

# 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.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=98>