

# PAS Outpatients - To Print Clinic Attendance Lists

## To Print Clinic Attendance Lists

Select PAS USER UTILITIES (**M P U S E R**) from the menu and then PAS Spoolfile (**H Z S P**) and the screen below will display all of the prints waiting to be printed from PAS.

HZSP	SPOOL FILE	LIVE	CHL	
Code	Print type	Stationery	To print	Printed
H85	Clinic Workload Print	1PP	(1)	0 (0)
H14	Clinic Attendance List	1PP	(1)	0 (0)

----- Printer Group : TRAINING PRINTERS (TRAIN) -----

Print/DElete/Abandon Print/Printer Group/eXit [ ]

Type **P** for print, then press the return key.

**Print type** - Enter the Code for the print you require i.e. **H 1 4**.

**Printer**, - Select the appropriate printer for this print, press the **F1** key for Help.

Type **P** for print, then press the return key.

If there are a number of lists to print and you only wish to print those you have requested you can enter **S E** (Select) at the point above and from the next screen select the relevant prints. Type **X** and press the return key to exit.

Once the print is complete and you have collected it, ensure that you **delete** the entry.

Type **D E** then press the return key to Delete.

**Print type**, - Enter the Code for the print you require i.e. **H 1 4**.

**Delete** – Press the **F1** key to view and type **O** for Old documents, then press the return key.

Type **Ay** and press the return key to Accept any changes.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=139>