



## CDC+ Secure Web Consultant Reporting System Mini-Guide

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	Main Menu Log off
CDC+ CONSULTANT REPOR	TING SYSTEM The next screen will show a drop-down menu containing all
Please select the Consumer to R	eport on consumers currently serviced by you, the consultant.
CONSUMER001	
MENU	click "Consumer Statement." If not,
Consumer Statement	click the arrow in the drop-down menu to see more (if applicable.)
©2008 Agency for Persons v	vith Disabilities
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	CDC+ CONSULTANT REPORTIN Please select the Consumer to Repor CONSUMER001 CONSUMER002 CONSUMER003 Consumer Statement	IG SYSTEM ton If you have consumer, consumer in select him of Click "Con	more than one simply locate that n the drop-down list and or her. sumer Statement.''
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agency for persons with disabilities State of Florida	opd	Creasurer-Director Plase
		Main Menu Log off
Select the Month of the Report:	Monthly Statement         2/1/2010       Generate Consumer Statement         2/1/2010       Image: Construct of the statement         1/1/2010       Image: Construct of the statement         1/1/2009       Image: Construct of the statement         9/1/2009       Image: Construct of the statement         9/1/2009       Image: Construct of the statement         1/1/2009       I	The next screen shows a drop-down containing statement dates for the months that are available for the consumer you have selected. _Once you have identified the desired statement date, select it. _Click "Generate Consumer Statement."
Note: If the report is no	e selected Statement displays no data ot yet available.	a, the
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Consumer-Directed Core Plas		ogency for persons with disobilitie Stace of Precide	8 I 9	
	Monthly Statement			
Consumer ID 001	Representative:	Representative0999		
	Consultant:	Consultant9999		
Date	***Your consumer's statement will display on this screen.*** When you are ready to print, select the print icon.	Beginning Balance: XXX	XX	
		Total		
		, out		
		Ending Balance: X,XX	X.XX	
Done			🏹 🌍 Internet	💌 🕄 100% 🔹 🖓

🖉 Print the Report - Microsoft Internet Explorer provided by APD
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Print Options
Enter the page range that you want to Print.
O Pages
Click "OK" if you want to print From: 1 To: 1 all pages, or enter the range of pages you would like to print.
To Print:
<ol> <li>In the next dialog that appears, select the "Open this file" option and click the OK button.</li> </ol>
<ol><li>Click the printer icon on the Acrobat Reader Menu rather than the print button on your internet browser.</li></ol>
OK
Done 🕞 🚱 Internet 🔍 100% 🔻 🛒