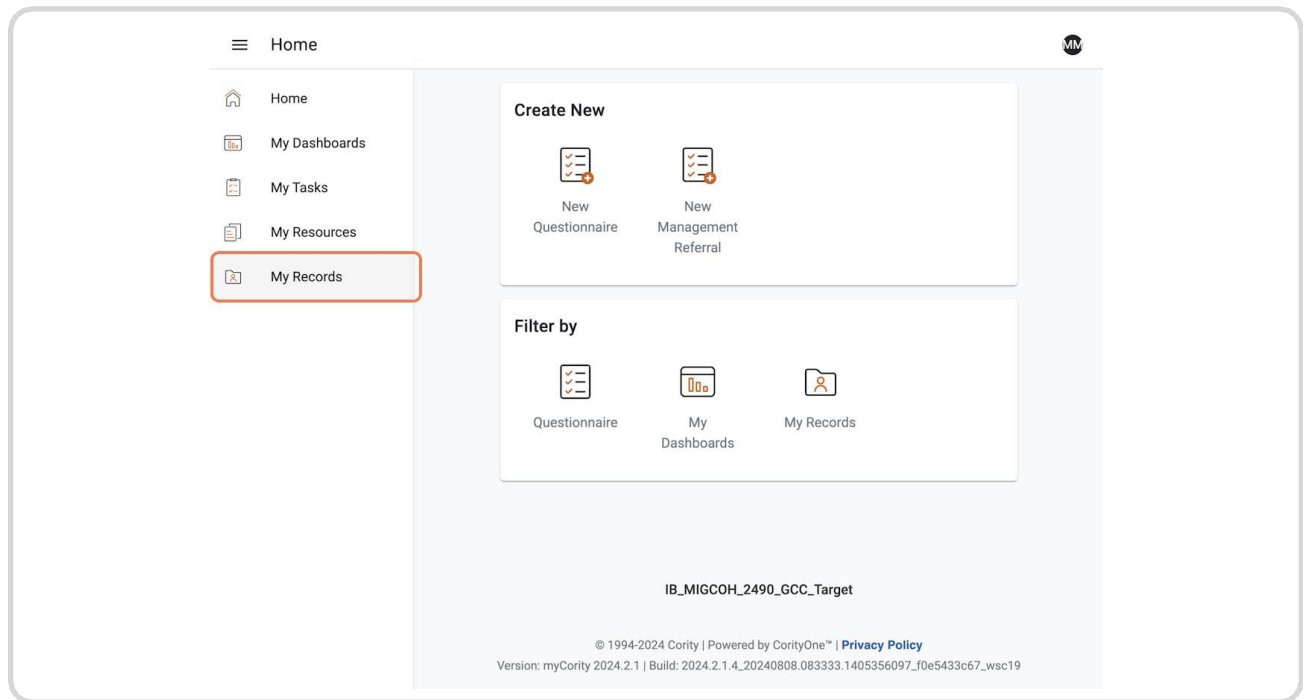


Exporting reports to PDF in myCority

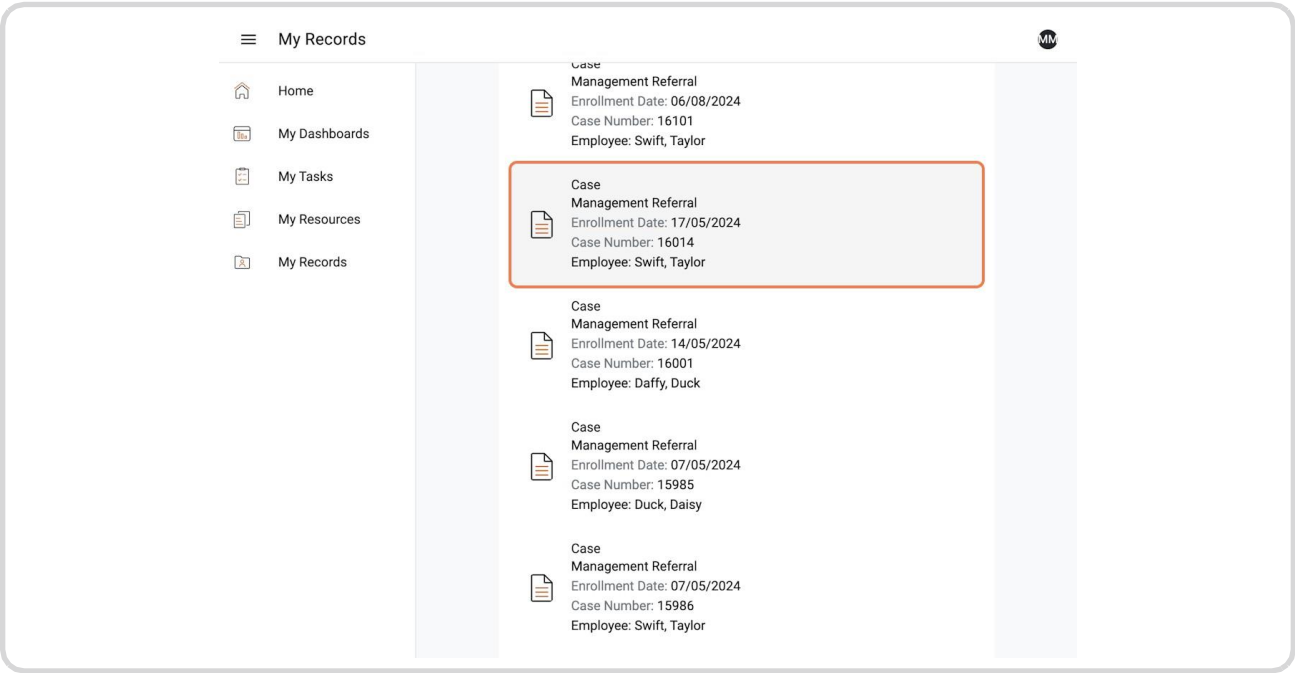
7 Steps

STEP 1

Click on My Records

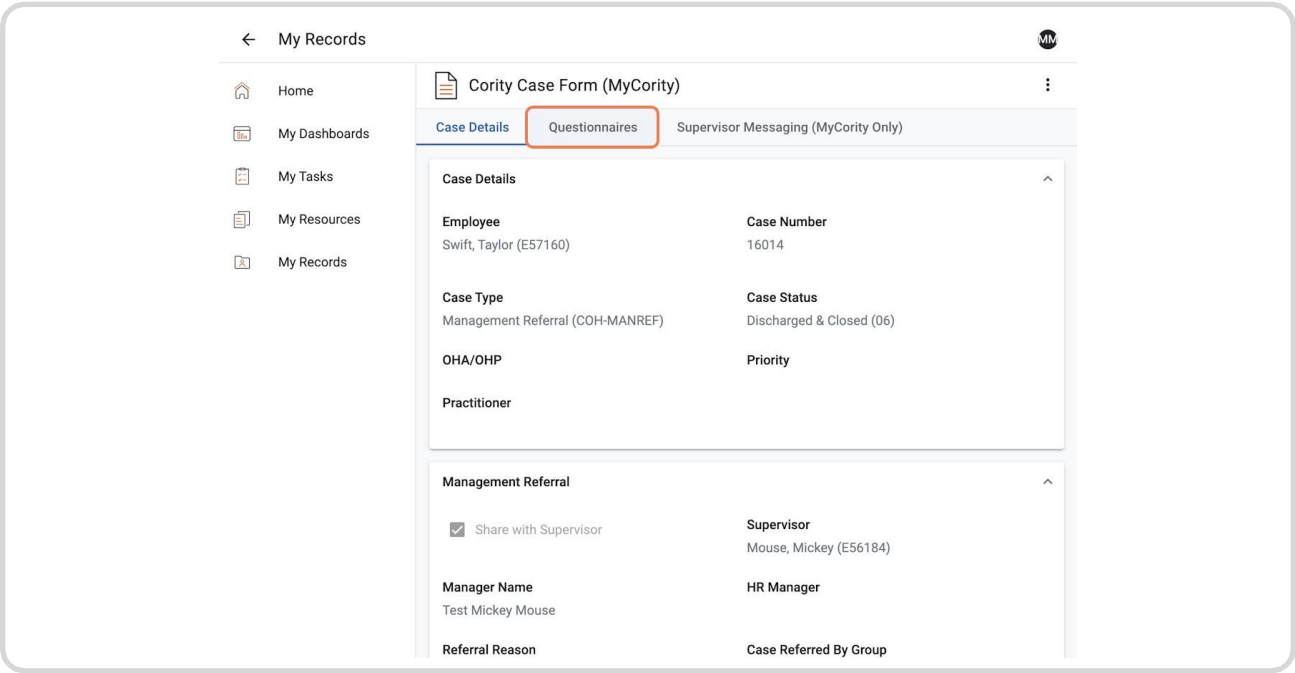
STEP 2

Click on the case you need to check



STEP 3

Click on Questionnaires



STEP 4

Open the report you wish to view

Case Details **Questionnaires** Supervisor Messaging (MyCority Only)

Questionnaires

Case Questionnaires

☐	Date	Questionnaire
☐	07/05/2024	Management Referral
☐	22/05/2024	Management Referral
☐	22/05/2024	Manref Report

Items per page 20 1 - 3 of 3

Record 2 of 8

IB_MIGCOH_2490_GCC_Target

STEP 5

Click on the 3 dots

← My Tasks

Home My Dashboards My Tasks My Resources My Records

Manref Report Cancel Submit

Details

PageID - COH-003605-b

Consent Status
Consent Provided

Consent Declination Reason

Manager
Mouse, Mickey (E56184)

Employee Name

Date of birth

Employer

Job Title

STEP 6

Click on Print or Export

The screenshot shows a web application interface for a 'Manref Report'. On the left is a sidebar with navigation links: Home, My Dashboards, My Tasks, My Resources, and My Records. The main content area is titled 'Manref Report' and includes a 'Cancel' button, a 'Submit' button, and a menu icon. A 'Print or Export' button is highlighted with a red box. Below this button, the report details are displayed in a form with the following fields:

- Details**
 - PageID - COH-003605-b
 - Consent Status**
Consent Provided
 - Consent Declination Reason**
 - Manager**
Mouse, Mickey (E56184)
- Employee Name**
- Date of birth**
- Employer**
- Job Title**

STEP 7

you can print the report or Export it to PDF

The screenshot shows the 'Manref Report' form in a web application. At the top right, there are buttons for 'Print' and 'Export to PDF', with the 'Export to PDF' button highlighted by a red box. The report details are displayed in a form with the following fields:

- Details**
 - PageID - COH-003605-b
 - Consent Status**
Consent Provided
 - Consent Declination Reason**
 - Manager**
Mouse, Mickey (E56184)
- Employee Name**
- Date of birth**
- Employer**
- Job Title**

Tango

Never miss a step again.