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Overview

From time to time, you may need to swap two Clients beds over in Rio, for example, the Client in Bay 1 Bed 1 needs to swap beds with the Client in Bay 1 Bed 7

Performing a Bed Swap

- Open your ward in **Bed View**

The **Inpatients** screen will display


- Click on the first **Client's Bed icon**
- **Hover** on **Client's name**
- **Hover** on **Transfer**
- Click **Bed Swap**

The **Bed Swap** screen will display.

The **First Clients** details will display at the top of the screen, this is the Ward, Bay and Client (Client name) details for the first Client

You will need to select your second Client in the **Second Client** section below

- **Ward:** Select your ward
- **Bay:** Select the bay containing the Client you are swapping beds with
- **Client:** Select the Client you are swapping beds with

The Specialty, Named Nurse and Type Of Stay can be updated if required whilst you are swapping beds by clicking on the relevant green arrow  icon.

- Click **Swap Beds** (bottom of screen)

The **Inpatients** screen will display, and you will see that your Clients have swapped beds