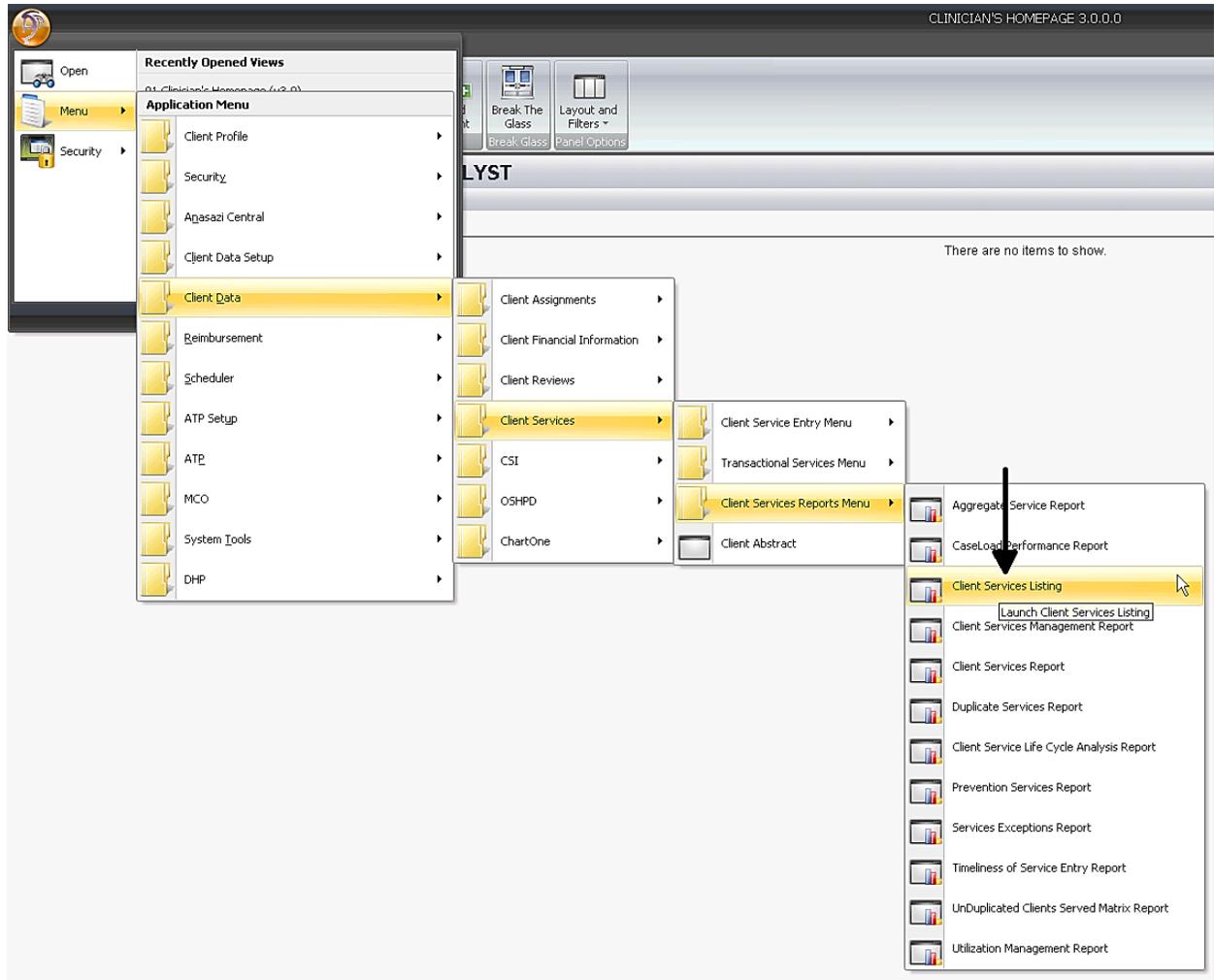


Service Date Verification Report

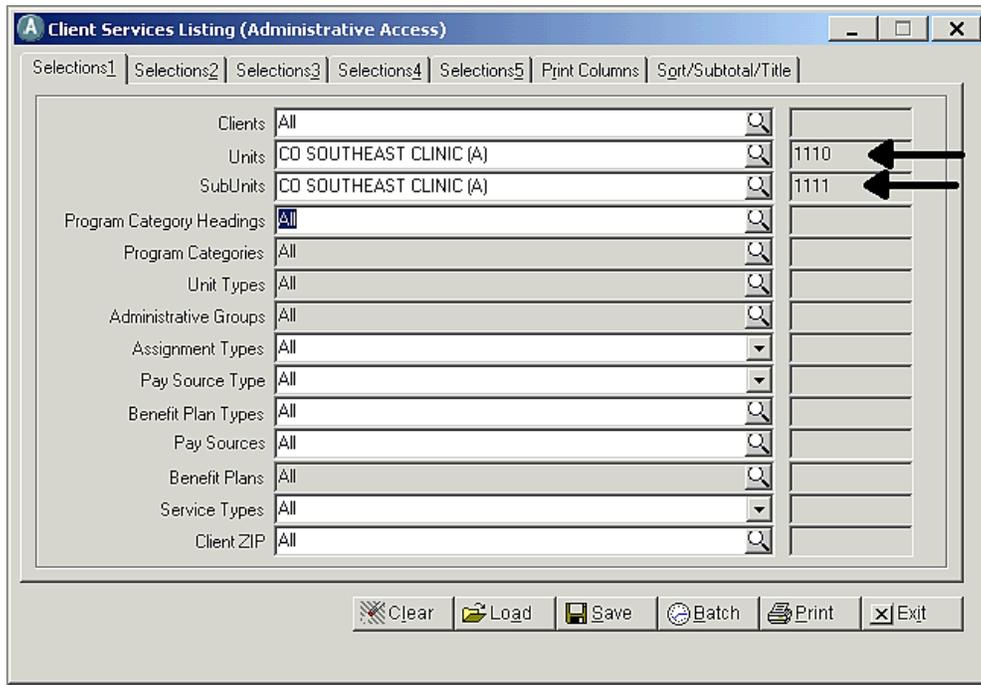
This report walkthrough will allow a user to verify services entered for a specific date and service date.

To access this report, use the following path:

“Menu” -> “Client Data” -> “Client Services” -> “Client Services Reports Menu” -> “Client Service Listing”

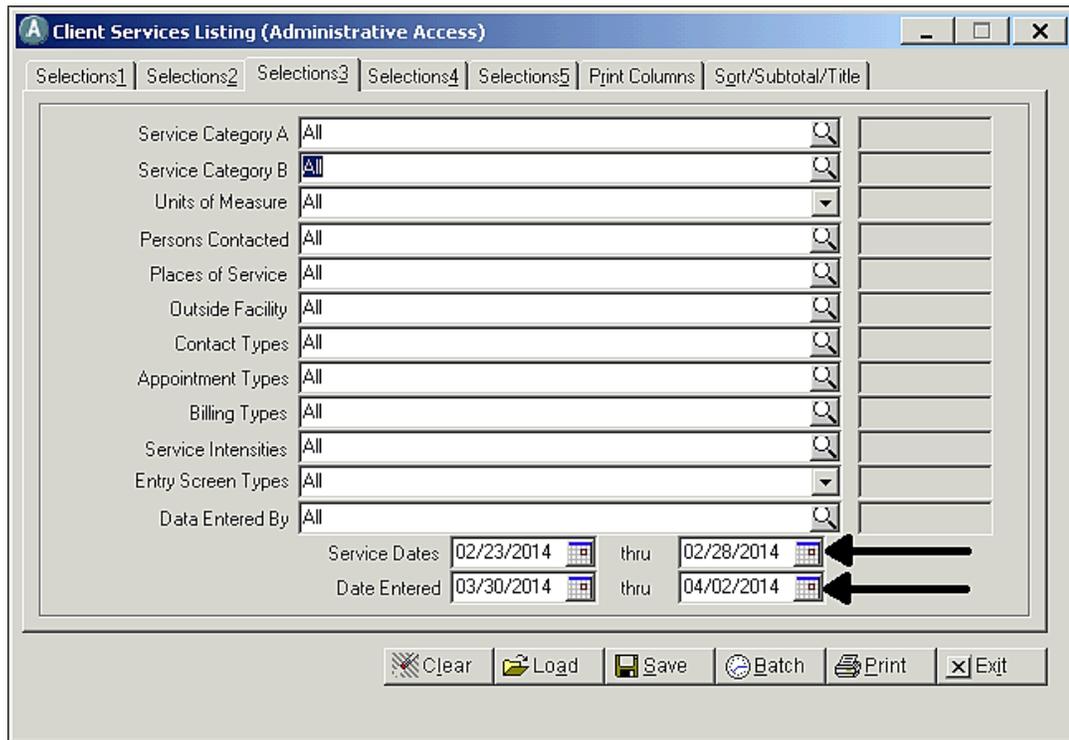


- The “Client Services Listing” report window will launch.
- In the “Selection1” tab enter the appropriate “Unit” and “SubUnit”.



The screenshot shows the 'Client Services Listing (Administrative Access)' window with the 'Selections1' tab active. The 'Units' field is set to 'CO SOUTHEAST CLINIC (A)' and the 'SubUnits' field is also set to 'CO SOUTHEAST CLINIC (A)'. Two black arrows point to the right-hand side of these fields, which contain the values '1110' and '1111' respectively. Other filters are set to 'All'. The bottom toolbar includes buttons for Clear, Load, Save, Batch, Print, and Exit.

- In the “Selection3” tab, enter the possible converted dates in the “Service Dates” field.
- In the field below (“Date Entered”), enter 3/30/2014 to current date.



The screenshot shows the 'Client Services Listing (Administrative Access)' window with the 'Selections3' tab active. The 'Service Dates' field is set to '02/23/2014 thru 02/28/2014' and the 'Date Entered' field is set to '03/30/2014 thru 04/02/2014'. Two black arrows point to the right-hand side of these date fields. Other filters are set to 'All'. The bottom toolbar includes buttons for Clear, Load, Save, Batch, Print, and Exit.

- In the “Sort/Subtotal/Title” tab, check the “Print the Services” checkbox.
- Then click on the icon labeled “Print” and select the desired print destination to retrieve the report.

