PAS BEA - Printing from the PAS Spoolfile

To print any list that has been sent to the Spoolfile, follow the steps below.

Select the PAS User Utilities (**M P U S E R**) option and then PAS Spoolfile (**H Z S P**). A list of all of the prints waiting to be printed will be displayed. Select **P** to Print from the screen action prompts.

Print Type .– Enter the code corresponding to the print you would like, e . g . H92 B E A Non Arrivals.

Printer .– Enter the appropriate printer code or press **F1** for Help.

From the screen action prompts select **P** to Print.

Once you have collected the print it is important to delete the entry to prevent it from being reprinted. Select **D E** to Delete.

Print Type .– Enter the code corresponding to the print you would like to delete, e.g. H92 B E A Non Arrivals.

Delete .– Select from one of the following options:

- **All documents** ,– Will delete prints that are waiting to be printed and those that have been printed ,– use with caution as prints that have been requested may not be showing on your screen.
- **New documents** ,– Will delete those prints showing under the 'To Print' column.
- **Old documents** ,– Will delete prints under the 'Printed' column.
- **Select a document** ,– Will allow the user to delete only prints that they have requested.