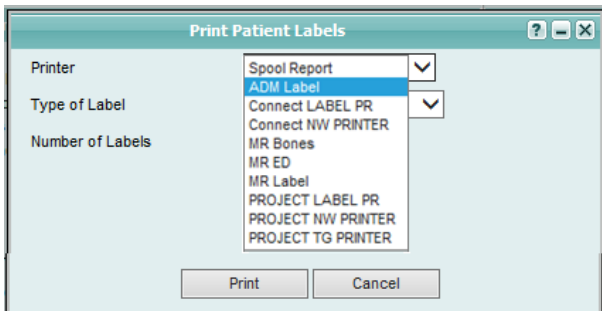


4 Changing Printers

In webPAS users are assigned to a **Default Printer Group**. Each Printer group covers a group of printers in a physical location.

When you open any print dialogue: - the printers in your default group will display.

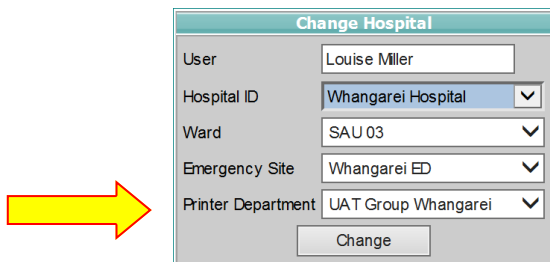


If the printer you want to print to is not in the printer drop down list you will need to change your printer group.

1 Click on the **H icon** in the **hospital banner** on the right.



2 Click into the **Printer Department** drop down list. Printer Departments will be self explanatory



5 Handy Hints



- Pressing the **SPACEBAR** ticks the currently selected checkbox.
- Pressing the **Tab button** moves you from one field to the next in the correct order of data entry.
- In a drop-down list, **typing the first letter** of the item you want selects the first item in the list with that letter. Repeatedly pressing the same key moves the selection down the list.
- Pressing **F5** refreshes the screen.
- Pressing **Ctrl+N** opens a second window, so you can use two different parts of webPAS on different screens
- Pressing **Ctrl+K** opens a second tab, enabling you to use two different parts webPAS.
- On **Date fields** entering the **Day only** of the Date will default the rest of the Date to the current Month and Year, e.g. entering '24' in February 2017 will default the Date field to '24 Feb 2017'.
- On **Date fields** entering the **Day and Month** with a space between them will default the



NDHB WebPAS

Clinicians Group



Label

Printing



For more information contact:

Louise Miller *Clinical Information Specialist*
Level 2 Maunu House

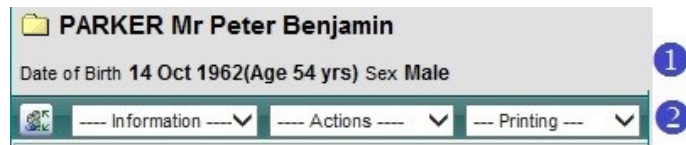
Phone: extension 3101

4

1 Find Patient

Using an NHI search; Find and open your patient.

- 1 The Patient Level opens to the Patient Banner (the grey section).
- 2 Below the patient banner is the patient level menu (the dark green section)



2 Inpatient Labels and wristbands



- 2 Click on the calendar icon for the IP (Inpatient) Visit.

Selected : 4			
Adm/Visit Date	Day	Type	
06 Jan 2017 at 11:03:53	Fri	IP	
13 Dec 2016	Tue	W/L	
12 Dec 2016 at 10:10	Mon	OP	
09 Dec 2016	Fri	RF	

- 3 The InPatient Details screen displays. Make sure the Admission Status is Current

Inpatient Details for 06 Jan 2017 at 11:03:53		
Admission Status	Current	
Admission No	5106506	
Admitting Point		
Ward	Wd 01 Orthopaedics	Bed
Admission Date	06 Jan 2017 at 11:03:53	Discharged

Inpatient Labels and Front Sheet Continued

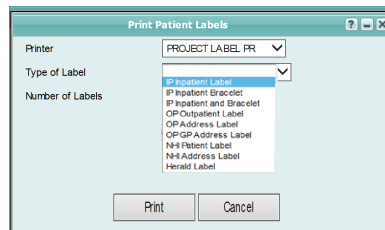
- 4 Click into the Printing tab & select Patient Labels



- 5 Select your printer. Note webPAS will remember the last printer you used.

- 5 Click into the Type of Label

Each label type is prefixed with the visit it relates to
IP = inpatient
OP = Outpatient
Visits
NHI = Print any time



- 6 The Number of labels defaults to 1—change this as required.. Note—the IP bracelet and front sheet will print one front sheet and two labels

3 Outpatient Labels

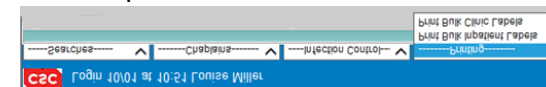
- 1 Select the relevant Outpatient Appointment from the All Visits List
- 2 Follow the steps to print an inpatient label.
- 3 Select the OP Outpatient Label.



For Emergency labels—use the red printer icon

4 Bulk Label Printing

The hospital level has a printing tab with options to print bulk inpatient or bulk clinic labels..



Bulk Inpatient Label printing opens to a ward view.

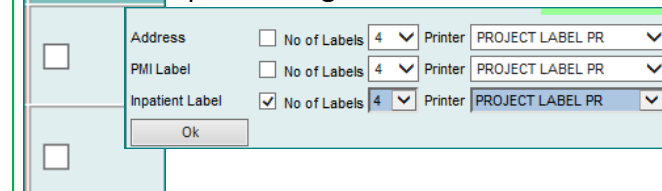
- 1 Click on the ward box to select the right ward.

All patients for the ward are listed.



- 2 Check the box on the far right for each patient

Click on the Print Label button to the bottom of the screen to open the print dialogue



Bulk Clinic Labels.

- 1 Select the Clinic by entering the clinician code or selecting from the drop down box. Clinics for the current date display unless a specific date is selected
- 2 Enter the Clinic Start Time—not the first patient
- 3 Labels will print for all patients booked into that clinic
- 4 Booking & appointment labels are the same