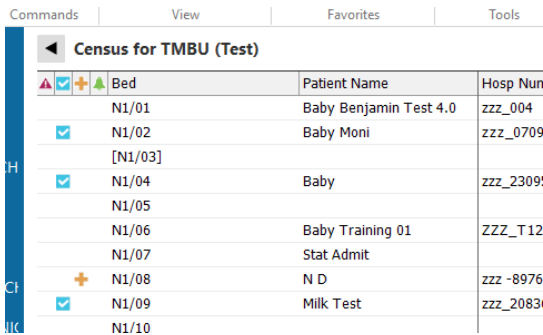
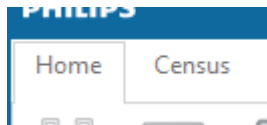
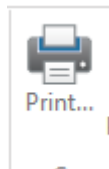
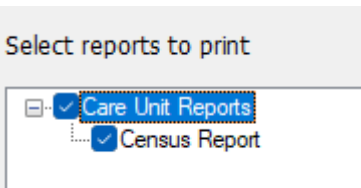
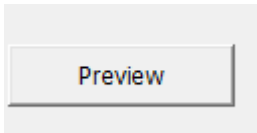
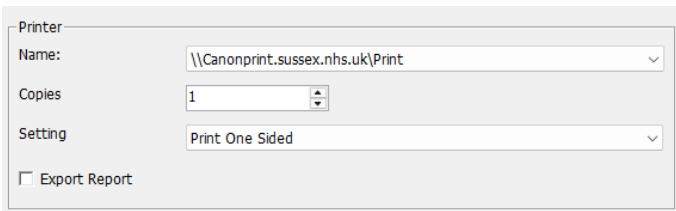
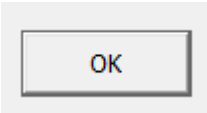
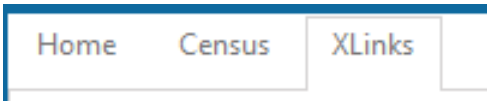
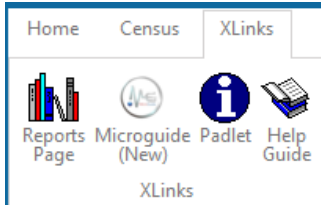


| Reports and Handover                                                                                                      |                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| From a Unit's census view                                                                                                 |    |
| Select the <b>Home</b> tab                                                                                                |    |
| Click <b>Print</b>                                                                                                        |    |
| You can then tick the census report from the selection                                                                    |   |
| With the Census screen of a unit selected you can print a Census handover document including patient allergies and alerts |                                                                                      |
| Click <b>Preview</b> to open a preview of the document prior to printing                                                  |  |
| Change any printer settings at the top of the window                                                                      |  |
| Click <b>OK</b>                                                                                                           |  |
| Alternatively:                                                                                                            |                                                                                      |

| Reports and Handover                                                      |                                                                                    |
|---------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| You can print a more detailed handover document via the <b>Xlinks</b> tab |  |
| Click the <b>Reports Page</b> button                                      |  |