Session 9: Module 2 - HuBERT Reports - CAS and Clinic Modules SCRIPT	
Description	**Text**
Introduction	\<no script\>
Clinic	\<no script\>
\<clinic\>	In this training module, we are going to take a look at the REPORTS - Clinic and Central Administrative Site modules.
	Let's start with the REPORTS - Clinic module. Double-click the icon.
\<clinicA\>	\<no script\>
\<clinicB\>	Just like with the Clinic application in the Production Environment, the agency we are assigned to is the default selection.
	If we have access to more than one agency, it defaults to the most recent selection and…
	...we would need to select the desired agency for which we want to run reports.
	Again, similar to the Clinic application in Production, we also have to select a clinic in the Reports environment.
	However, the clinic we select will **not** have any impact on which clinics we can run reports for; we can run them for any or all clinics in our agency.
	In other words, it doesn't really matter which clinic we select.
	So let's just stick with the default clinic selection and click OK.
\<clinic1\>	In Module 1, we opened the REPORTS - State Office module.
	Although we closed the module, we didn't log out of the Reports Environment.
	So, do we have to Reset the Local Reference data now that we've opened the Clinic module?
	Right. Nope, we don't.
	We only have to Reset the Local Reference data when we switch **between environments**, not modules within an environment.
	The Clinic module looks just like the HuBERT clinic application.
	Remember, reports are always found in the same place in these modules.
	Do you remember where to find the reports? Go ahead.
\<clinic2\>	\<no script\>
\<clinic3\>	\<no script\>
\<clinic4\>	\<no script\>
\<clinic5\>	The reports in the Clinic module are different from those available in the State Office module.
	However, they are the same reports that are available in the HuBERT clinic application on the Production environment.
	So, if these are the same reports as those in the HuBERT clinic application, why can't we just run them when we are working in clinic?
	Well, remember, the whole reason we created the Reports environment was because running reports utilizes a lot of a server's resources.
	We want to make sure that the clinic application remains unaffected when reports are being run.
	As in the State Office module, each report has a short Description that provides a high-level overview of the information the report provides.
	Let's click on the space to the right of the scroll bar at the bottom of the window.

Description	Text
\<adjust1\>	Because of the size of the window, we are unable to view the entire Description.
	We can adjust the size of the Description column by hovering our mouse over the column divider.
	Once the mouse changes to the directional arrow, we can click and drag the column divider to the left.
\<adjust2\>	\<no script\>
\<adjust3\>	\<no script\>
\<adjust4\>	We can do the same to the right column divider.
\<adjust5\>	\<no script\>
\<adjust6\>	We can re-expand the Reports column using the same adjustment method...
	...or we could double-click on the column divider to return it to its default column positions.
	Let's do that. Double-click on the column divider.
\<clinic6\>	Easy enough, right?
	OK. Double-click the Benefit Pickup Report and we'll take a look at the options available.
\<clinic7\>	Once again, the options available depend on the report selected.
	But, notice that despite selecting the default clinic of Western when we first opened the Clinic module, we have the option of running the report for any or all of our agency's clinics.
	Another thing to be aware of is that the Output Type, when it has the option of Letter, tends to default to Letter.
	This means that one letter will print for each participant on the report.
	That could be A LOT of pages if printed!
	Typically, though, the Report Destination will default to Display on Screen…
	...which just might save a tree in case we forget to select Report as our desired Output Type when we just want to print the report.
	Let's click Cancel to exit this window.
\<clinic8\>	We'll just quickly scroll through the reports so we have some idea of those available in the clinic module.
\<clinic9\>	\<no script\>
\<clinic10\>	Let's exit this window...
\<clinic11\>	…and click the X in the top right corner to exit the Clinic module.
CAS	\<no script\>
\<cas\>	There is one last module in the Reports Environment that has pre-defined reports: Central Administration Site.
	Double-click the REPORTS - Central Admin icon.
\<cas1\>	\<no script\>
\<cas2\>	Because the Central Administrative Site is an agency level application, we don't have to select a clinic.
	Click the OK button.
\<cas3\>	Once again, the CAS module in the Reports Environment should only be used to run reports.
	Go ahead and open the reports.
\<cas4\>	\<no script\>
\<cas5\>	\<no script\>
\<cas6\>	\<no script\>

Description	Text
<cas7>	Well done!
	The Generate Reports window probably looks pretty familiar by now.
	Once again, a short, high-level description is provided for each report.
	Click on the space to the right of the bottom scroll bar.
<cas8>	Like in the State Office module, the CAS has an Application column, which can pretty much be disregarded.
	Click to the left of the scroll bar to return to our original view.
<cas9>	As of August 2011, none of these reports has been recertified.
	Let's click on the Special Formula Prescription Expiration Date report anyway.
<cas10>	Again, the window that opens is dependent on the report selected…
	…and the filter criteria and options for printing should seem pretty familiar by now.
	Click the Cancel button…
<cas11>	…and exit this screen.
<cas12>	Go ahead and exit the CAS.
Logging Off	<no script>
<logoff>	Once we are done using the Reports Environment for the day, we need to make sure to log off.
<logoff1>	Just like before, we are going to RIGHT click on the Session Manager icon to log off.
<logoff2>	<no script>
<logoff3>	Click Log off.
<logoff4>	<no script>
<logoff5>	Click Yes to exit the Reports environment.
<logoff6>	Once again, we have to wait for the WIC Session Manager icon to disappear before we are truly logged off.
<logoff7>	One last reminder: remember that whenever you switch between environments you must Reset Local Reference Data!
Questions	Do you have any questions about what we just reviewed? If so, please submit them via the HuBERT Questions form on the MDH WIC website.