QUICK USER GUIDE
BADGERNET COT BUREAU

The cot bureau should be completed **three times a day**:

Morning	**05:30 - 11:30**
Afternoon	**11:30 - 17:30**
Evening	**17:30 - 05:30**

It should be completed within the relevant time period, or within 30 minutes after, at which point the form is locked and no further data can be entered, and a warning message will appear on the top of the form if you try to input (see Figure 1 below):

Figure 1.

Fields that are grey are automatically populated. Fields that are pink are the ones you are required to complete (see Figure 2 below):

Figure 2.

Field Descriptions:

Commissioned/Funded cots   These should be automatically populated. If they are not, please contact the unit super-user, who should enter the cot numbers in the unit preferences screen (as per Figure 3 below)

Maximum Capacity   These should be automatically populated. If they are not, please contact the unit super-user, who should enter the cot numbers in the unit preferences screen (as per Figure 3 below)

Occupied cots   This is calculated by Badger – please ensure that admissions and discharges are promptly recorded to be sure that this is correct

Unoccupied cots   This is calculated by the form by adding together the Commissioned/Funded cots, and subtracting the Occupied cots

Open cots (IC/HD/SC/TC)   You should input the number of open cots for each care level

Closed cots   This is calculated by the form by subtracting the total Open cots from the Unoccupied cots

Reason for Cot Closures   If there are Closed Cots, you should input the reason

Impending Admissions   You should input the number of expected admissions

Planned Discharges   You should input the number of planned discharges

Available Maternity Beds   You should input the number of Maternity beds available

Comments   You may input any comments you think relevant

Figure 3