PAS Inpatient - Compiling and Printing Bed-States

Compiling and Printing Bedstates

From the menu select PAS IP BASIC PRINTS (**M P I P B**) and then Bedstate Print (**H I B P**). The Bedside Print screen will appear.

```
HIBP                BEDSTATE PRINT            v3 Train CL

   Whole Hospital?         [N]
   Department              [      ]
   Wards                   [      ]


Accept/Change/eXit [   ]
```

Whole Hospital?, - Press the return key to return through each field to accept the default of **N** for No.

Department, – Press the return key to continue past this field.

Ward, - Type the codes of the ward for which you wish to print the Bedstate, for example Type T R S C R. Press the **F1** Key for a list of ward codes.

As you enter each ward code a list will compile beneath this field.

After entering all of the relevant ward codes press return, type **Ay** and press the return key to Accept the details.

If for any reason you need to remove a code, before Accepting, simply re-enter the code. You will be asked '**Remove this ward**', enter **Y** for Yes and the code will be removed.

Output to, - type the code of the printer from which the bedstate will print. If this is not the same as the default printer press the **F1** key and select an appropriate printer.

Return through the remaining fields until you are taken back to the menu.

The bedstate will now need to be printed.

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

Type **P** and press the return key to Print from the screen action prompts.

Print Type, – Type **H 3 1** and press the return key.

Printer, – Enter the printer code or **press the F1 key for help**.

Type **P** and press the return key to print all of the documents, or type **S E** and press the return key to select only the documents you wish to print.

After you have printed and collected your print you **must** go back to the PAS Spoolfile and delete your documents.

Type **D E** and press the return key to delete, then enter the print type of **H 3 1**.

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.