



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.

🍘 Staff					_ 🗆
Name				Filter by All Supervised by: All Supervise by:	Show Hidden
Sta		Case Related			
I Name	#	ld	Title	Agency	Casas
ib 📥					Cases
↓ Data Team, Member		1170002			Tasks
I Name	att Information ##	ld	Title	Agency	Case Related Cases Case Addresses

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.







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

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8			Click here to define a filter - use "	%" as a v	wild card				Addresses	
	<u> </u>	Schmoe, Joe	9/15/2016			9/15/2016 12	:		Assignments	
•	📲 Client Id	Client	DOB	Svcs F	Role Label 🛛 🛛	elationship	Eff Dt	Exp Dt	Contacts	
1	-				L	abel			Provider/Program Sta	atu
	▶ 1030320	Schmoe, Joe 🦰	1/1/1979		Mother		9/15/2016		Tasks	

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

Case Related		*
Addresses		
Assignments		
Contacts		
Provider/Program	n Status	ses
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View Assessmer	its/Scre	ens
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Client Belated		×

- 6. 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).

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Report Titles	Category	Las Notes
<u>ଟ</u>		This report prints
▶ IMH Note (1 note)	General	note at a time.
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		Instructions
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- 8. A status bar appears indicating the report is being generated.
- 9. 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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