**Active Parolee Clients Report**

1. From the Clinician’s Home Page Systems button, follow the path to Client Roster Report:



1. Select the **Load** button to open the templates view:



1. Select **Active Parolee Clients** then select **Load** button.

 

1. Selection 1- Change **Units** to your desired program(s).



1. Selection 2- No action required. Open assignments is already selected.



1. Selection 3- No action required.



1. Selection 4- No action required. Parolee Client Category is already selected.



1. Print Columns- No action required.



1. Sort/Subtotal/Title- Select **Print.**



1. Print Destination window will appear. Select your desired print type.

 