**  
(Please make a selection)

Click Here to view your agency's historical OCHART data, including the October to March 2015/16 reporting period. Do not enter any new data here, this system is for reference only.

**Start**

Click here to access the active OCHART portal, including tracking tools and the OCHART reporting system. You should use this system for tracking and reporting going forward.

**Start**

Please note that you need to register to the new OCHART to use the system. Credentials that you have for the old system won't work in the new one.

Clicking the start button on the left side will take you to the old OCHART system. If you click this accidentally, please click the back button on your internet browser. Next, click the start button on the right.

Type in your "Username" (your work email address) and your "Password". Click "Login".

Username (email address)

1 Test\_dataentry@email.com

Password

2 .....

3 Login

[Register](#) [I forgot my password](#)

You must have an existing OCHART account in order to login. If you are a first time OCHART user and do not have an account, go to the section titled, "How to Register" for step-by-step registration instructions.

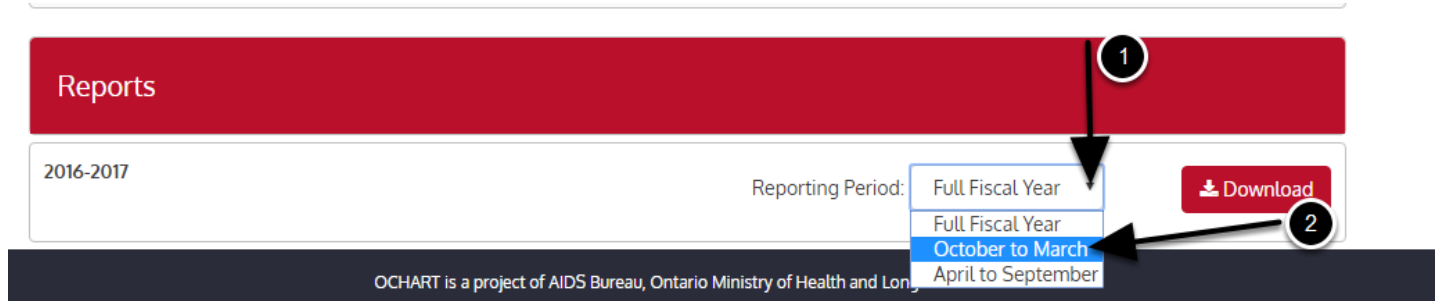
Click "Enter OCHART Data" (left side).

Choose a Tool

Enter OCHART Data

Use Tracking Tool

Scroll down to "Reports" (under the OCHART sections), click the triangle and select the time period for your report. You can choose either the full year, October to March or April to September.

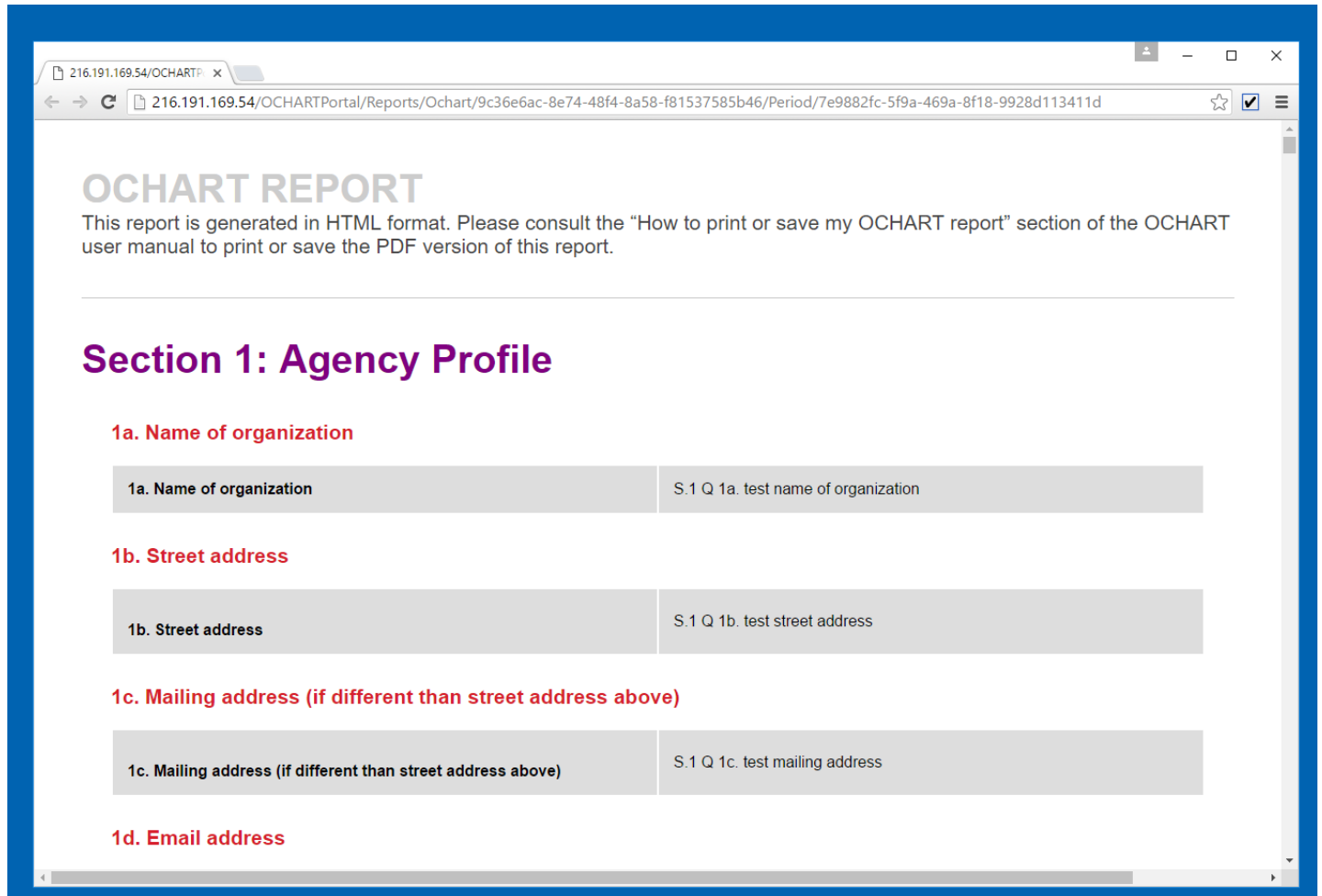


Please note that this feature is available throughout the year (prior to, during and after each reporting period).

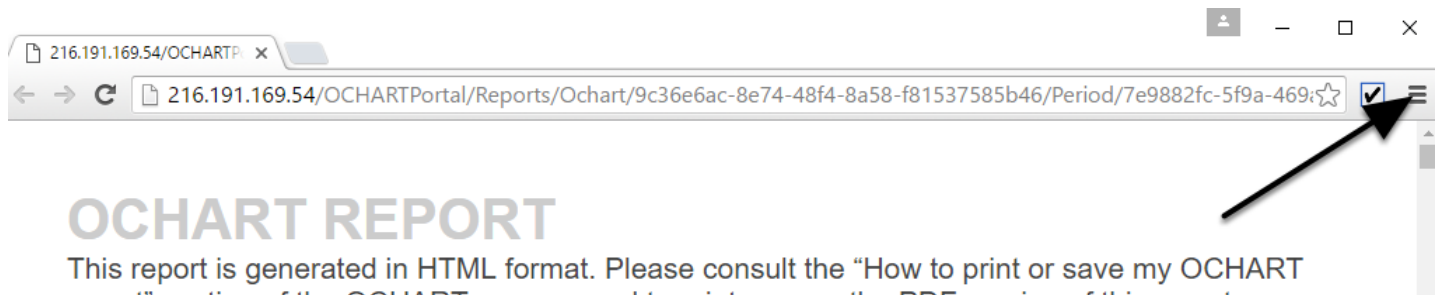
Click "Download".



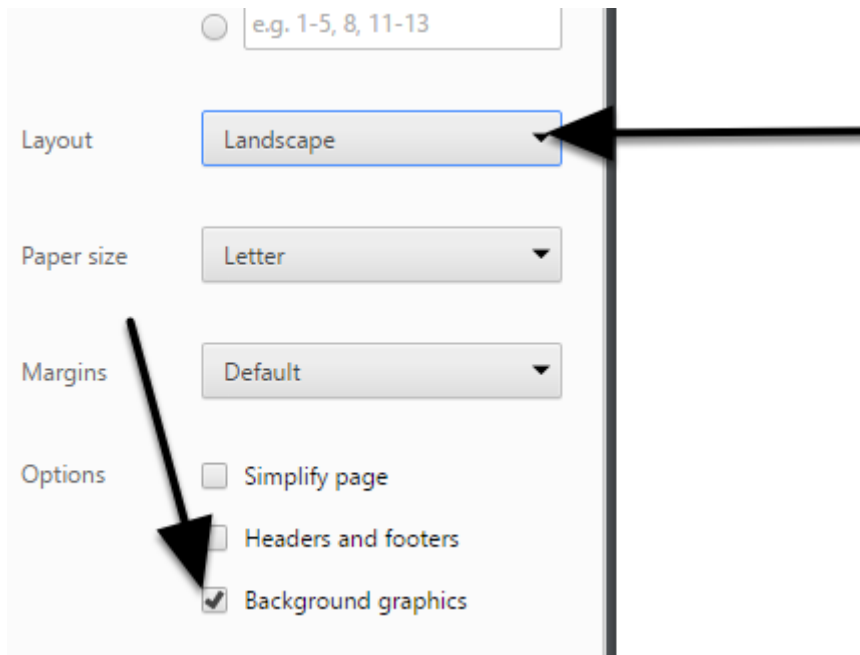
Your report will open in a new internet window as shown below.



TO PRINT USING CHROME: Click "Menu" and select "Print".

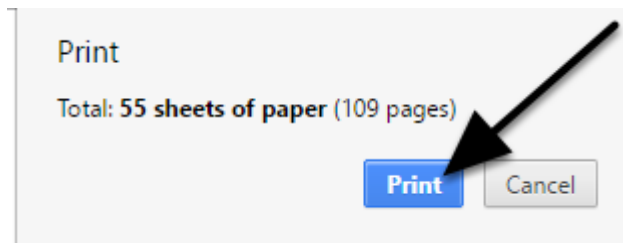


**Make sure you have clicked on the box beside "Background graphics" and that the layout is set to "Landscape".**

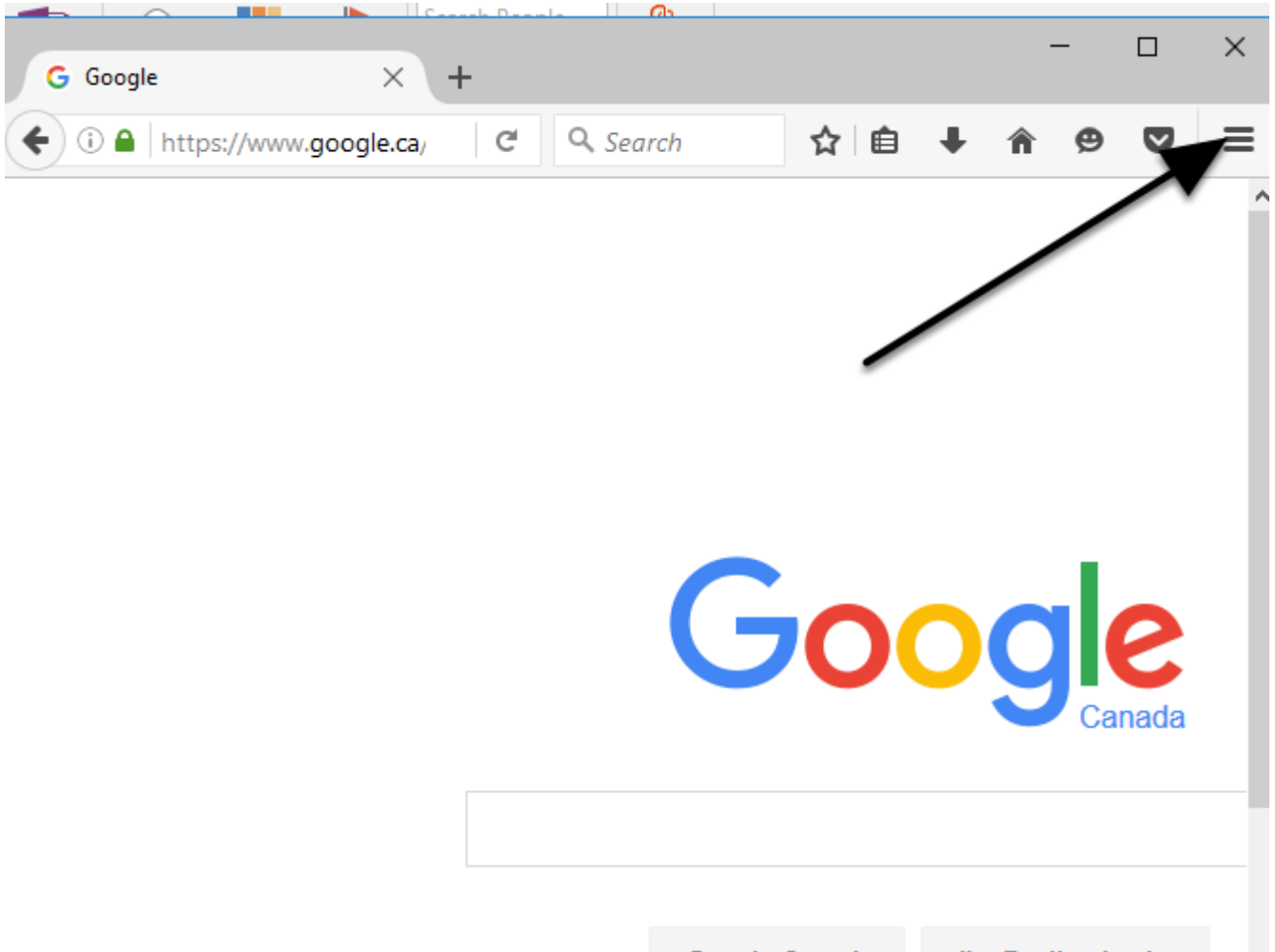


If you do not see the "Background graphics" option after clicking "Print", click on "More settings". Next, select "Background graphics"

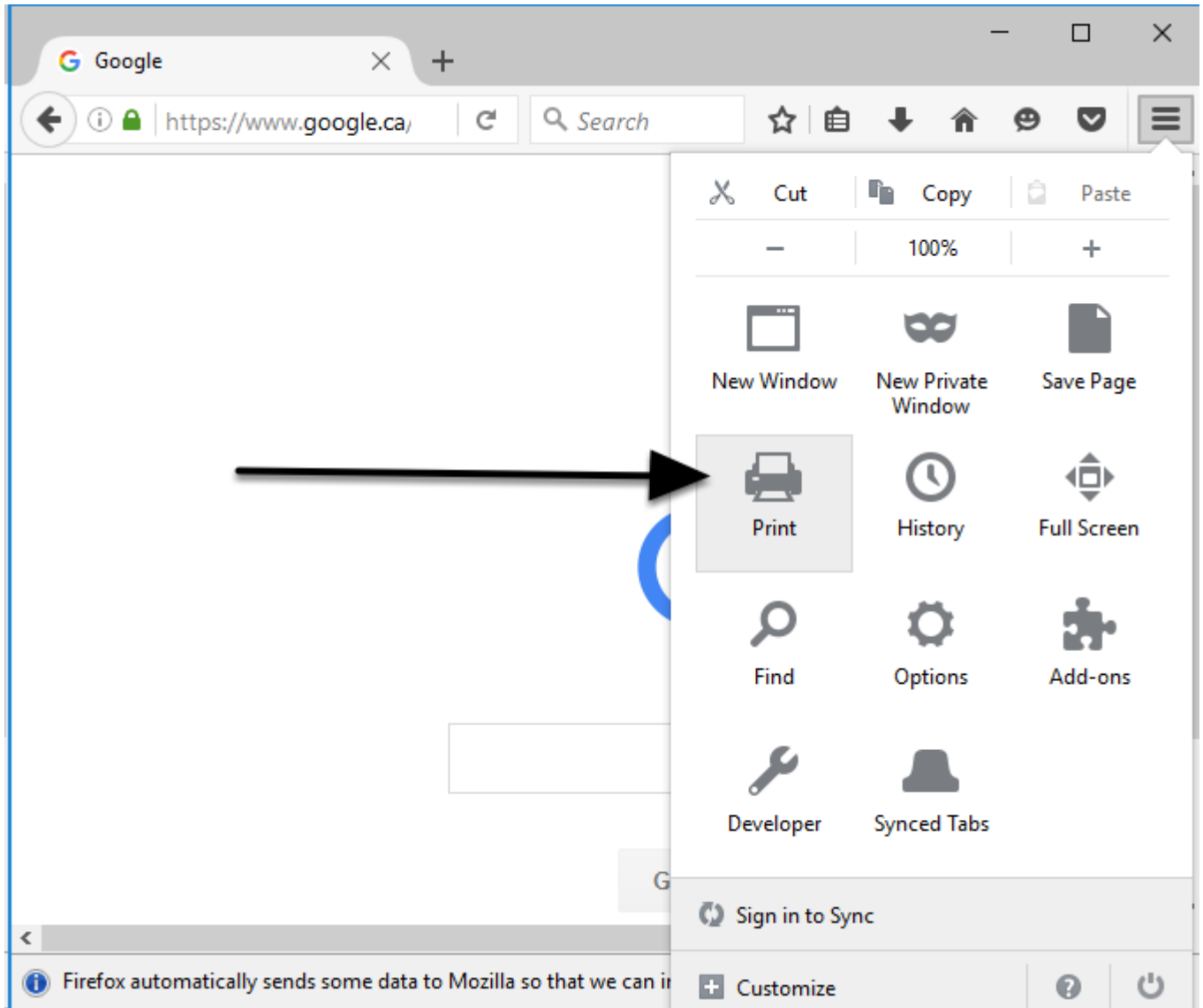
**Click "Print".**



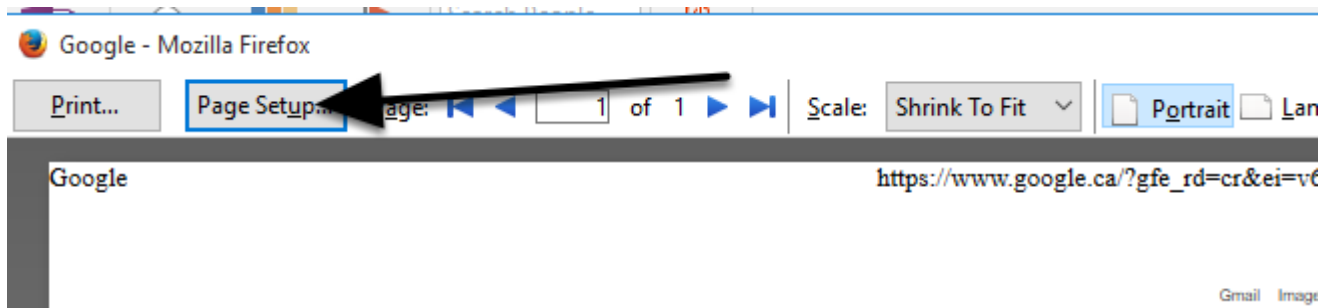
**TO PRINT USING FIREFOX: Click the "Menu" button.**



Click "Print".

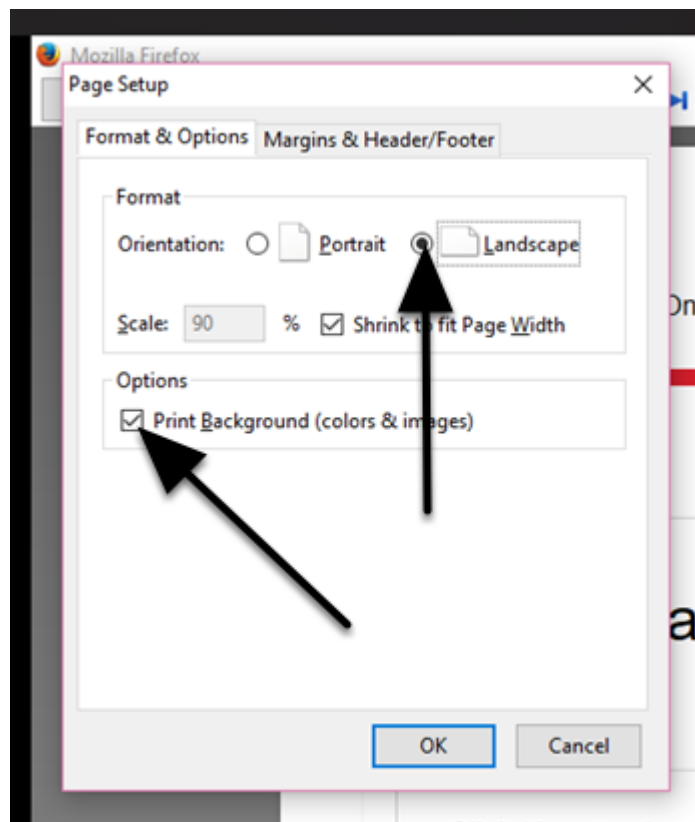


Click "Page Setup".

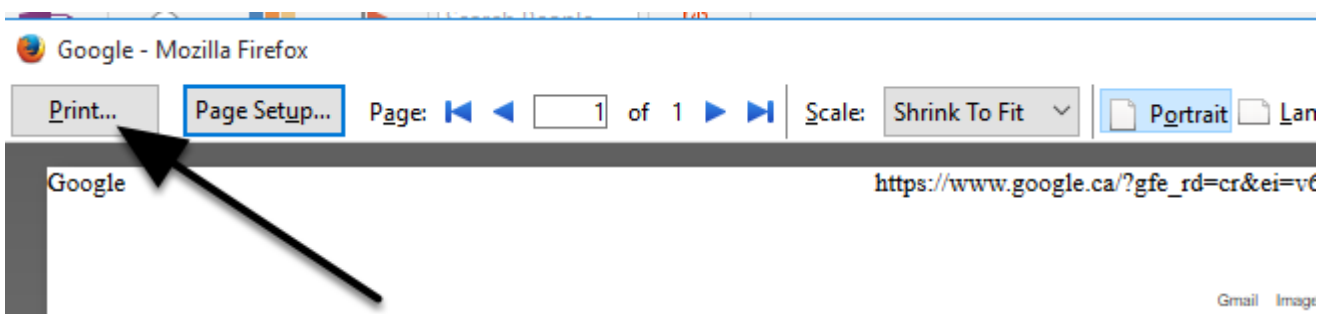




Click in the box beside "Print Background (colors & images)". Make sure the orientation is set to landscape. Click "Ok".

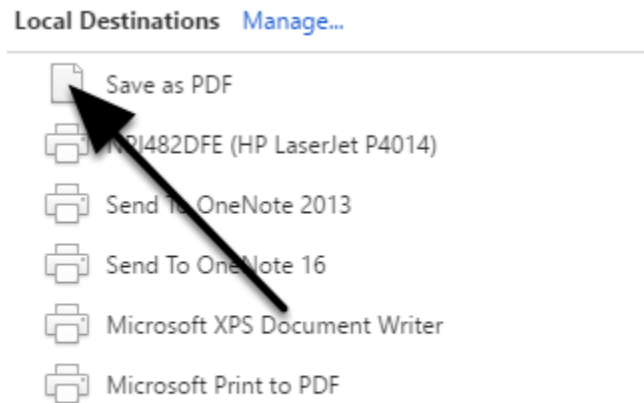


Click Print.



You will be asked to select a printer. After doing so click, "Ok".

**TO SAVE AS A PDF:** If you are using Google Chrome, follow the same steps as though you are printing. This time, click "Change..." under Destination and select "Save as PDF". Click "Save".



**TO SAVE AS A PDF:** If you are using Firefox, follow the same steps as though you are printing except select "Microsoft Print to PDF" under "Name:". Click "OK".

