



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

Department of Human Services Allegheny County, Pennsylvania		Kids Key Information and Demographics System
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- 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 <u>Helpdesk-dhs@alleghenycounty.us</u> or 412-350-4357 Option 2.