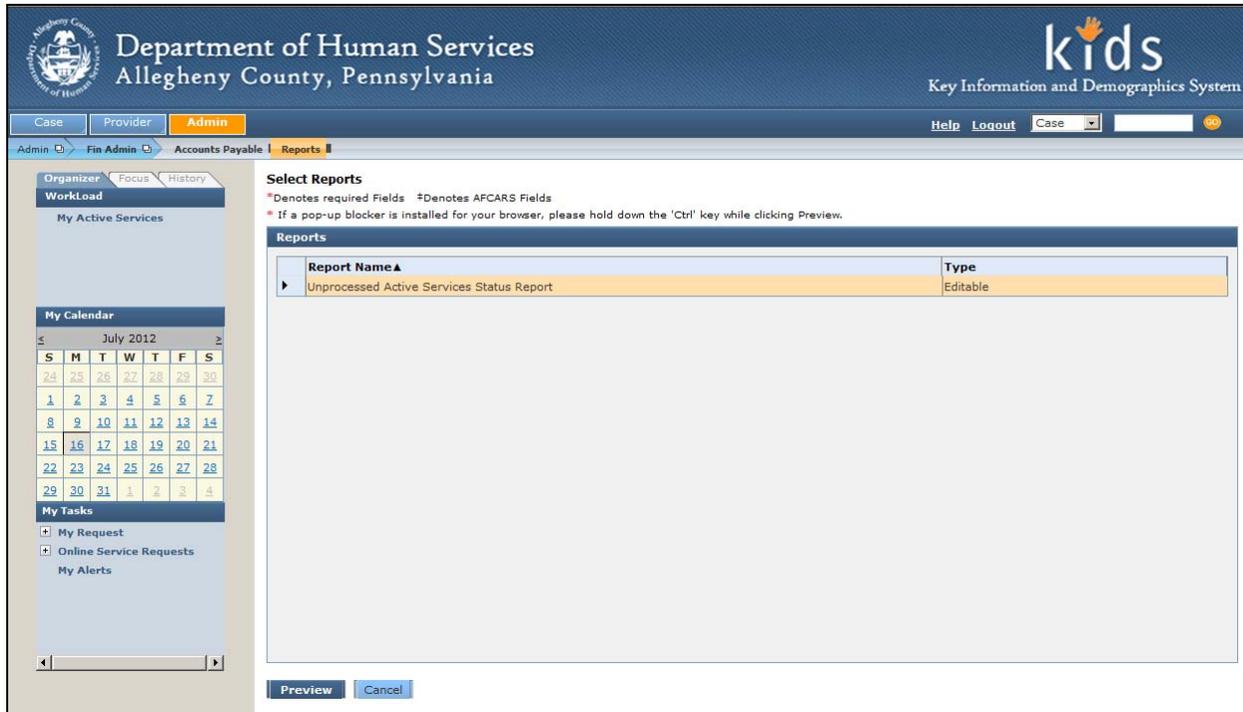




Select Reports – Provider Job Aid

The *Select Reports* screen is used by Contracted Placement and Non-Placement Providers to generate and view the Unprocessed Active Services Status Report.

Accessing and Completing the Select Reports screen



1. Navigate to the *Select Reports* screen.
 - a. **Admin > Fin Admin > Reports**
2. Select the report.
3. Click the [**Preview**] button to generate the report. The report will open in a new window.
4. The [**Cancel**] button will leave the screen.

For more information...

For more information on this communication or for assistance, please be sure to contact the Help Desk at Helpdesk-dhs@alleghenycounty.us or 412-350-4357 Option 2.