# Bluespier Theatres – Printing a Theatre List

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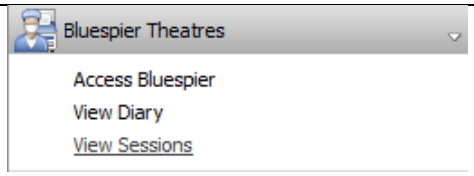
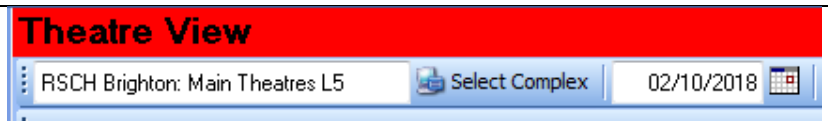
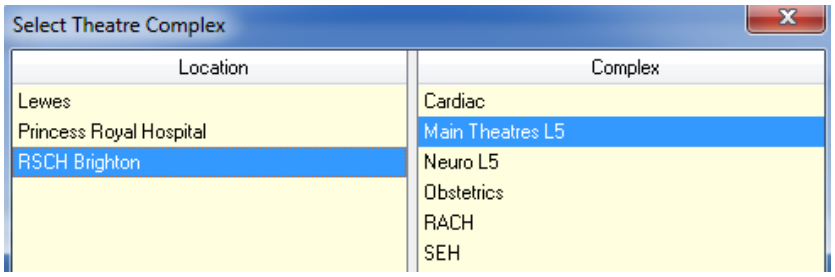
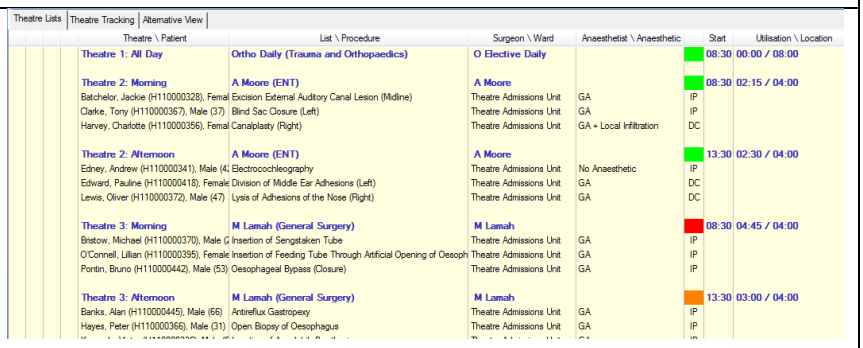
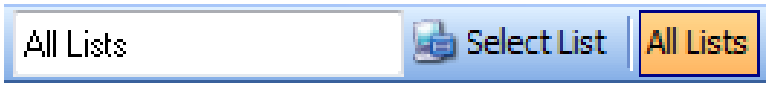
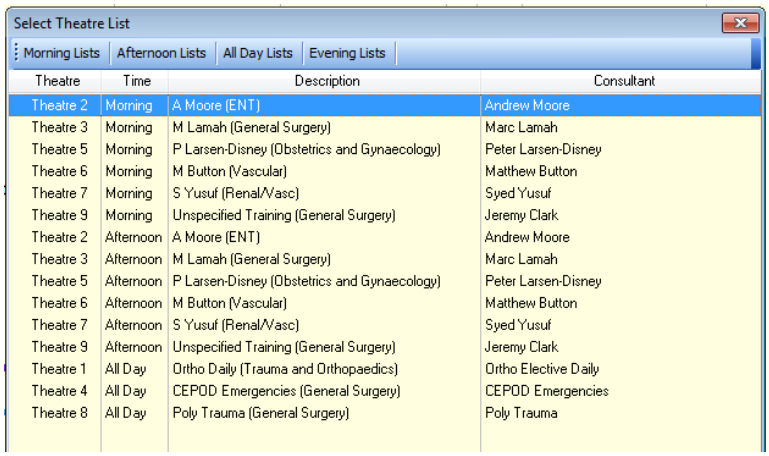
| Login to Careflow PAS | |
| Click the **Bluespier Theatres** bar in the Navigation Pane and click **View Sessions** |  |
| Click **Select Complex**.<br><br>Select the **Location**<br><br>Double-click the **Complex**.<br>(or click the Complex and press Enter on the keyboard)<br><br>Adjust the date as required. |  <br>  |
| Either:<br><br>Double-click on the blue Theatre list heading,<br><br>Or<br><br>Click **Select List**<br><br>Double-click the required list<br><br>Ensure only 1 list is displayed<br><br>*Select All Lists to re-display all theatre Lists for the selected Complex* |  <br>  <br>  |

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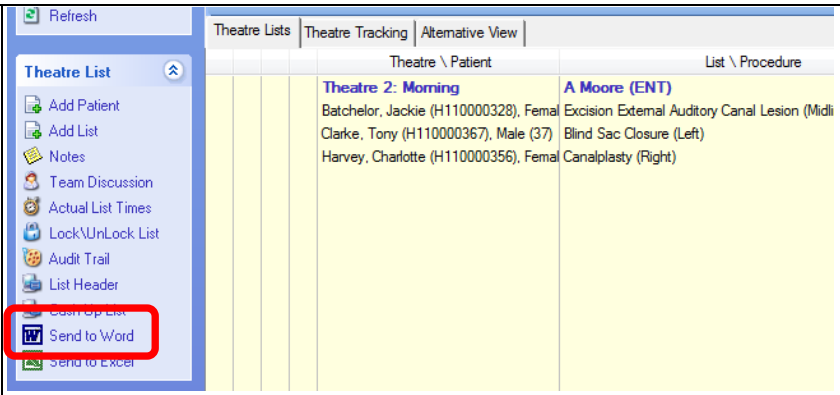
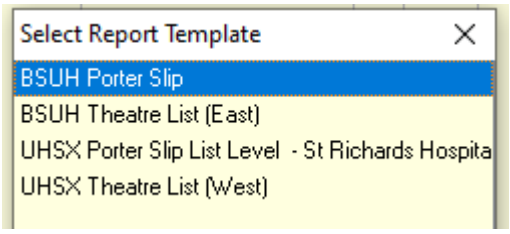
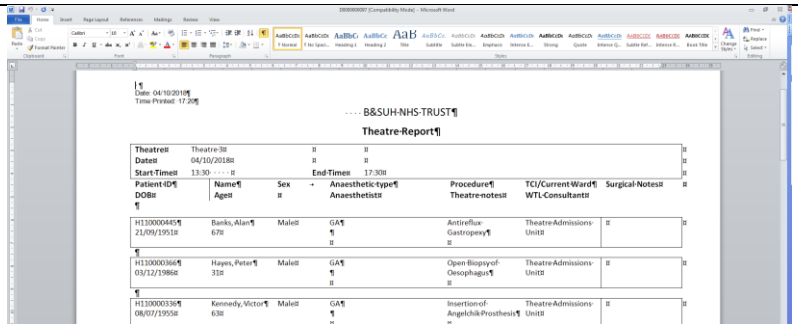
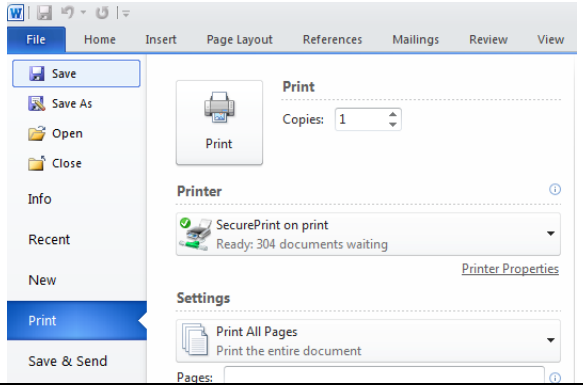
| Select the **Send to Word** option on the left-hand side.<br><br>Double-click the required document |  <br>  |
| The document opens in Microsoft Word.<br><br>Select **File** & **Print** in the usual way.<br><br>**N.B.** If the word document does not show on screen, it may be hidden in the task bar at the bottom of your screen.<br><br>Close Microsoft Word |  <br>  |
| Use the same process to print the porter slips the night before, ready for lists the following day | |