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"**

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

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.

4. Once you have Selected the staff click on the **"Generate XLS File"** at the bottom of the screen.
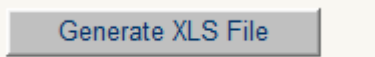
5. At this point a screen will be displayed with the **Staff ID, Staff Name,** and the **Date Range** you selected. Click on the here button to continue. This will take you back to the **"Reports and Downloads"** page.

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 on it to open the new window with a link to the report.

7. Click on the link to the report.

Messages - Microsoft Internet Explorer provided by Genesee County CMH

1 Messages/Reports

Message/Report		Generated	REFRESH
Unsigned Documents Report (XLS) for Christopher Vogt	new	09/02/2010 09:20:02	Delete

REFRESH   CLOSE

This list will be automatically refreshed every 60 seconds

Thursday, September 02, 2010 9:39 AM Eastern Time   Christopher Vogt
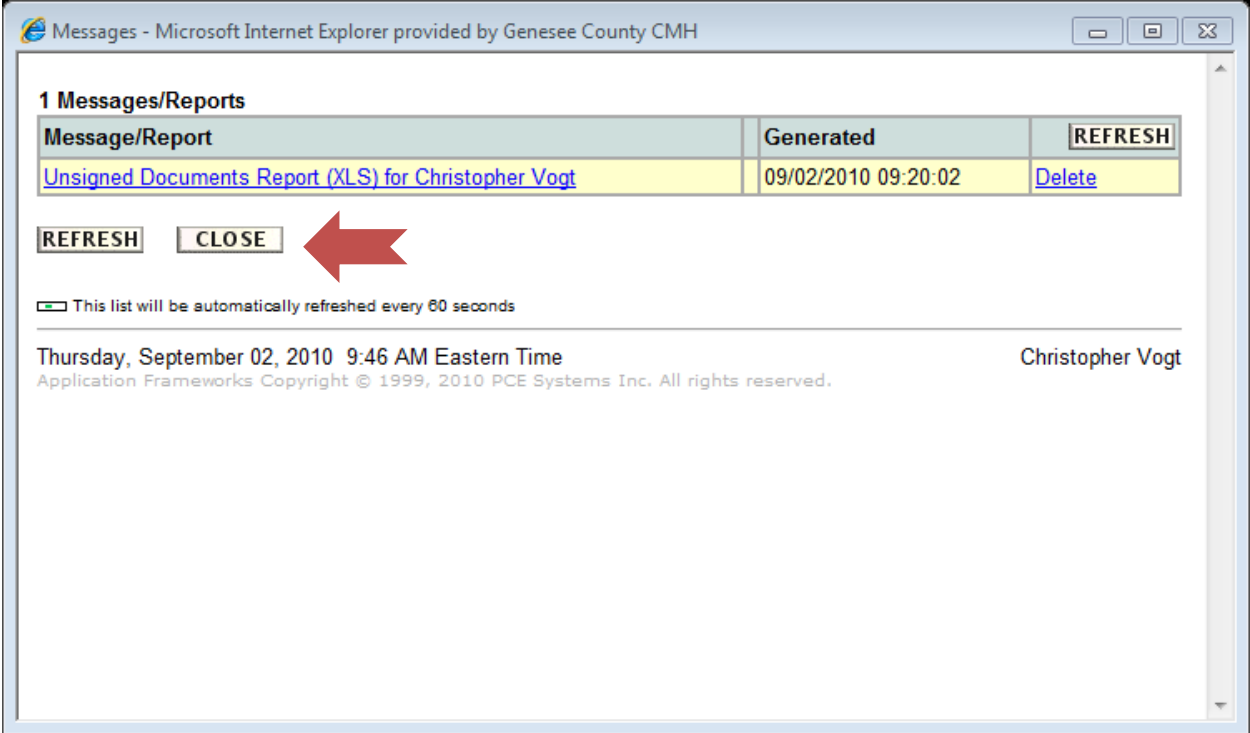Application Frameworks Copyright © 1999, 2010 PCE Systems Inc. All rights reserved.

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 Download

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

☑ Always ask before opening this type of file

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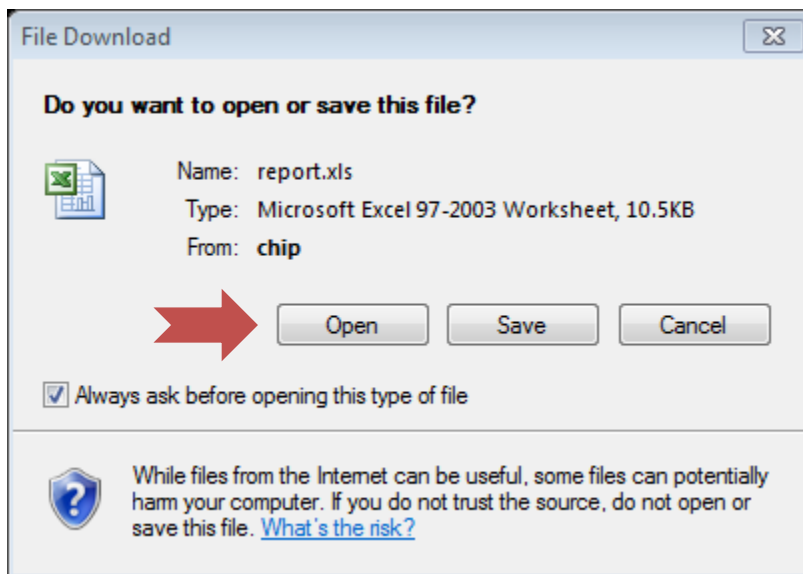
9. Once you have opened the report in Excel, you can click the close button in CHIP.

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.