
This Quick Reference Guide (QRG) reviews how to Complete Bed Status Changes in Capacity Management

Common Buttons & Icons

	Available Bed icon
	Occupied/Male Bed icon
	Occupied/Female Bed icon
	Dirty Bed icon
	Blocked Bed icon
	Out of Service Bed icon
	Held Bed icon
	Cleaning Bed icon

Complete Bed Status Changes

➤ From the Bed Board:

STEP 1: Click the appropriate drop-down arrow for the bed whose status you need to change.

STEP 2: Select the appropriate status from the drop-down list.

STEP 3: If prompted, click the **Reason** drop-down arrow to select an appropriate reason for the status change.

STEP 4: Then, click OK.