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.

Online URL: <u>https://elearning.cornwall.nhs.uk/site/kb/article.php?id=33</u>