

## REPORTING: DEMO SUGGESTIONS

### Making a Report Selection:

- **Data:** Use the 'Caseload Program Types' report as your example report.
  - **Things to Point Out:**
    - This report indicates the types of cases (Single Parent, Teen Parent, Two Parent, Applicant, Transitional, Food Stamp and Total Cases) currently open or closed for the State, each Region, each Unit and for a specific case manager.
    - The Report Criteria screen allows the user to decide how he/she would like to view the report (e.g., by State, Region, Unit or specific case manager).
    - Drilling down to the case manager level provides you with a link to that case manager's caseload. The user then has the option of clicking on any of the case manager's cases to perform case management activities (provided that the user has security access for those cases).
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