Topaz Elements – Viewing Animal Billing Invoices

The recommended internet browsers for viewing the invoices are Internet Explorer for PC and Firefox and Safari for Mac. Google Chrome will only work if you have the IE tab extension from the Chrome Web store .

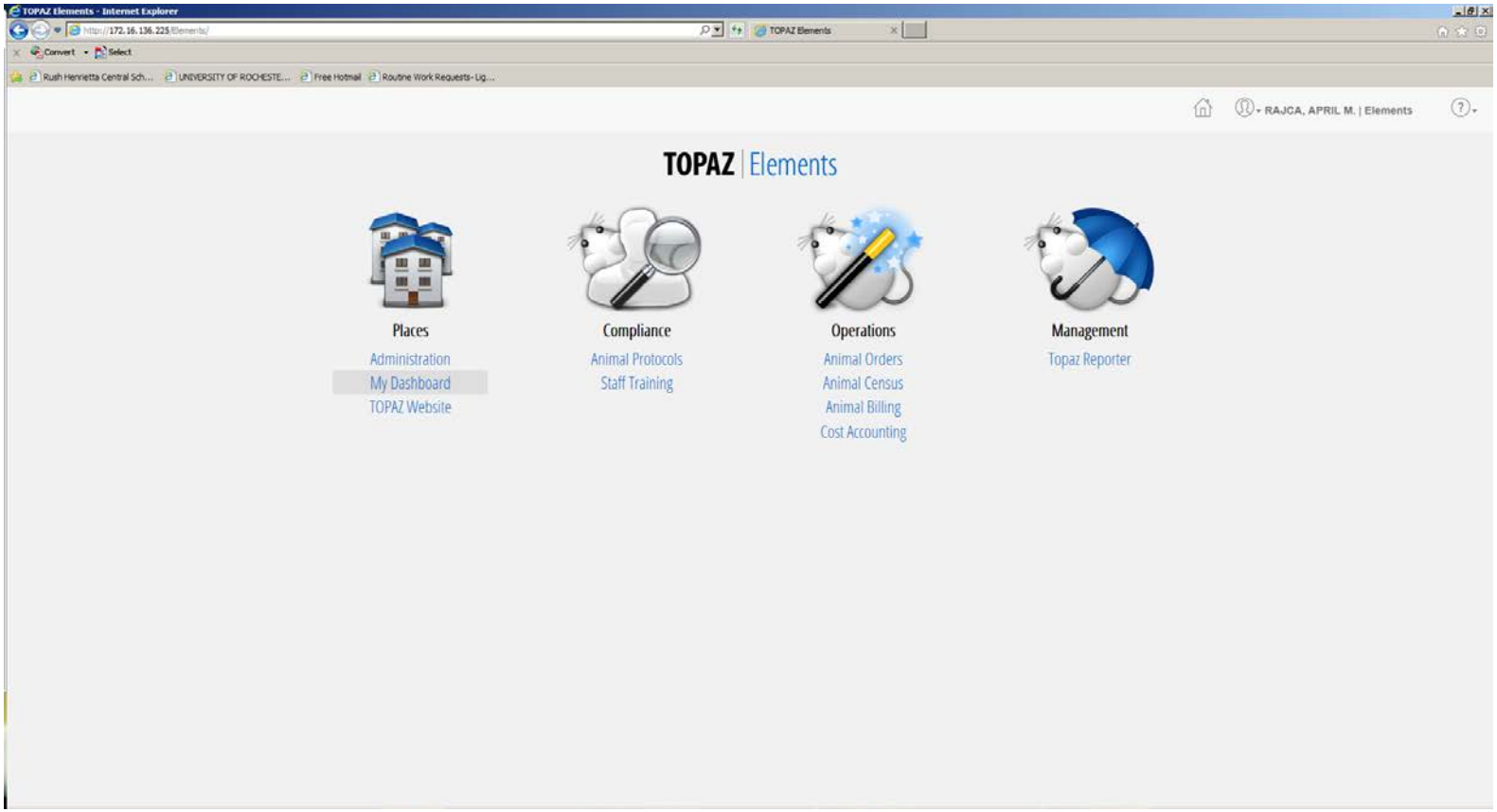
http://elementsweb-n.urmc-sh.rochester.edu/Elements/

The username and password are your URMC-SH domain name and password.

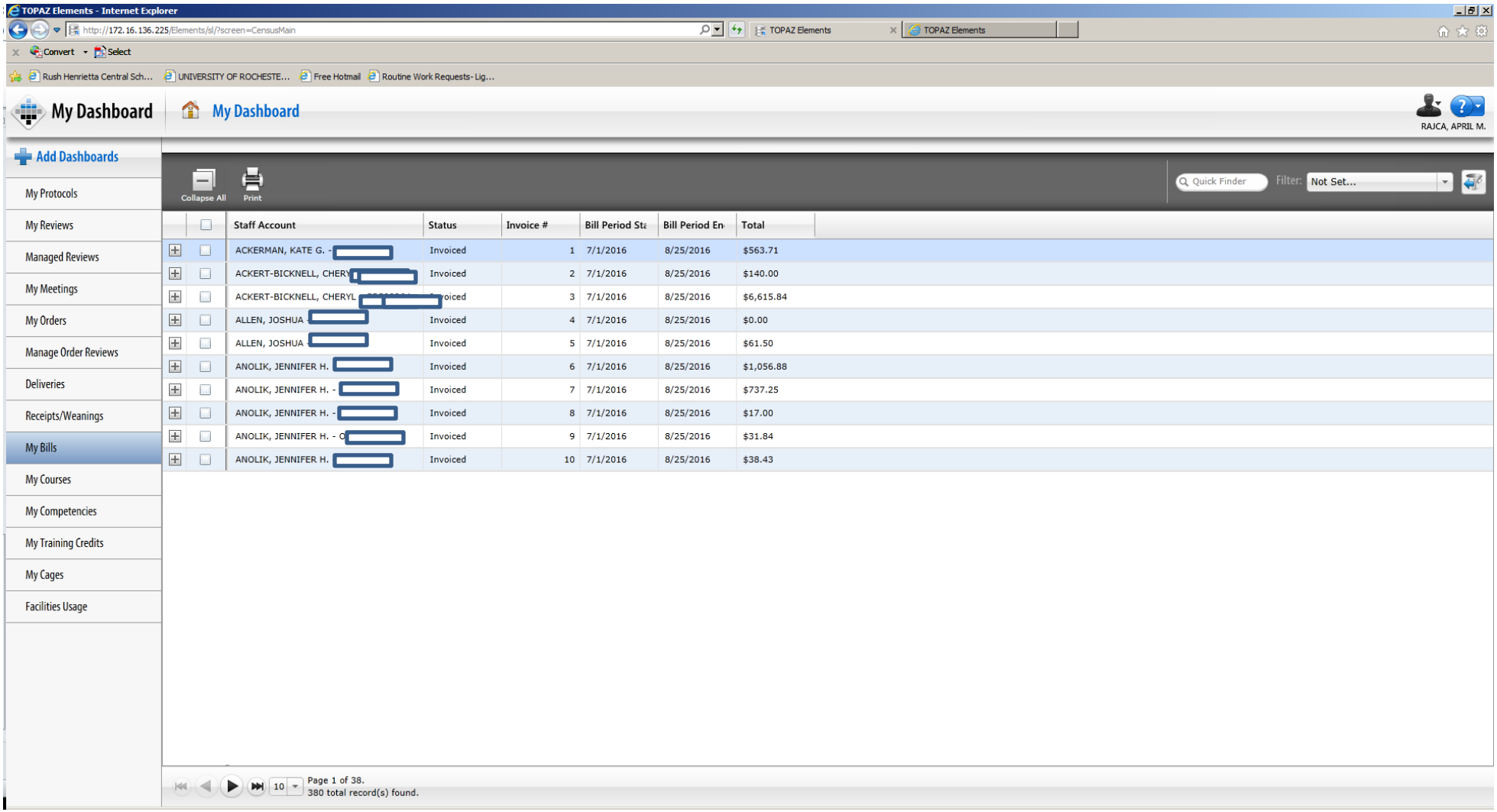
If they don't work please provide your domain name and list of accounts you will need to review to April Tirabassi via email

april_tirabassi@urmc.rochester.edu

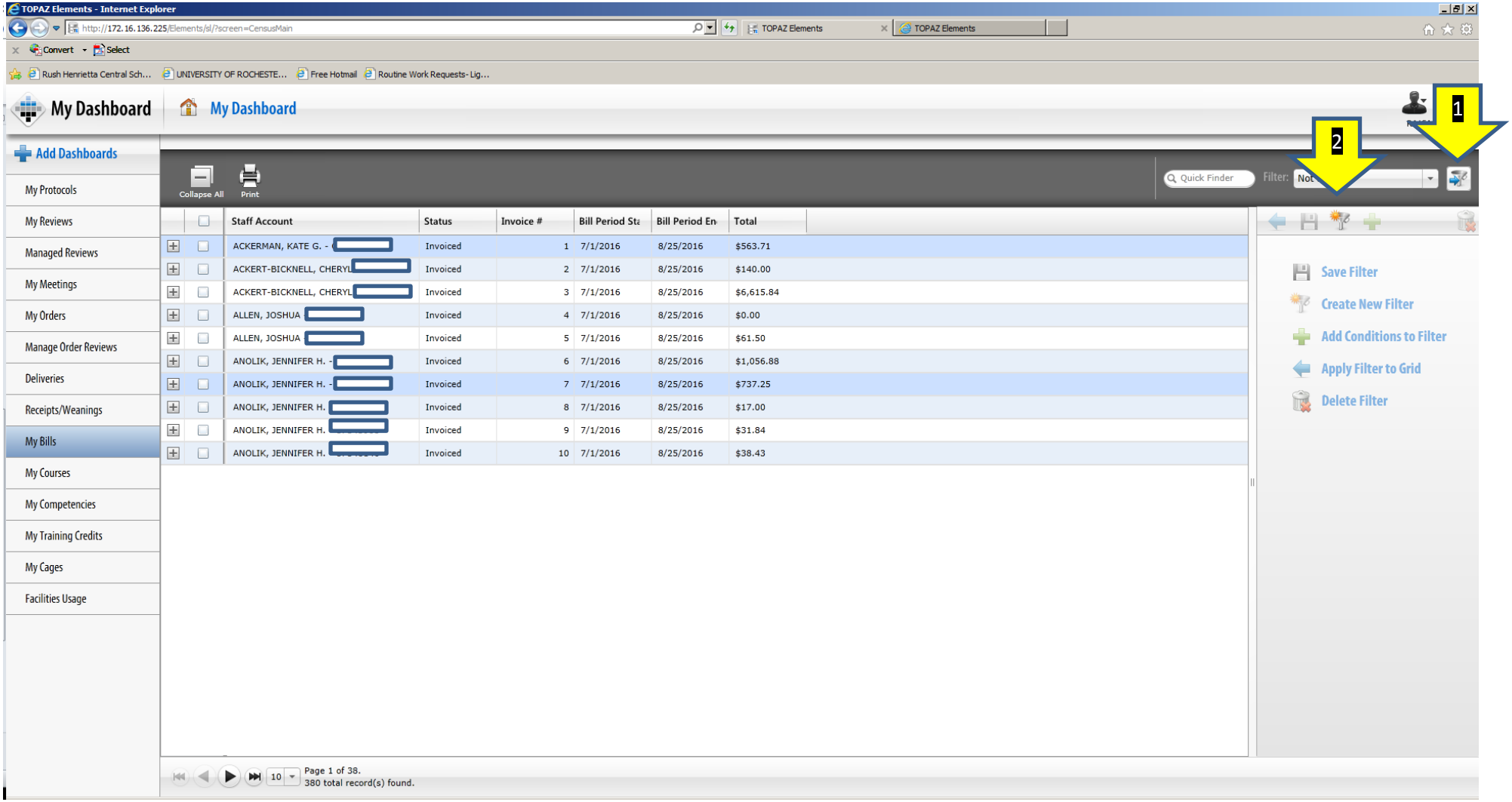
Your screen will not look similar to the one below but you should have Places and under that My Dashboard.



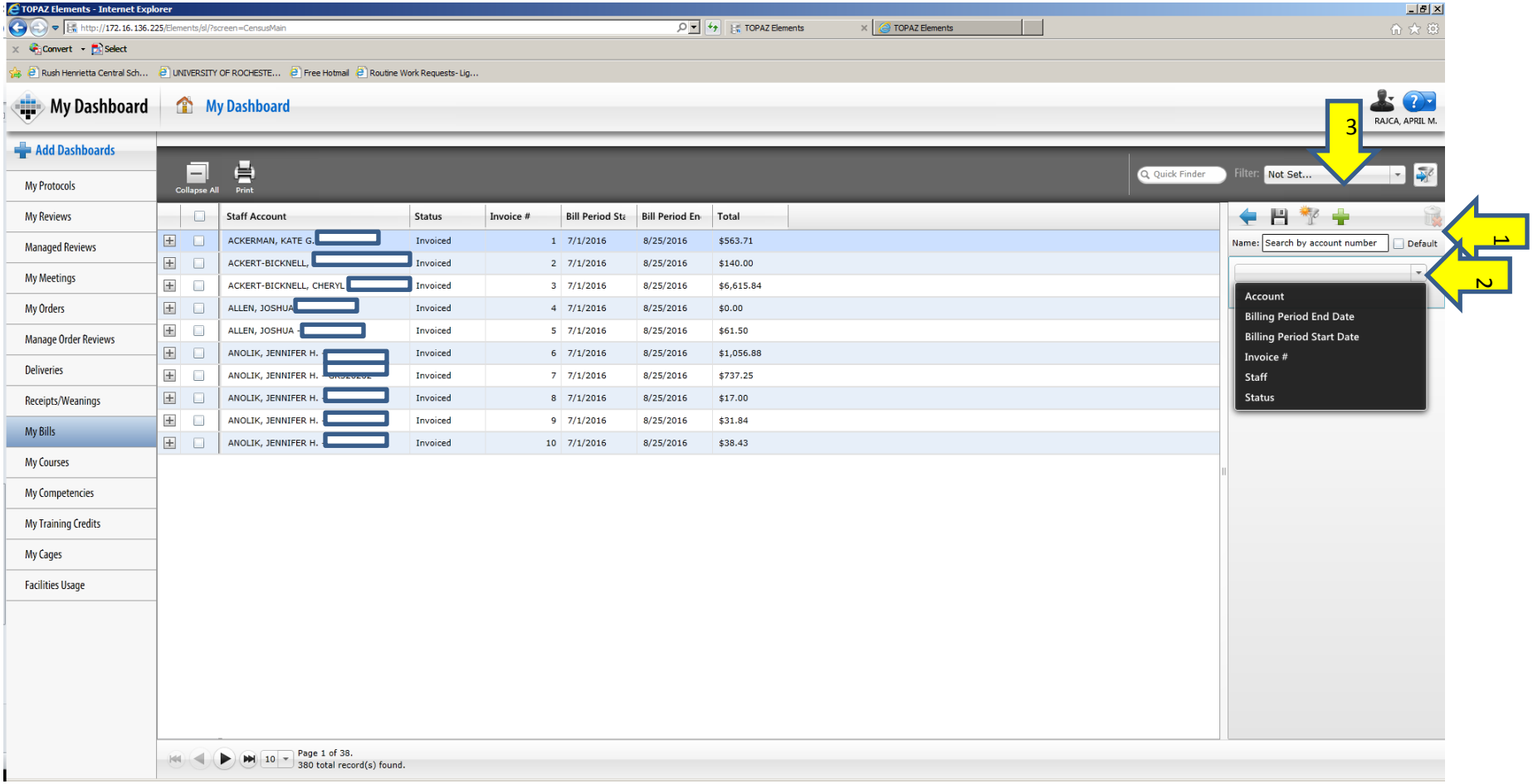
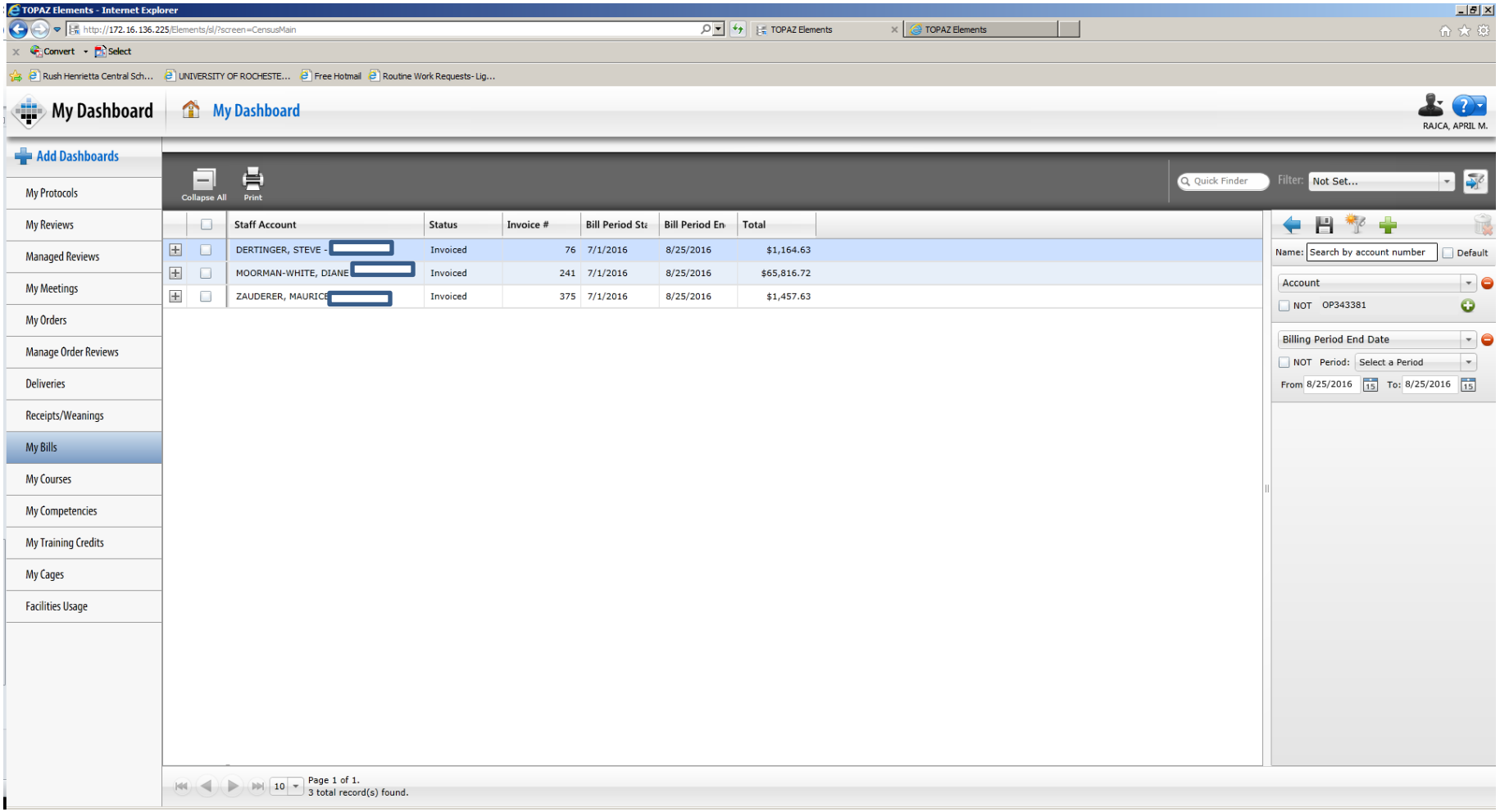
Your dashboard will look different down the leftside then the one shown below. Click on My Bills. You should see a list of all the bills for the accounts you requested to see. You will need to set up filters for what you want to see, for example all bills for September 2016 or all bills for one account number.



To setup filters you will have to click the blue arrow (1) shown below then the orange asterisk (2).



To make a filter you need to name it (1) then click the little down arrow (2). Pick the category you want to filter on, there will be a “little” green plus sign, click on that. You will get a search window to find your account number or whatever you are searching for. If you want to filter on more than one item click the “Big” green plus sign (3) and repeat the same steps to find your data. When all done adding items click on the “save” icon. Hitting the save icon will process your filter to the window. In the future if you change something in the filter and click on the “Big” blue arrow that will push the filter to the window but will not save it. If you don’t set a filter to the “default” you will always see all our bills when you open up “MyBills”. Your saved filters will be listed in the drop down box that says “Not set…”



Here is an example. To open an invoice and see detail you click on the plus icon left of the staff account. To print the invoice you click the little white box left of the staff account then click the “print” icon.