**Confirmation Page**

1. **If you need a confirmation page after you have sent an item, locate the item you sent in the Web Portal. (**[**How to find a sent item**](https://centralishealth.freshdesk.com/a/solutions/articles/11000069376)**)**



1. **Open the item and scroll to the bottom of the page, select the Print Item Details button.**



1. **This will open your confirmation page. This page can be printed, but we encourage you to save it as a PDF and import directly to patient chart.** 