

## Complete Critical Access Tasks

### Common Buttons & Icons

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

### Complete Critical Access Tasks

#### Transfer a Patient to a Swing Bed

From the Discharge List tab:

1. Click the **Refresh** icon to update the Discharge List.
2. Click the **PreAdmit List** tab.
3. Click the **Refresh** icon to confirm the swing encounter is registered to the bed.
4. Click **Personalization** to add the Custodial Services List tab to your view.
5. Click **My Gadgets**.
6. Click **Custodial Services List**.
7. Scroll down in the list to find the appropriate cleaning request.
8. Hover over the request row.
9. Click the **Menu** icon.
10. Click **Clean** in the drop-down list.
11. Click **Cancel Clean** in the sub-menu.
12. Click **Hospice/Swing Scenario** in the Cleaning Cancel Reason window.
13. Click **OK**.