

## Complete Bed Status Changes

### Common Buttons & Icons

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

### Complete Bed Status Changes

From the Bed Board:

1. Click the appropriate drop-down arrow for the bed whose status you need to change.
2. Select the appropriate status from the drop-down list.
3. If prompted, click the **Reason** drop-down arrow to select an appropriate reason for the status change.
4. Then, click **OK**.