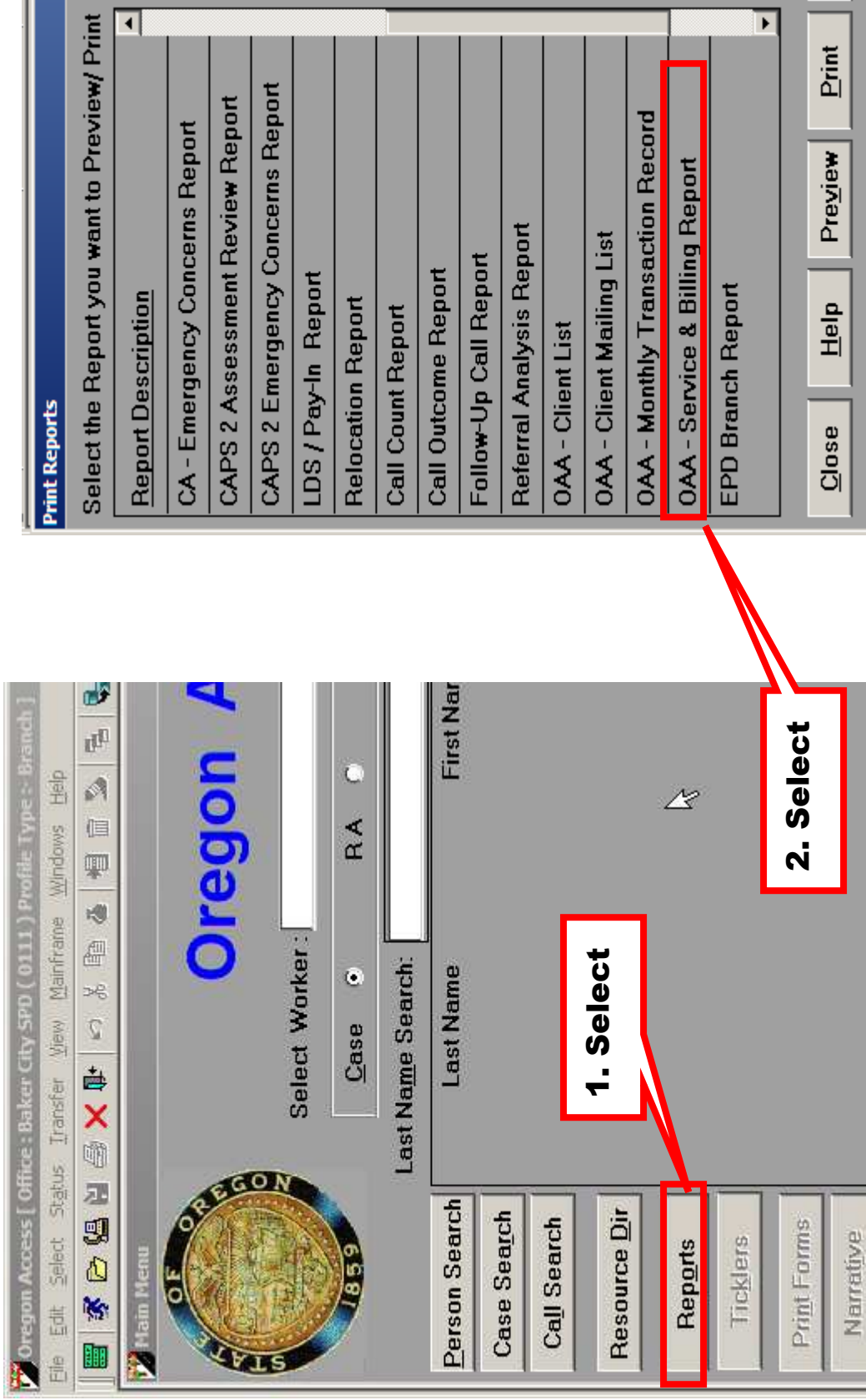


HOW TO . . . GENERATE A REPORT WITH OPI CLIENT NAMES



Print Reports

Select the Report you want to Preview/ Print

Report Description

CAPS 2 Assessment Review Report

CAPS 2 Emergency Concerns Report

Enter parameters for OAA - Service_Billing Report

Service Date Range

07/01/2013 To 06/30/2014

3. Type Date Range

6. Select a Homemaker {#2} or Homemaker (CEP) {#2a} service. Select OPI qualifier. (If no data returns, run report again with "All Qualifiers" box selected.)

4. Select Service & Billing Summary

Report Type

Service & Billing Report

Billing Summary

5. District defaults, but if this fails select it

OAA - Client List

OAA - Client Mailing List

District:

Linn, Benton, Lincoln

Site:

Service: Homemaker (CEP) {#2a}

Qualifier: OPI

Provider:

All Qualifiers

8. Select Preview. Note: The system may take many minutes to collect the data for view. Don't give up - it requires patience.

7. Use to select print options such as save as PDF instead of print hard copy.

Close

Help

Preview

Print

Printer Setup

Clear