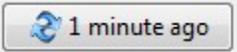


This Quick Reference Guide (QRG) reviews how to Complete Critical Access tasks in Capacity Management

### Common Buttons & Icons

	<b>Refresh</b> icon
	<b>Dirty Bed</b> icon
	<b>Menu</b> icon
	<b>Clean</b> icon

### Transfer a Patient to a Swing Bed

➤ From the Discharge List tab:

**STEP 1:** Click the **Refresh** icon to update the Discharge List.

**STEP 2:** Click the **PreAdmit List** tab.

**STEP 3:** Click the **Refresh** icon to confirm the swing encounter is registered to the bed.

**STEP 4:** Click **Personalization** to add the Custodial Services List tab to your view.

**STEP 5:** Click **My Gadgets**.

**STEP 6:** Click **Custodial Services List**.

**STEP 7:** Scroll down in the list to find the appropriate cleaning request.

**STEP 8:** Hover over the request row.

**STEP 9:** Click the **Menu** icon.

**STEP 10:** Click **Clean** in the drop-down list.

**STEP 11:** Click Cancel Clean in the sub-menu.

**STEP 12:** Click **Hospice/Swing Scenario** in the Cleaning Cancel Reason window.

**STEP 13:** Click OK.