Quick Steps

- Open the Case List Screen (if you are not already in it)
- Click on the + Sign to the Left of the Case you are Working on
- Click on the Client you are Running the Report for
- Click the Print Reports Button
- Select Evaluation Response Comparison for Tool for Case Member Report
- Click the Print/ Perform Button
- Click the Select Button and Choose the Evaluation to be Compared
- Click the OK Button
- Click the Customize Report Layout Button
- Export and Review/ Print Optional
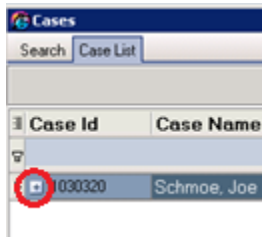
**Detailed Steps:**

1. After logging into the database, the Staff window appears and the system identifies your name on the staff list.
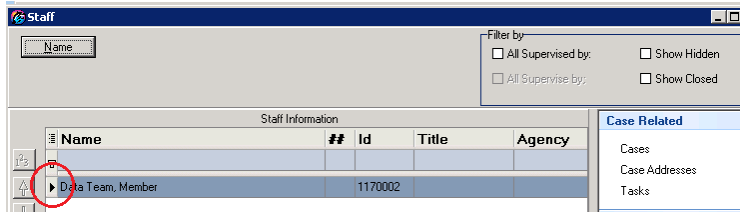


2. Click on the **Cases** link (on the side menu bar) to get to your open case list.
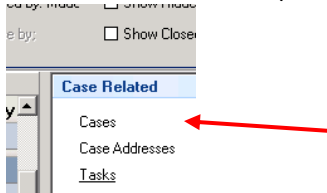


3. From the **Case List** screen, click on the **+** sign to the left of the case that you want to work on.

4.  Select the client you are running the evaluation report on and click the **Print Reports** button.



5.  Select **Evaluation Response Comparison for Tool for Case Member** from the list and single-click **Print/Perform** (Double-clicking the report will do the same thing).



6.  Click the **Select** button which will open to a list of evaluations. Select the evaluation that requires the side-by-side comparison. Click the **OK** button.
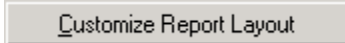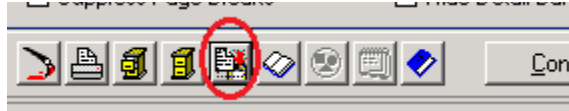
7. Click the **Customize Report Layout** button.

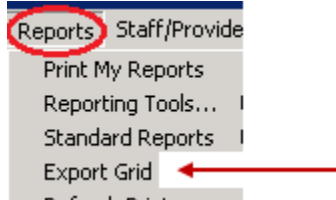   

8. To export the report for printing/ reviewing:
   a. Select the copy to clipboard icon in the bottom left corner of the Report Layout Options, open an excel sheet and paste/ format/ save/ print.
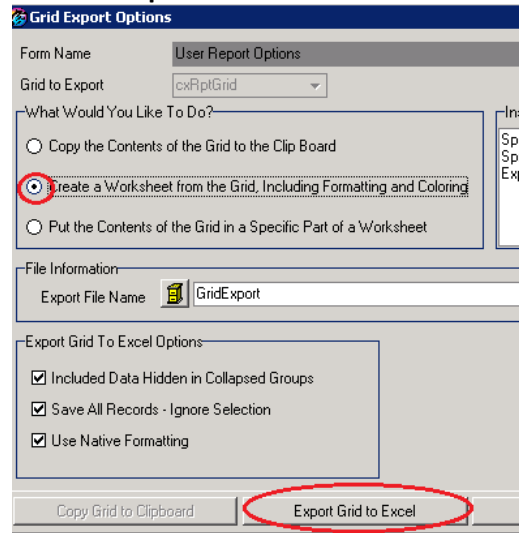
   

   b. To keep the exact formatting of the information that has been filtered/ expanded, click on **Reports** and then select **Export Grid f**rom the top menu.

   

   From the Grid Export Options, choose **Create a Worksheet from the Grid, Including Formatting and Coloring**.

   Click the **Export Grid to Excel** button and format/ save/ print.

   

   If you need further assistance please contact the ECSC Database Services Team:
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   Local: 505-277-0469 / Toll Free: 855-663-2821