

Access Idle Bed Report



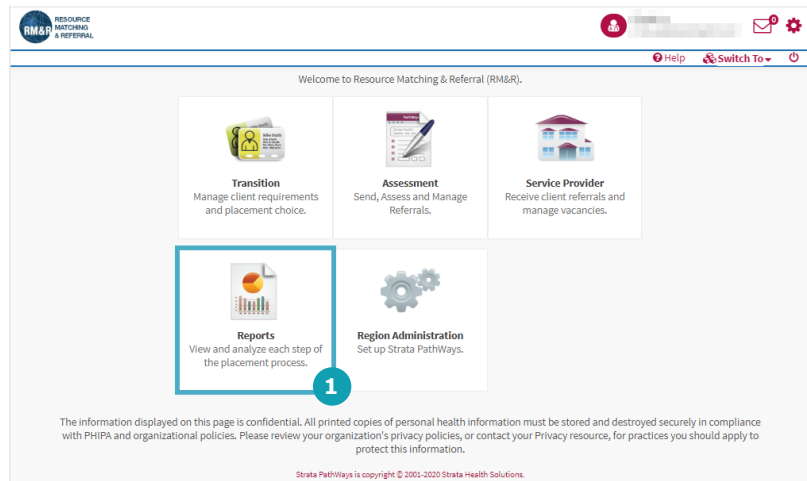
Overview

The 'idle bed list report' is a live view of available beds located in TC LHIN that have attributes which do not match any applicants currently on the waitlist for those LTCHs therefore making them idle status. Note that this list is shared province-wide.

Instructions

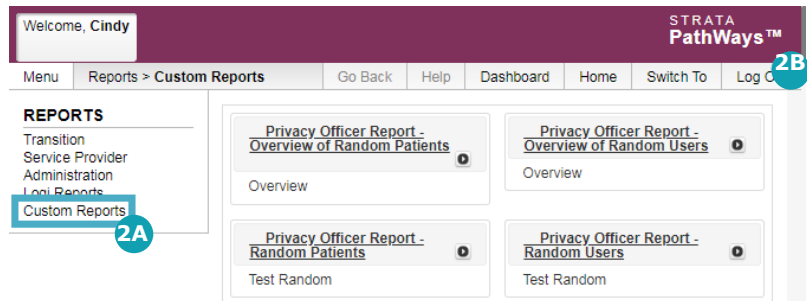
Step 1

Select Reports Module.



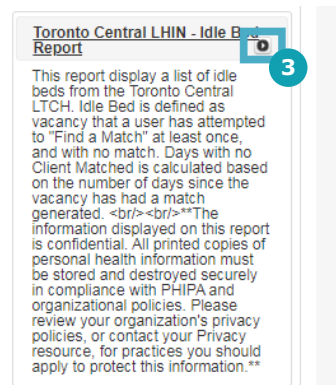
Step 2

- A) Select Custom Reports from the top left menu.
- B) Scroll down to the report 'Toronto Central LHIN - Idle Bed Report'.



Step 3

Click on the  button.



Step 4

Select any of the following options to view the report:

- A) Select the 'Download' button and choose the preferred format, PDF or CSV.
- B) Select 'View in browser'.

