Downtime Viewer – Print Perioperative List

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Quick Reference Guide

This Quick Reference Guide will explain how to:

- Print a perioperative list for the day in the event of a downtime

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1. Login to **Downtime Viewer** (724Access Viewer) as per username/password printed on it.

2. Double click on Periop shortcut on desktop

3. Double click on the pdf for your location

    sn_scheduled_report_wtn

4. The pdf file opens, click the printer icon to print

5. Select the correct printer and the number of copied you wish to print

6. Click the print button

7. Collect the list(s) from the printer