Unsigned Document Report User Guide

This user guide will take you step-by-step through the process of generating **Unsigned Document Reports.**

1. On the CHIP home page click on the tab on the left hand side called "**Reports and Downloads**"

Progress Notes	j	
Provider Management		
Reports and Downloads		
Service Activity Logs		
Staff To-Do List		

2. On the page, select the link that says "Unsigned Document Report"



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3. The page displayed will have text fields to type in the staff's ID or look up the staff with the **"Lookup"** button. You can also select the date range if you wish.

Genere County Community Mental Realth	Gene		y Community Ment lealth Information Program	al Health 🛛 🍑
Back Home	Logout	Help 🔳 mes	ssages	Unsigned Documents Report
Unsigned Docume	ents Report			
Specify the report of	riteria:			
Staff:				
Date Range:	09/02/2009	. 09/02/2010)	
Once the files has I	been generated	, you can access it	by clicking on the message ico Generate XLS File	n (■) at the top of the screen.
Back Hom	le			

4. Once you have Selected the staff click on the "Generate XLS File" at the bottom of the

	Generate XLS File
screen.	

 At this point a screen will be displayed with the Staff ID, Staff Name, and the Date Range you selected. Click on the <u>here</u> button to continue. This will take you back to the "Reports and Downloads" page.

Back Home Logout Help 🗐 messages	Unsigned Documents Report
Unsigned Documents Report	
Specify the report criteria:	
Staff: 16087 Christopher Vogt Date Range: 08/02/2009 - 09/02/2010	
Once the files has been generated, you can access it by clicking on the r	
Your request is being processed. Cl	ick <u>here</u> to continue
Back Home	

6. At the top of the screen you will see a little yellow **letter** symbol that says **messages** next to it.

Home	Logout	Help	🔳 messages		Reports and Downloads
Click or	it to ope	en the nev	w window	with a l	ink to the report.

7. Click on the link to the report.

lessage/Report		Generated	REFRESH
Insigned Documents Report (XLS) for Christopher Vogt	new	09/02/2010 09:20:02	Delete
□ This list will be automatically refreshed every 60 seconds			

8. Next a window will ask you to **open, save,** or **cancel**. Click on the open button to open the report in an Excel spreadsheet.

File Dowr	iload 🛛 🕅
Do you	want to open or save this file?
×	Name: report.xls Type: Microsoft Excel 97-2003 Worksheet, 10.5KB From: chip
	Open Save Cancel
🔽 Alwa	ys ask before opening this type of file
2	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

9. Once you have opened the report in Excel, you can click the close button in CHIP.

lessage/Report	Generated	REFRESH
Insigned Documents Report (XLS) for Christopher Vogt	09/02/2010 09:20:02	Delete
□ This list will be automatically refreshed every 60 seconds hursday, September 02, 2010 9:46 AM Eastern Time		Christopher Vogt
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10. To create the report for a different staff simply repeat the steps for each staff person.

Supervisors: You can also run this report for all the staff you directly supervise.