Printing Letters from Spoolfile

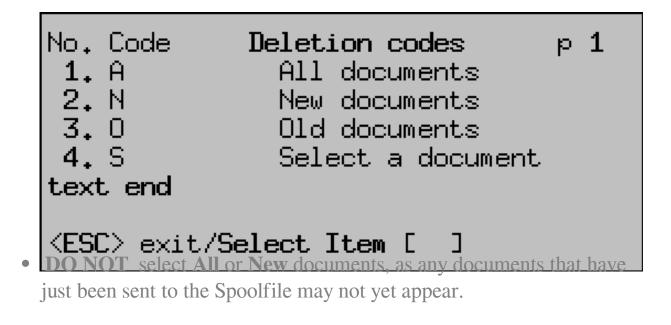
• Select PAS Spoolfile (**H Z S P**) from the PAS User Utilities menu. The screen will display all the documents waiting to be printed.

HZSP	SPOOL FIL	E		Caché testri
Code	Print type	Stationery	To print	Printed
H1 H13 H132 H14 H24 H564 H852 H851 H862 H877 H888 Print Print	Patient ID Labels Pre-Clinic Checklist Incomplete Episodes Report Clinic Attendance Print Sample Letters Print Casenote Frontsheets BEA Clinical TCI List (summary) OFAR A5 Letter (1st Appt from Ref) OFUA A5 Letter (Follow Up Appt) Clinic Workload Print OFUA A4 Letter (Follow Up Appt) WICI A5 Letter (TCI) WICI A4 Letter (TCI) B.E.A. User Defined A4 Letter Types Printer Group : TRAIN type [H24] er []		1 (1) 5 (5) 0 (0) 8 (16) 0 (0) 4 (4) 0 (0) 0 (0) 0 (0) 0 (0) 1 (1) 0 (0)	$\begin{array}{c} 0 & (0) \\ 1 & (1) \\ 0 & (0) \\ 3 & (3) \\ 1 & (2) \\ 0 & (0) \\ 6 & (6) \\ 46 & (46) \\ 4 & (4) \\ 1 & (1) \\ 3 & (3) \\ 1 & (1) \\ 2 & (2) \\ 2 & (2) \end{array}$

- Crited Rrive New (REPrine (SElect (eki4) [Per Group selected, if not enter PG and press F1 to select the correct printer group for your letter(s).
- Type **P** to print from the screen action prompts and press the return key.
- **Print Type**, Type the **code** and press the return key.
- **Printer**, Type the printer code and press the return key, or press the **F1**key for help.
- Type **P** to print all of the documents or type **SE** to select only the documents you wish to print, then press the return key.
- After you have printed and collected your print you **must** go back to the PAS Spoolfile and delete your documents.
- Type **D E**, then press the return key to delete and enter the print type

of **H 2 4**.

• Delete, - Press the **F1** key and select **Line 3** (Code O, - Old Documents) or **Line 4** (Code S, - Select a document).



Online URL: <u>https://elearning.cornwall.nhs.uk/site/kb/article.php?id=131</u>