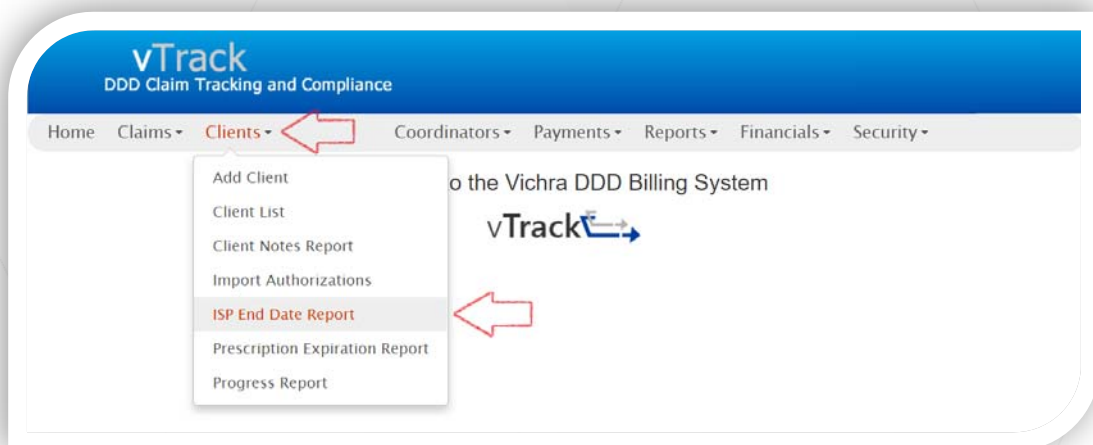


How to Use the ISP End Date Report

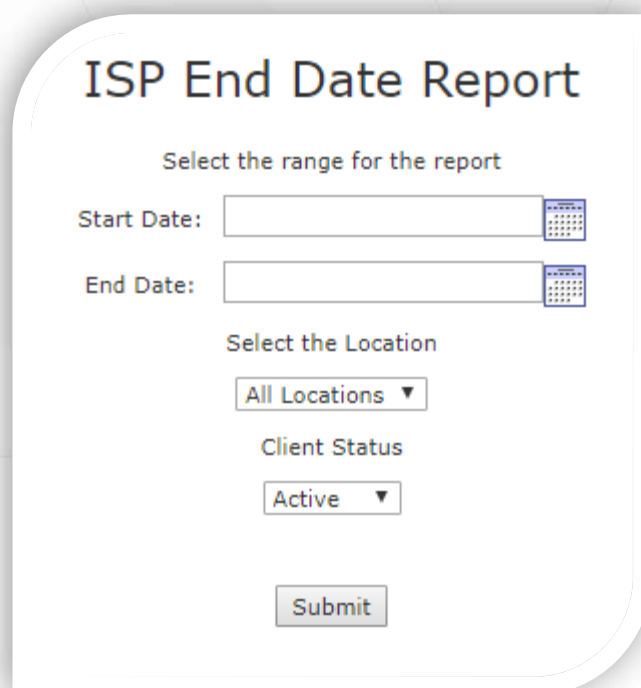
This report will display a list of clients with ISP dates that expire within a specified date range.

1. Navigate to the Clients Drop-Down Menu




- Select-> ISP End Date Report



The following page will display



The form is titled 'ISP End Date Report'. It contains the following fields and controls:

- Select the range for the report**
 - Start Date: 
 - End Date: 
- Select the Location**
 - 
- Client Status**
 - 
-

2. Enter Ranges for Your Desired Report Results


- Enter-> Start Date
- Enter-> End Date
- Select-> Location
- Select-> Client Status
- Click-> Submit

Example

ISP End Date Report

Select the range for the report

Start Date: 

End Date: 

Select the Location

▼

Client Status

▼



3. Viewing Your ISP End Date Report

- If all locations were selected, a break will be provided at each location
- If there are no results, you will receive a message under that location

ISP End Date Report
07/01/2019 through 07/31/2019

| Client | Client ID | ISP End Date | SC Name | SC Phone | Coordinator Name | Coordinator Phone |
|---------------------------------|------------------|---------------------|-------------------|-----------------|-------------------------|--------------------------|
| Torrez, Terri | 000229856 | 07/31/2019 | Tammy Coordinator | 602-555-5555 | Mark Hamelton | 999-123-1234 |
| Tucson | | | | | | |
| Client | Client ID | ISP End Date | SC Name | SC Phone | Coordinator Name | Coordinator Phone |
| No results for that time period | | | | | | |
| Phoenix | | | | | | |
| Client | Client ID | ISP End Date | SC Name | SC Phone | Coordinator Name | Coordinator Phone |
| No results for that time period | | | | | | |
| Tempe | | | | | | |
| Client | Client ID | ISP End Date | SC Name | SC Phone | Coordinator Name | Coordinator Phone |
| No results for that time period | | | | | | |
| Mesa | | | | | | |
| Client | Client ID | ISP End Date | SC Name | SC Phone | Coordinator Name | Coordinator Phone |
| No results for that time period | | | | | | |

- Clients that meet the search criteria will populate on the report

ISP End Date Report
07/01/2019 through 07/31/2019

Tucson

| Client | Client ID | ISP End Date | SC Name | SC Phone | Coordinator Name | Coordinator Phone |
|---------------|-----------|--------------|-------------------|--------------|------------------|-------------------|
| Torrez, Terri | 000229856 | 07/31/2019 | Tammy Coordinator | 602-555-5555 | Mark Hamelton | 999-123-1234 |

****For additional support, please contact us at vTrack@Vichra.com****

