

KNOWLEDGE BASE ARTICLE

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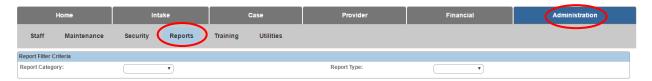
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Overview

This article describes how to generate a **Justification/Waiver Report**. The report, based on specific search criteria, will display information on all open and closed cases (for a selected county) that have Justification/Waiver records.

From the SACWIS Home Page:

- 1. Click the **Administration** tab.
- 2. Click, Reports.



Selecting the Report

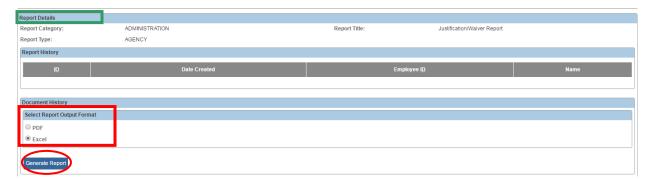
A list of **Reports** appears.

3. Click the Justification/Waiver Report hyperlink.



The **Report Details** screen appears.

- 1. Make a selection under **Select Report Output Format**.
- Click, Generate Report.



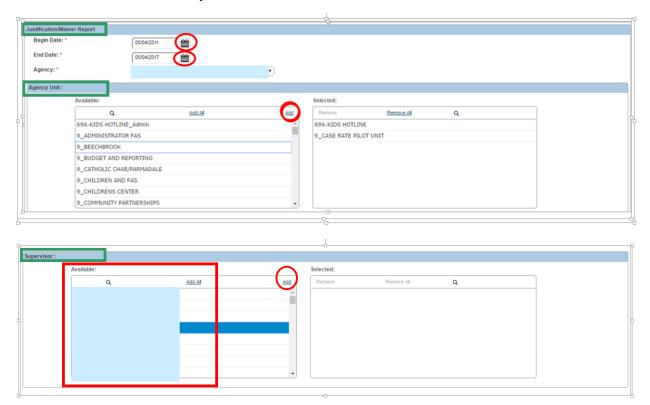
Completing the Report

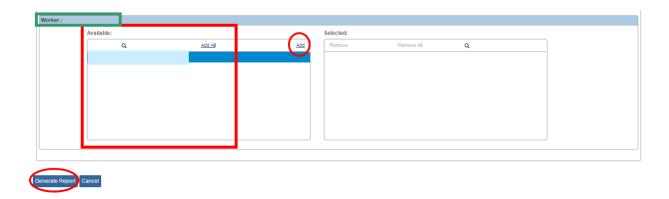
The Justification Waiver Report screen appears.

- 1. Enter a Begin Date.
- 2. Enter an End Date.
- 3. The **Agency** drop-down menu will default to the User's county. If the county needs to be changed, make a different selection from the menu.
- Make a selection(s) from the **Available** list in the **Agency Unit** grid.
 Note: Completing steps 4-9 is optional. Steps 4-9 are not required to generate the report.
- 5. Click, **Add** (the Add feature will become available once a selection(s) is made).

Important: The list of Agency Units is unique to each county. The Available options are dependent on the county agency listed in the Agency drop-down menu.

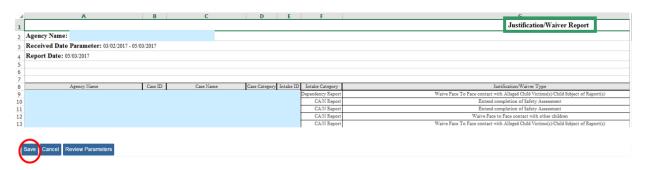
- 6. Make a selection from the **Available** list in the **Supervisor** grid.
- 7. Click, Add.
- 8. Make a selection from the **Available** list in the **Worker** grid.
- 9. Click, Add.
- 10. Click, Generate Report.



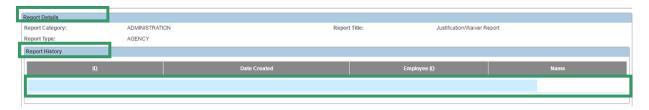


The Justification/Waiver Report appears in the previously selected format.

1. Click, **Save** if you wish to save the report.



Note: If the User elects to save the report, when the Justification/Waiver Report is selected from the list of Reports at a future time, the saved report will be listed in the **Report History** grid (**Report Details** screen).



If you need additional assistance, please contact the SACWIS Help Desk.

