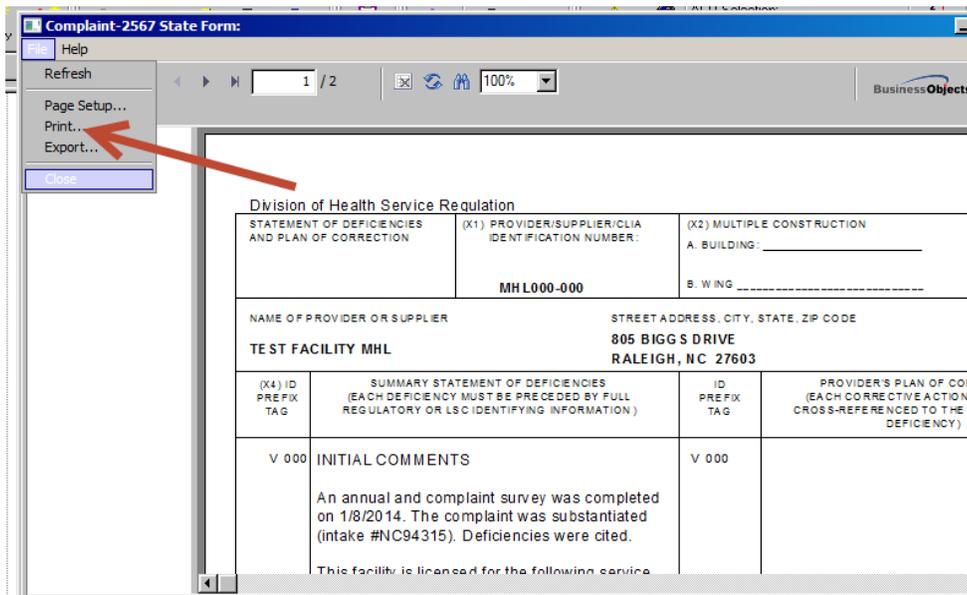


Creating PDF files from ASPEN Central Office

To create PDF files from ASPEN Central Office (ACO) follow the steps below. Before you create any PDF file from ACO, make sure you have created a folder for these files on your H: drive. You will need to save the PDF files into the folder on your H: drive.

- Open ACO using the icon on the desktop.
- Locate the name of the facility you wish to print SOD. Left click on the + in front of the name of the facility you want to print SOD.
- Left click on the + in front of “surveys.” A list of surveys will drop down under the facility name.
- Right click on the survey date you want. A drop down box will appear. Left click **“Print Forms.”**
- Choose **“CMS2567.”** Left click **“OK.”**
 - NOTE: For a revisit report, choose **“CMS2567B.”**
- Uncheck **“Include Surveyor ID Number”** and **“Include Severity and Scope Data.”** Left click **“OK.”**
- SOD will automatically be formatted for printing.
- Left click on **“File”** at the top left hand side of screen. A drop down box will appear.
- Left click on **“Print”**
- A **“Print”** box will appear. Scroll to **“Adobe PDF.”**
- Left click on **“Adobe PDF.”**
- Click **“print.”**
- A **“Save PDF File As”** box will appear. You must choose to save in your H: drive. Left click on the arrow to save to your Home (H:) drive. A drop down box will appear. Left click on your H: drive.
- All your files and folders on the H: drive will appear. Double click on the designated folder you created for these files.
- **Name the file.** The name of the file must be written as per the standardized wording document.
- After you have named the file, left click **“save.”**
- Your file is now saved as a PDF on your H: drive.



The screenshot shows a web browser window titled "Complaint-2567 State Form". The browser's address bar shows "1 / 2" and "100%". The "File" menu is open, with "Print..." selected. A red arrow points to the "Print..." option. The main content area displays a form for the "Division of Health Service Regulation".

(X4) ID PREFIX TAG	SUMMARY STATEMENT OF DEFICIENCIES (EACH DEFICIENCY MUST BE PRECEDED BY FULL REGULATORY OR LSC IDENTIFYING INFORMATION)	ID PREFIX TAG	PROVIDER'S PLAN OF COR (EACH CORRECTIVE ACTION CROSS-REFERENCED TO THE DEFICIENCY)
V 000	INITIAL COMMENTS An annual and complaint survey was completed on 1/8/2014. The complaint was substantiated (intake #NC94315). Deficiencies were cited. This facility is licensed for the following service	V 000	

