Printing an IMH Note

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

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

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

7. 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).

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:

ecscdata@unm.edu
Local: (505) 277-0469
Toll Free: (855) 663-2821