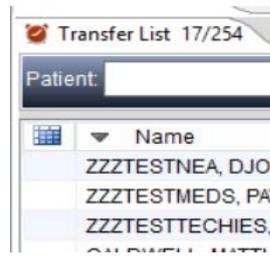


How to set up a **Transfer or Discharge List** for your ward

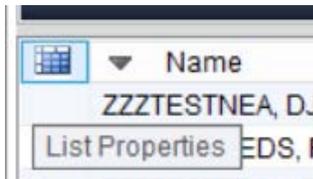
Access CapMan



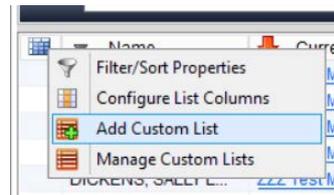
Select Transfer Lis



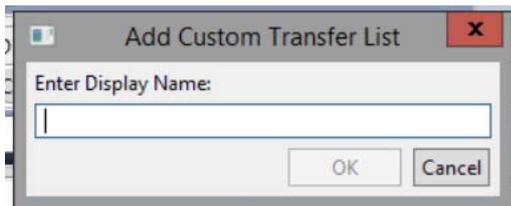
Click on the excel icon



Select Add Custom List



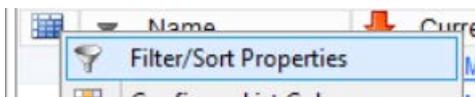
Type in the name of the ward you wish to set up



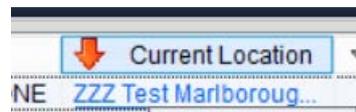
Your ward will now appear as a separate list



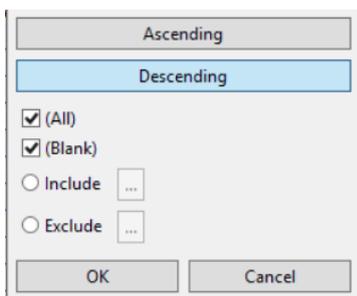
Click on the excel icon



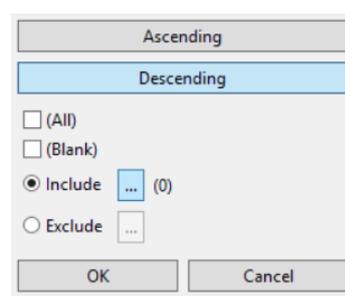
Click on Current Location



Untick All



Select Include and search for ward



Select ward and click ok to save