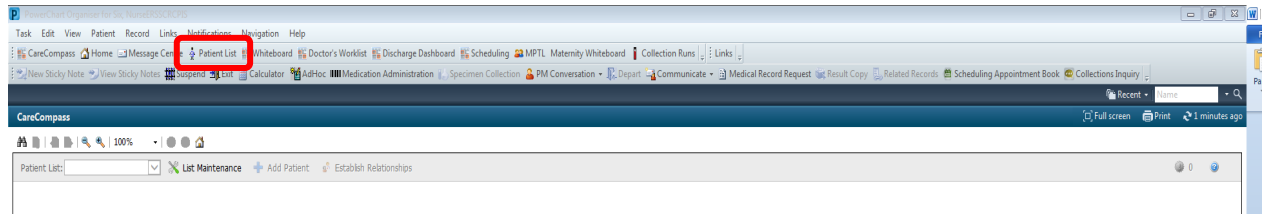# CREATING PATIENT LISTS BY LOCATION
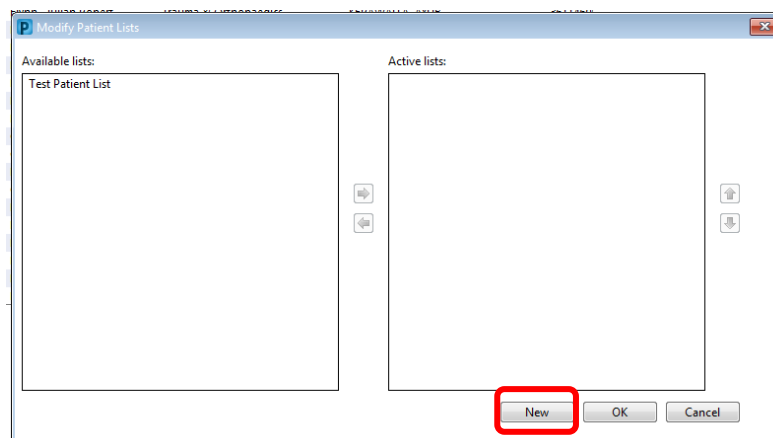
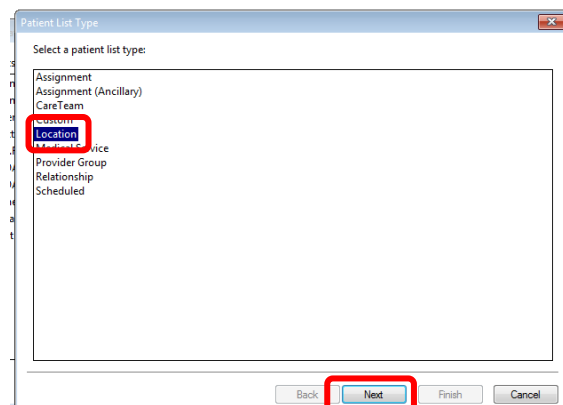| 1.	Click on the Patient List Tab in your menu bar.
2.	Select the Spanner Icon.
3.	Select New.
4.	Select Location and Next.
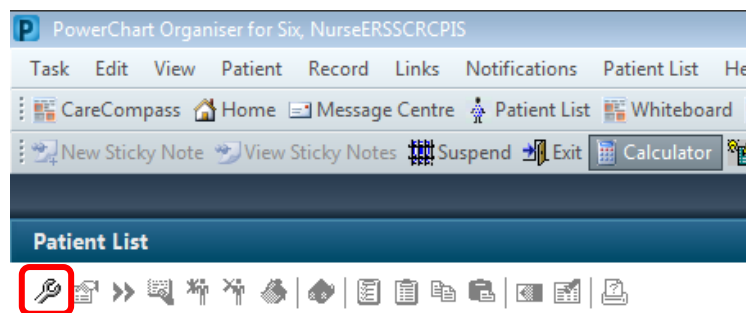
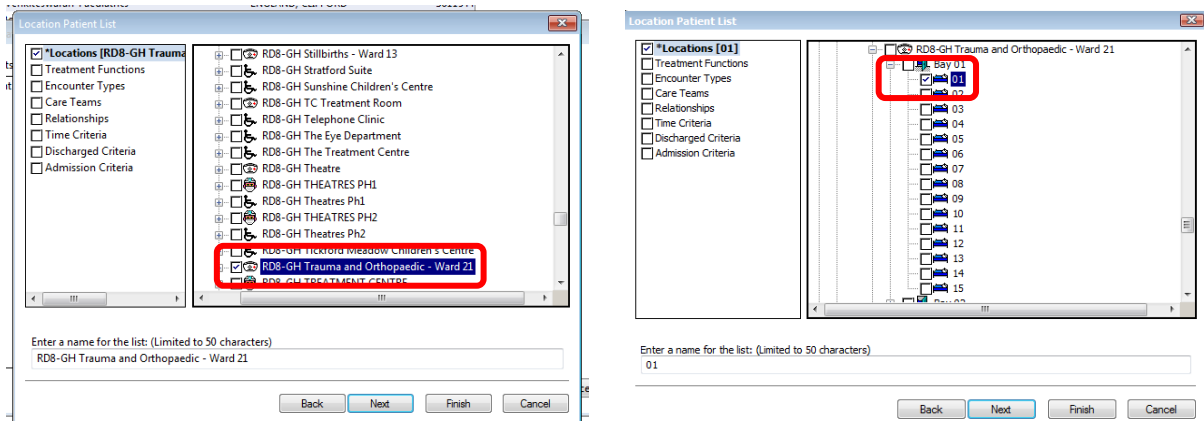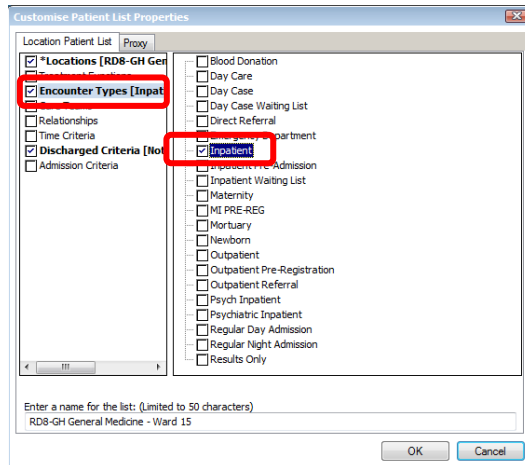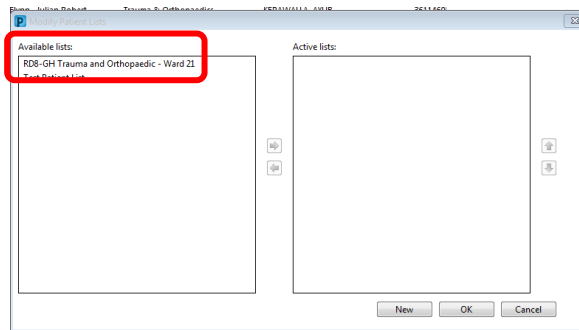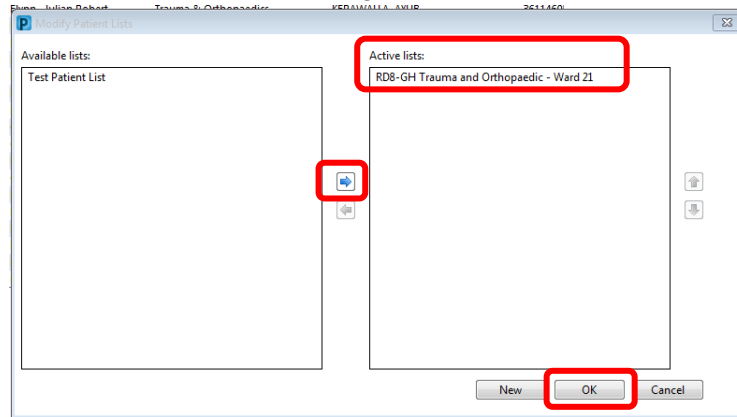|	
5.	Select Locations in the right hand side of the window by clicking the ⊞ box to expand the selection. Click the same ⊞ for RD8-Milton Keynes General Hospital and once again ⊞ for Milton Keynes General Hospital to open up all of the locations.
6.	Chose the relevant location. Once found, place a tick in the box to the left of the location. You can also expand on a location using the same steps as above to select the Bay within a Ward or even a specific Bed.
7.	Click the Discharged Criteria option and select 'Only display patients that have not been discharged.'
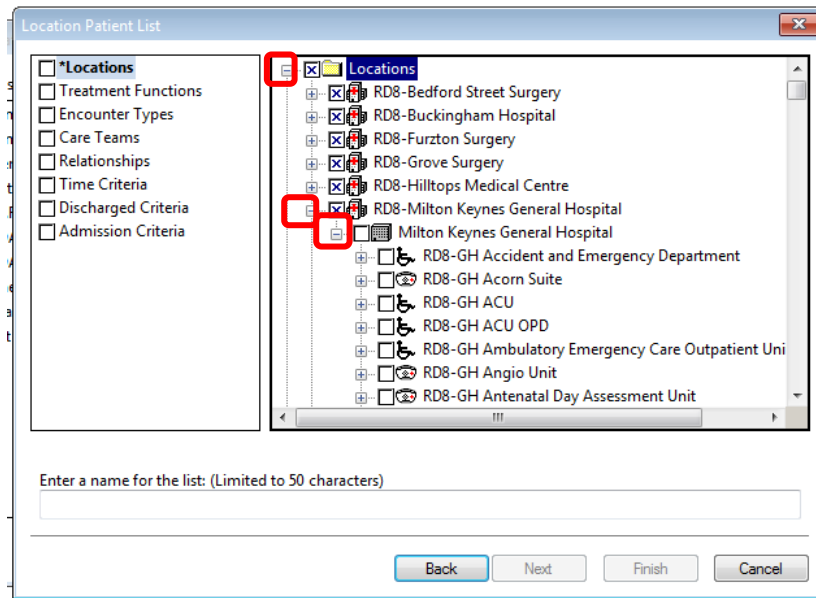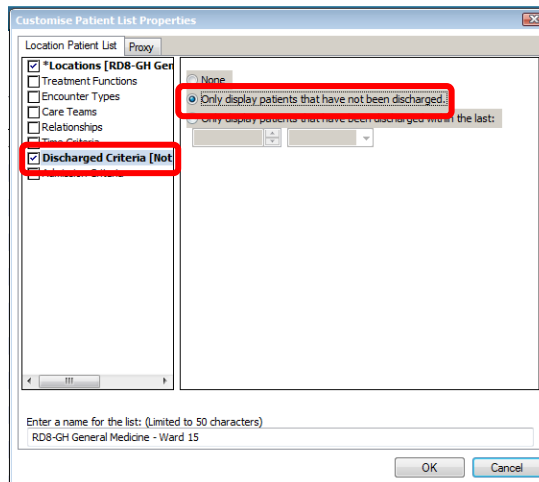
8.	In the Encounter Types field, select Inpatient and click OK.
9	You will now find your chosen ward in your list of available lists, select this by left clicking.
10.	Click the arrow pointing right this will move your selected ward into the active lists column, finally, click OK.
11.	You should now see your list of patients on your screen.