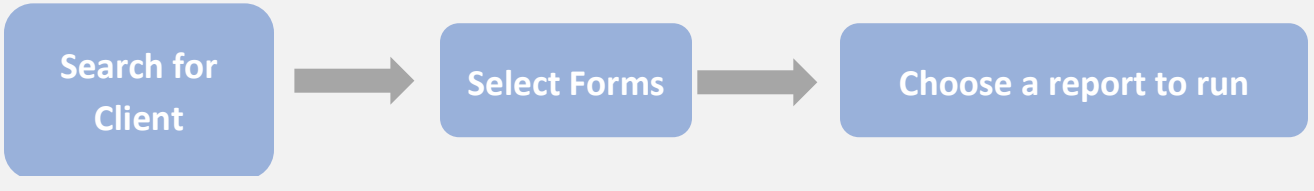




Summary

While on the Applications tab of a client, you can view and print different Application Reports.



Searching for Client

- Go to the Application page
- Using the Look-Up feature, enter the First and Last Name of the client
 - Click **SEARCH** Select Account Owner HOH by highlighting it blue from the search results
 - Click **LOCATE**

Search Results

Account (HOH)	Active	First Name	Middle ...	Last Name	Date Of Birth	SSN	Account La...	Ad
Jake Paul 1/20/1...	true	Jake		Paul	1/20/1991	***-**-8888	3/18/2021	
Jakes Paul 11/10/...	true	Jakes		Paul	11/10/1958			92

Jake Paul [Account Owner HOH]

	Program	Applicant	Application ID	Date Entered	Start Date	Exit Date	Included
<input type="radio"/>	DOH_SARFS_P...	Jake Paul	10361676	3/18/2021	3/18/2021		true

Locate

Find Client's Reports

- While on the **APPLICATIONS** tab
 - Select **FORMS**
 - A new tab will appear

Home Forms

Look-Up

Applications HH Members Assessments Income Budget Document Scope Of Work

APPLICANT INFORMATION + ADD SERVICE HISTORY Application Information Prog

Jake Paul [1/20/1991]

DOH_SARFS_Program 3/18/2021



Application Report List

- The new tab will open the **APPLICATION REPORT LIST**
 - Select which report to either **SHOW** on the page or **PRINT**

Application ID	Report ID	Report Name	Field Name	Field Value
140		Application Approval Information	applicationID	10361676
125		Case Note Summary	applicationID	10361676
122		SARFS Application Packet	applicationID	10361676