

**Draft 6-16-04**

**Report Access**

**and**

**Printing Tips**

## Child Support Website Links

DHS Forms - <http://edocs.dhs.state.mn.us/index.htm>

Child Support Home Page -

[http://www.dhs.state.mn.us/main/groups/children/documents/pub/dhs\\_id\\_000160.hcsp](http://www.dhs.state.mn.us/main/groups/children/documents/pub/dhs_id_000160.hcsp)

Child Support Performance Reports -

[http://www.dhs.state.mn.us/main/groups/children/documents/pub/DHS\\_id\\_008804.hcsp](http://www.dhs.state.mn.us/main/groups/children/documents/pub/DHS_id_008804.hcsp)

What's Available - Child Support Performance reports for several years and other related reports.

Secure Web Home Page – <https://www.cty.dhs.state.mn.us/csed-county/>

What's Available – System status, Daily messages, Helpful Links, PRISM NEWS, Contacts, CSED Forms, DWH Reports, Informational Lists, Job Postings, Online Training, Peer Group info., and System Availability.

Minnesota CountyLink for CPAT reports - <http://countylink.dhs.state.mn.us>

When you get to the above page choose “PRISM Resources” in the left hand column, then choose “Publications” and finally choose the CPAT reports link.

What's Available – DHS information specifically for county staff in different program areas. Services – Child Support – Main Page has information on the CSED Organizational Chart, child support In The News, Policy Docs to access eMILO, Publications like Bulletins & Resource Lists, Reports like CPAT Tool & County Administrative Cost reports, Directory of child support counties & staff, Support information, Workgroups information, and CSE Related Links broken down by County/Federal/State.



### Step 3

COMMAND ==>  
093219

TIME:

\*\*\* ViewDirect \*\*\*  
VIEWING MENU

RECIPIENT ID: X118101  
6.2  
LC5773

VERSION:

TAPE VOLSER:

ACCESS OPTIONS: R (R/T)

R=REPORT  
T=TOPIC

REPORT/TOPIC/QUEUE ID: QQ170901\_\_

VERSION: \_\_\_\_\_

SECTION: \_\_\_\_\_

DISPLAY LIST OF REPORTS/TOPICS: YES (YES/NO)

DISPLAY LIST OF VERSIONS: YES (YES/NO)

DISPLAY SECTION INDEX: YES (YES/NO)

### Step 4

COMMAND ==>

TIME: 083703

\*\*\* REPORTS \*\*\*

OPTION REPORT ID REPORT NAME

-----  
V QQ170901 CASELD SUMRY RPT BY FUNC - CM310 \*

|   |          |   |   |
|---|----------|---|---|
| _ | QQ180701 | DRIVER'S LICENSE SUSPENSION EXTRACT - CONTROL RPT |   |
| _ | QQ180702 | DRIVER'S LICENSE SUSPENDED - CONTROL RPT          |   |
| _ | QQ180703 | DLS: CASES NOTICED & SUSPENDED-STATE SUMMARY      | * |
| _ | QQ180704 | DLS: CASES NOTICED & SUSPENDED-COUNTY SUMMRY      | * |
| _ | QQ180705 | DRIVER'S LICENSE SUSPENSION-NOT SUSPEND-CTL       |   |
| _ | QQ180706 | DLS: CASES NOTICED & NOT SUSPN-STATE SUMMARY      | * |
| _ | QQ180707 | DLS: CASES NOTICED & NOT SUSPN-COUNTY SUMMRY      | * |
| _ | QQ180708 | CASES NOTICED & SUSPENDED - MNTH COLL DETAIL      | * |
| _ | QQ180709 | CASES NOTICED & SUSPENDED - MNTH OBLI DETAIL      | * |
| _ | QQ180801 | MONTHLY PA DISBURSEMENTS BY TYPE                  | * |

- \_ QQ180802 MONTHLY PA DISBURSEMENTS SUMMARY \*
- \_ QQ180803 PA DISBURSEMENT SUMMARY BY WORKER \*

## Step 5

0727I-BEGINNING OF VERSIONS

COMMAND ==> TIME: 083815  
 \*\*\* REPORT VERSIONS \*\*\*

REPORT: QQ170901 CASELD SUMRY RPT BY FUNC - CM310 \*

OPTION DATE TIME DEVICE STATUS

| OPTION | DATE     | TIME   | DEVICE | STATUS      |
|--------|----------|--------|--------|-------------|
| V      | 20040306 | 234858 | DISK   | AVAILABLE   |
| _      | 20040207 | 231022 | CART   | NOT MOUNTED |
| _      | 20040103 | 233147 | CART   | NOT MOUNTED |
| _      | 20031207 | 012115 | CART   | NOT MOUNTED |
| _      | 20031101 | 232949 | CART   | NOT MOUNTED |
| _      | 20031004 | 231214 | CART   | NOT MOUNTED |
| _      | 20030906 | 230532 | CART   | NOT MOUNTED |

## Step 6

COMMAND ==> TIME: 083906  
 \*\*\* REPORT SECTION INDEX \*\*\*

REPORT ID: QQ170901 CASELD SUMRY RPT BY FUNC - CM310  
 VERSION: 20040306 234858

OPTION SECTION PAGES DESCRIPTION

|   |     |     |            |
|---|-----|-----|------------|
| _ | 027 | 54  | CLAY       |
| _ | 029 | 12  | CLEARWATER |
| _ | 031 | 15  | COOK       |
| _ | 033 | 60  | COTTONWOOD |
| v | 035 | 63  | CROW WING  |
| _ | 037 | 246 | DAKOTA     |
| _ | 039 | 27  | DODGE      |
| _ | 041 | 33  | DOUGLAS    |
| _ | 045 | 18  | FILLMORE   |
| _ | 047 | 39  | FREEBORN   |
| _ | 049 | 57  | GOODHUE    |
| _ | 051 | 12  | GRANT      |
| _ | 053 | 852 | HENNEPIN   |
| _ | 055 | 18  | HOUSTON    |
| _ | 057 | 36  | HUBBARD    |

Make sure you note the number of pages in the report you are going to print.



## Alternate Step 6

If you are sure you want to print the entire report, after you type the "V" press the <F2> key and you will be taken directly to step 9.

## Step 7

COMMAND ==> SCROLL ==> SCREEN  
QQ170901 20040306 234858 035 P 1 R 1 C 1  
035 03/06/2004 V5FKDK01 STATE OF MINNESOTA  
DEPARTMENT OF HUMAN SERVICE  
CHILD SUPPORT ENFORCEMENT DIVI  
QQ1709 Caseload Summary Report by Func  
Sort by Worker, County, and St  
Worker: 035001AAA01 JOHNSON, LAU  
CROW WING

| CASE     | CASE TYPE | CURRENT PERIOD | TOTAL |
|----------|-----------|----------------|-------|
| FUNCTION |           | CASES          |       |

-----  
LOCATE LOCATE  
NEEDED NOT NEED  
-----

|             |             |   |   |   |
|-------------|-------------|---|---|---|
| ENFORCEMENT | AFC         | 0 | 0 | 0 |
| ENFORCEMENT | MFP         | 1 | 0 | 1 |
| ENFORCEMENT | SUBTOTAL PA | 1 | 0 | 1 |

## Step 8

0700I-PRESS "ENTER" TO PRINT  
COMMAND ==>

TIME: 094724

\*\*\* PRINTING MENU \*\*\*

REPORT ID: QQ170901  
VERSION: 20040306 234858

FROM ==> PAGE: 000001 OF SECTION: 035  
TO ==> PAGE: 000001 OF SECTION: 035  
NUMBER OF PAGES TO BE PRINTED: 000001  
PAGE OUTPUT LIMIT: \_\_\_\_\_

Note the default is 1 page.  
You need to change this to  
the # of pages of your  
report.

PRINTER: (O - ON  
ONLINE PRINTER ID: \_\_\_\_\_  
BATCH DEVICE ID: \_\_\_\_\_  
JCL (FOR BATCH PRINT ONLY)

//X118101A JOB (055361), 'LOU ANDERSON',  
// CLASS=C,MSGCLASS=1  
//\*

// EXEC ARCHPRNT,PRINTER=I23@ <=TO CHANGE PRINTER=  
//OUT1 OUTPUT PAGEDEF=V06483,CHARS=CR17  
//\* EXEC ARCHPRNT,PRINTER=W6DP

## Step 9

0710I-JOB 002718 IS SUBMITTED

0720I- PRINT REQUEST IS SUBMITTED

COMMAND ==>

TIME: 083407

\*\*\* PRINTING MENU \*\*\*

REPORT ID: QQ170901

VERSION: 20040306 234858

FROM ==> PAGE: 000001 OF SECTION: 035

TO ==> PAGE: **000063** OF SECTION: 035

NUMBER OF PAGES TO BE PRINTED: **000063**

PAGE OUTPUT LIMIT: \_\_\_\_\_

Note the change to the # of  
pages of your report.

PRINTER: (O - ONLINE/ B - BATCH)

ONLINE PRINTER ID: \_\_\_\_\_

BATCH DEVICE ID: \_\_\_\_\_

JCL (FOR BATCH PRINT ONLY)

//X118101A JOB (055361),'LOU ANDERSON',

// CLASS=C,MSGCLASS=1

//\*

// EXEC ARCHPRNT,PRINTER=I23@ <=TO CHANGE PRINTER=

//OUT1 OUTPUT PAGEDEF=V06483,CHARS=CR17

//\* EXEC ARCHPRNT,PRINTER=W6DP

## County Link Printing Tips

Some of the reports generated in County Link must be printed in landscape mode or columns will be truncated. In general, if you can not see all of the columns on screen, they will not be visible if you print in portrait mode.

To deal with this the easiest way is when you request to print the report, set your printer to print in landscape mode. The steps below show you how to do this.

### Step 1

In the screen print below, you can see that all columns are not visible and you are going to have to print landscape to see all columns on the printout.

Run Report - Microsoft Internet Explorer

Home > CPAT Reports > CPAT Annual Summary of Performance Measures > Run Report

Current Date: 3/11/2004 8:48:43 AM      Source Data Refreshed:      Report Number: 446.      [View Metadata](#)

### CPAT Annual Summary of Performance Measures

| County     | Pat Ratio | Non Mar Chld | Non Mar Chld w/Pat | Cur Sup Ratio | Cur Sup Due  | Cur Sup Coll | Estab Ratio | Cases Open | Cases Open w/Ord | C/E Ratio | C/E Collect  | C/E Expend   | Avrs Ratio |
|------------|-----------|--------------|--------------------|---------------|--------------|--------------|-------------|------------|------------------|-----------|--------------|--------------|------------|
| Statewide  | 0.84      | 147996       | 125380             | 0.69          | 638300889.39 | 446242512.39 | 0.79        | 2448655    | 194649           | 4.04      | 576789527.43 | 142542751.29 | 0.61       |
| AITKIN     | 0.94      | 459          | 436                | 0.66          | 1627957.05   | 1085910.84   | 0.87        | 866        | 757              | 3.75      | 1646322.95   | 438080.00    | 0          |
| ANOKA      | 0.89      | 7941         | 7107               | 0.72          | 52302758.78  | 38127733.17  | 0.83        | 15043      | 12537            | 7.21      | 47325482.79  | 6555824.00   | 0          |
| BECKER     | 0.95      | 1154         | 1105               | 0.62          | 4016592.35   | 2527693.78   | 0.84        | 2037       | 1713             | 3.86      | 3513123.16   | 908002.34    | 0          |
| BELTRAMI   | 0.80      | 1953         | 1566               | 0.64          | 4404842.90   | 2848781.95   | 0.70        | 3247       | 2298             | 3.91      | 4078019.97   | 1042948.00   | 0          |
| BENTON     | 1.01      | 857          | 874                | 0.73          | 4202799.14   | 3068206.17   | 0.90        | 1595       | 1438             | 4.98      | 4055156.57   | 812983.00    | 0          |
| BIG STONE  | 0.91      | 113          | 103                | 0.73          | 578654.52    | 425031.48    | 0.81        | 243        | 197              | 5.41      | 532664.25    | 98429.00     | 0          |
| BLUE EARTH | 0.96      | 1221         | 1181               | 0.67          | 5908342.70   | 4015805.82   | 0.87        | 2379       | 2086             | 5.07      | 5378423.88   | 1060725.00   | 0          |
| BROWN      | 0.98      | 550          | 542                | 0.77          | 3527223.92   | 2740210.68   | 0.85        | 1090       | 928              | 6.96      | 3331310.52   | 478272.00    | 0          |
| CARLTON    | 0.92      | 1010         | 935                | 0.72          | 4996375.37   | 3635736.51   | 0.89        | 2064       | 1839             | 4.55      | 4822081.81   | 1057979.00   | 0          |
| CARVER     | 0.89      | 1016         | 907                | 0.75          | 8510149.93   | 6454229.26   | 0.87        | 1946       | 1709             | 7.13      | 8143099.60   | 1141038.00   | 0          |
| CASS       | 0.80      | 1112         | 891                | 0.60          | 2587782.20   | 1558148.50   | 0.71        | 1648       | 1182             | 3.36      | 2203025.77   | 653779.00    | 0          |

start      Novel GroupWise ...      3 Internet Explorer      2 BlueZone Mah...      Printing Tips - Micr...      8:49 AM

## Step 2

After you click on the “Print This Icon” you will get a window similar to this. It may look a little different depending on your operating system and how you have your printers set up.

Highlight the printer you want to print the report to.

The screenshot shows a Microsoft Internet Explorer browser window displaying a web page titled "DHS Web Applications - Microsoft Internet Explorer". The address bar shows the URL: <http://dwsreports.dhs.state.mn.us/CSED/banner.htm>. A "Print" dialog box is open in the foreground, showing the "General" tab. The "Select Printer" section lists several printers, with "CSCOPIER\_Q on PS\_WELFARE" highlighted. Below the printer list, the status is "Ready", and the page range is set to "All". The "Number of copies" is set to 1. The background web page shows a "Run Report" section with a "Print this!" button and a table of data.

| Cases Open | Cases Open w/Ord | C/E Ratio | C/E Collect  | C/E Expend   | Arrs Ratio |
|------------|------------------|-----------|--------------|--------------|------------|
| 4655       | 194649           | 4.04      | 576789527.43 | 142542751.29 | 0.68       |

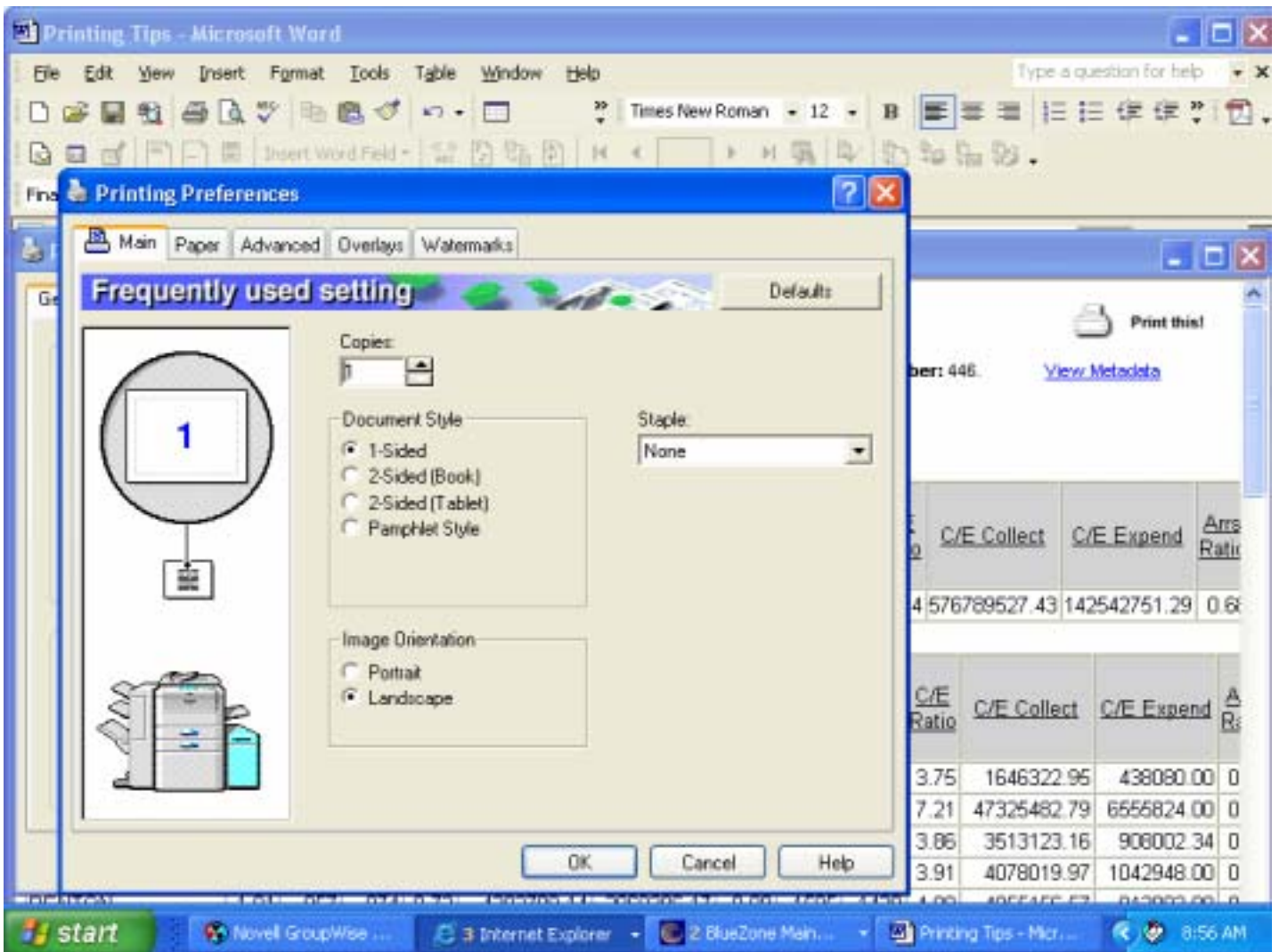
  

| Lab | Cases Open | Cases Open w/Ord | C/E Ratio | C/E Collect | C/E Expend | Arrs Ratio |
|-----|------------|------------------|-----------|-------------|------------|------------|
| 87  | 866        | 757              | 3.75      | 1646322.95  | 438080.00  | 0          |
| 83  | 15043      | 12537            | 7.21      | 47325482.79 | 6555824.00 | 0          |
| 84  | 2037       | 1713             | 3.86      | 3513123.16  | 908002.34  | 0          |
| 70  | 3247       | 2298             | 3.91      | 4078019.97  | 1042948.00 | 0          |

### Step 3

Click on the preferences button and you should get a window that looks something like this. What you see will vary depending on the type of printer.

The important thing at this point is to choose “Landscape” and then click on “OK”



## Step 2 A

This is the same as step 2 above, just a different type of printer.

The screenshot shows a Microsoft Internet Explorer window titled 'Run Report - Microsoft Internet Explorer'. A 'Print' dialog box is open in the foreground, partially obscuring the web page content. The dialog box has two tabs: 'General' and 'Options'. Under 'General', there is a 'Select Printer' section with a list of printers: Apple LaserWriter 16/600 PS, CSCOPIER\_Q on FS\_WELFARE, HP DeskJet 500, HP DeskJet 540, hp deskjet 960c (highlighted), and Q\_IVD\_LASER on FS\_WELFARE. Below this, the status is 'Ready', location is blank, and comment is blank. There are buttons for 'Print to file', 'Preferences', and 'Find Printer...'. Under 'Options', there is a 'Page Range' section with radio buttons for 'All' (selected), 'Selection', and 'Current Page', and a 'Pages' input field containing '1'. There is also a 'Number of copies' dropdown set to '1' and a 'Collate' checkbox which is checked. At the bottom of the dialog are 'Print', 'Cancel', and 'Apply' buttons.

The background web page is titled 'Run Report' and shows 'Report Number: 446' and a 'View Metadata' link. Below this is a table with the following data:

| Cases Open | Cases Open w/Ord | C/E Ratio | C/E Collect  | C/E Expnd    | Arrs Ratio |
|------------|------------------|-----------|--------------|--------------|------------|
| 4655       | 194649           | 4.04      | 576789527.43 | 142542751.29 | 0.61       |

Below this is another table with the following data:

| Lab | Cases Open | Cases Open w/Ord | C/E Ratio | C/E Collect | C/E Expnd  | Arrs Ratio |
|-----|------------|------------------|-----------|-------------|------------|------------|
| 87  | 866        | 757              | 3.75      | 1646322.95  | 438080.00  | 0          |
| 83  | 15043      | 12537            | 7.21      | 47325482.79 | 6555824.00 | 0          |
| 84  | 2037       | 1713             | 3.86      | 3513123.16  | 908002.34  | 0          |
| 70  | 3247       | 2298             | 3.91      | 4078019.97  | 1042948.00 | 0          |
| 90  | 1595       | 1438             | 4.98      | 4055156.57  | 812983.00  | 0          |
| 81  | 243        | 197              | 5.41      | 532664.25   | 98429.00   | 0          |

At the bottom of the browser window, there is a table with the following data:

|            |      |      |      |      |            |            |      |      |      |      |            |            |   |
|------------|------|------|------|------|------------|------------|------|------|------|------|------------|------------|---|
| BLUE EARTH | 0.96 | 1221 | 1181 | 0.67 | 5908342.70 | 4015605.82 | 0.87 | 2379 | 2086 | 5.07 | 5378423.88 | 1060725.00 | 0 |
| BROWN      | 0.98 | 560  | 542  | 0.77 | 3527223.92 | 2740210.68 | 0.85 | 1090 | 928  | 6.96 | 3331310.52 | 478272.00  | 0 |
| CARLTON    | 0.92 | 1010 | 935  | 0.72 | 4996375.37 | 3635736.51 | 0.89 | 2064 | 1839 | 4.55 | 4822081.81 | 1057979.00 | 0 |
| CARVER     | 0.89 | 1016 | 907  | 0.75 | 8510149.93 | 6454229.26 | 0.87 | 1946 | 1709 | 7.13 | 8143099.60 | 1141038.00 | 0 |
| CASS       | 0.80 | 1112 | 891  | 0.60 | 2587782.20 | 1558148.50 | 0.71 | 1648 | 1182 | 3.36 | 2203025.77 | 653779.00  | 0 |

The Windows taskbar at the bottom shows the Start button, several open applications (Novel GroupWise, Internet Explorer, BlueZone Main, Printing Tips - Micr...), and the system clock showing 9:10 AM.

## Step 3 A

This is the same as step 3 above, just a different printer.

The screenshot shows a Microsoft Internet Explorer window titled 'Run Report - Microsoft Internet Explorer'. A 'Print' dialog box is open, and a 'Printing Preferences' dialog box is also open, showing the 'Paper/Quality' tab. The 'Printing Preferences' dialog box has 'Portrait' selected for orientation and 'Front to Back' for page order. The 'Pages Per Sheet' is set to 1. The background shows a 'Run Report' page with a 'Report Number: 446' and a 'View Metadata' link. The table below shows the following data:

| Cases Open w/Ord | C/E Ratio        | C/E Collect  | C/E Expend   | Avs Ratio  |            |            |      |      |      |      |            |           |   |
|------------------|------------------|--------------|--------------|------------|------------|------------|------|------|------|------|------------|-----------|---|
| 194649           | 4.04             | 576789527.43 | 142542751.29 | 0.61       |            |            |      |      |      |      |            |           |   |
| Cases Open       | Cases Open w/Ord | C/E Ratio    | C/E Collect  | C/E Expend | Avs Ratio  |            |      |      |      |      |            |           |   |
| 866              | 757              | 3.75         | 1646322.95   | 438080.00  | 0          |            |      |      |      |      |            |           |   |
| 5043             | 12537            | 7.21         | 47325482.79  | 6555824.00 | 0          |            |      |      |      |      |            |           |   |
| 2037             | 1713             | 3.86         | 3513123.16   | 908002.34  | 0          |            |      |      |      |      |            |           |   |
| 3247             | 2298             | 3.91         | 4078019.97   | 1042948.00 | 0          |            |      |      |      |      |            |           |   |
| 1595             | 1438             | 4.98         | 4055156.57   | 812983.00  | 0          |            |      |      |      |      |            |           |   |
| 243              | 197              | 5.41         | 532664.25    | 98429.00   | 0          |            |      |      |      |      |            |           |   |
| 2379             | 2086             | 5.07         | 5378423.88   | 1060725.00 | 0          |            |      |      |      |      |            |           |   |
| 1090             | 928              | 6.96         | 3331310.52   | 478272.00  | 0          |            |      |      |      |      |            |           |   |
| 2064             | 1839             | 4.55         | 4822081.81   | 1057979.00 | 0          |            |      |      |      |      |            |           |   |
| 1946             | 1709             | 7.13         | 8143099.60   | 1141038.00 | 0          |            |      |      |      |      |            |           |   |
| CASS             | 0.80             | 1112         | 891          | 0.60       | 2587782.20 | 1558148.50 | 0.71 | 1648 | 1182 | 3.36 | 2203025.77 | 653779.00 | 0 |