

On July 1, 2020, the patients Medication Administration Record (MAR) will be printed from the 724 device on each nursing unit during a downtime. Printing the MAR on the nursing unit will make the MAR readily available to nurses during a downtime. This flyer walks through the steps on how to batch print the patient MARs on the nursing unit from the 724 Downtime Access application.

Signing in to the 724 Downtime Access Application

- Locate the Downtime Viewer. Downtime Viewers have a red sticker that states **724Access Downtime Viewer PLEASE DO NOT TURN OFF.**
- Sign into the units 724 Downtime Access application on the Downtime Viewer using the username: 724access and the password posted by the HelpDesk on the **System Alerts & Down Times** box (each downtime event has its own password). The password is also available on a recorded message when calling the HelpDesk during a downtime.



Printing the Patient MARs from 724 Devices

Once signed in to the 724 application:

STEP 1: Click the Nursing Units tab.

STEP 2: Click the box next to Name to select all the patients on the unit or select the individual patient(s) in which the MAR will be printed.

STEP 3: Click Print Chart.

STEP 4: In the Printing Preferences window, scroll down and click Medication Administration (Current) to print the current MAR. For extended downtimes or downtimes that will go past midnight, select Medication Administration (Future).

STEP 5: Click Finish.

STEP 6: In the Print window, select the printer and click Print.

