

PAS Outpatients - Printing Letters from Spoolfile

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 FILE		CACHÉ TESTRI
Code	Print type	Stationery	To print	Printed
H1	Patient ID Labels	SL	2 (2)	0 (0)
H13	Pre-Clinic Checklist	1PP*A4*A	0 (0)	1 (1)
H132	Incomplete Episodes Report	132	1 (1)	0 (0)
H14	Clinic Attendance Print	1PP*A4*A	5 (5)	3 (3)
H17	Sample Letters Print	132	0 (0)	1 (2)
H24	Casenote Frontsheets	HMR	8 (16)	0 (0)
H564	BEA Clinical TCI List (summary)	1PP*A4*A	0 (0)	6 (6)
H832	OFAR A5 Letter (1st Appt from Ref)	A5	4 (4)	46 (46)
H836	OFUA A5 Letter (Follow Up Appt)	A5	0 (0)	4 (4)
H85	Clinic Workload Print	1PP*A4*A	0 (0)	1 (1)
H851	OFUA A4 Letter (Follow Up Appt)	A4	0 (0)	3 (3)
H862	WTCI A5 Letter (TCI)	A5	0 (0)	1 (1)
H877	WTCI A4 Letter (TCI)	A4	1 (1)	2 (2)
H888	B.E.A. User Defined A4 Letter Types	A4	0 (0)	2 (2)
Printer Group : TRAINING PRINTERS (TRAIN)				
Print type [H24]				
Printer []				

- Check you have the correct Printer 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).

No.	Code	Deletion codes	p 1
1.	A	All documents	
2.	N	New documents	
3.	O	Old documents	
4.	S	Select a document	
text end			
<ESC> exit/Select Item []			

- **DO NOT** select All or New documents, as any documents that have just been sent to the Spoolfile may not yet appear.

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