

Quick Steps

- Open the Case List Screen (if you are not already in it)
- Click on the + Sign to the Left of the Case you are Working on
- Click on the Client Field you are Printing a Note From
- From the Right Hand Menu Bar, Click on View Services Link
- Click Print
- Select IMH Note (Note 1)
- Click Print/Perform
- Click the Printer Icon Button Located in the Tool Bar on Top

Detailed Steps From the Notes Page:

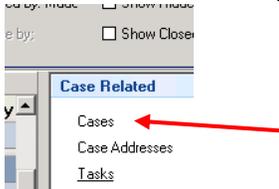
1. Finish entering a note.
2. Click **Print Reports** and skip to #8 below.

Detailed Steps From the Main Page:

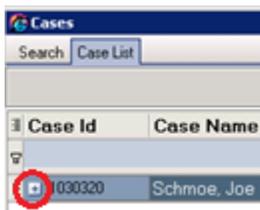
1. After logging into the database, the Staff window appears and the system identifies your name on the staff list.



2. Click on the **Cases** link (on the side menu bar) to get to your open case list.



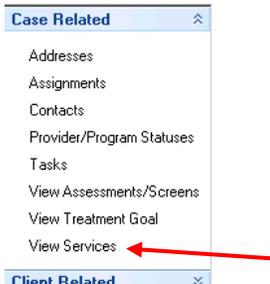
3. From the **Case List** screen, click on the + sign to the left of the case that you want to work on.



- Under the case, click on the client you want to print notes for.

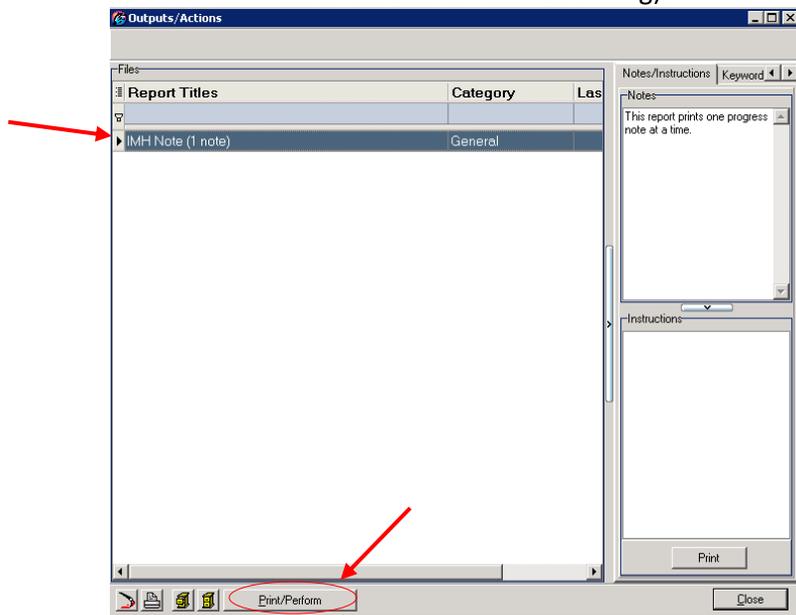


- On the right hand menu bar, click on the **View Services** link.



- From the **Case Member Service Information** form, click the **Print** button.

- Select **IMH Note (1 Note)** from the list and single-click **Print/Perform** (Double-clicking the Home Visit Note line item will do the same thing).



- A status bar appears indicating the report is being generated.
- The Print Preview screen appears with a thumbnail view of each page of the note(s).

10. Click the **printer** button located in the tool bar at the top of the screen. Click **Close** to return to the previous screen.



If you need further assistance please contact the ECSC Database Services Team:

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