

# < Reports >

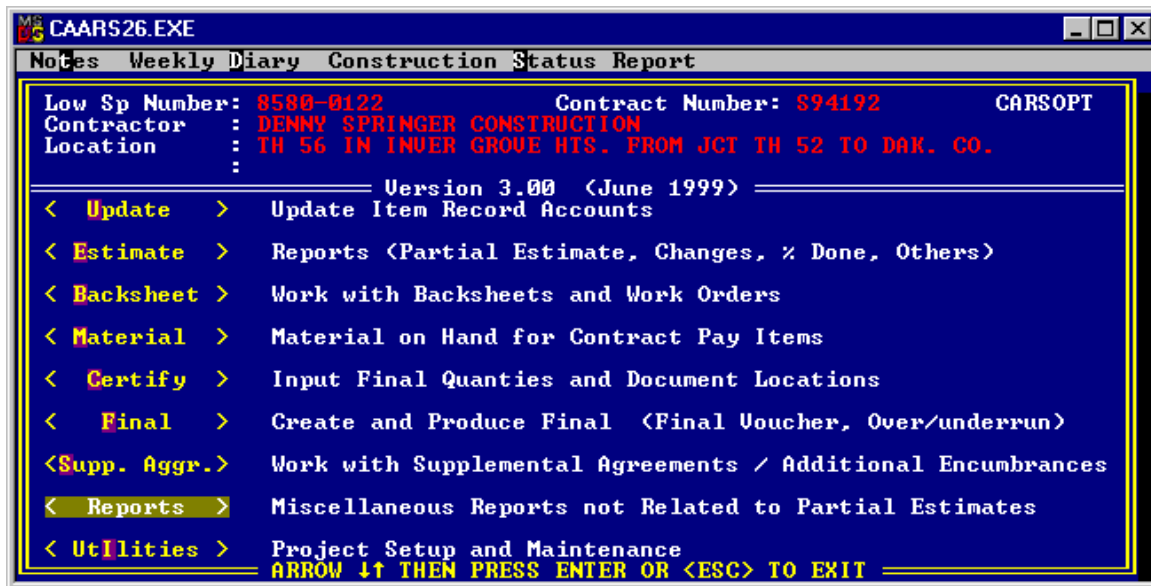
## CAARS <REPORTS> OPTION

The <Reports> option will be used throughout the life of your Contract as a tool to print out various reports and forms that you will be using on an ongoing basis. Most all of the documents that you can print are covered elsewhere in this manual, and are self explanatory. It is suggested that you print out all of the reports shown on Screen 2 and examine them so that you will recognize the information that is available for your use.

### INSTRUCTIONS FOR CAARS <REPORTS> OPTION

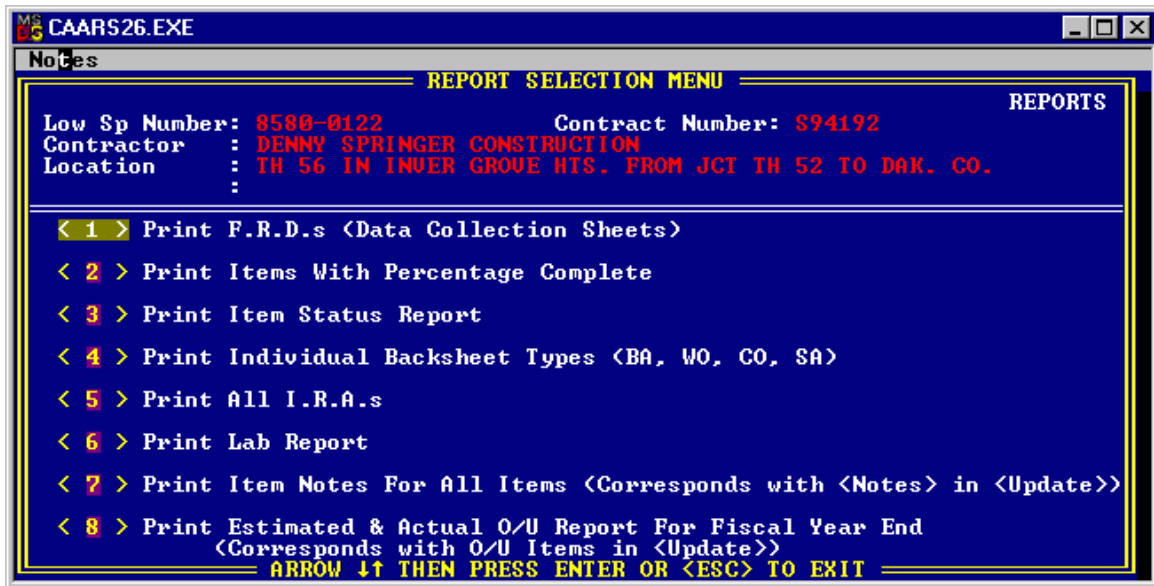
**Step 1** - Arrow down and highlight <Reports> as shown on Main Menu Screen 1 below ...press ENTER. This will bring you to Screen 2 below the Selection Menu for Printing Reports.

#### SCREEN 1 - Main Menu Screen



<Reports>

## SCREEN 2- Selection Menu for Printing Reports



**Step 2** - Arrow down and highlight the item or report you want to print and press ENTER. CAARS will automatically print the highlighted selection. Function < 1 > *Print F.R.D.s (Data Collection Sheets)* is covered in detail in the Documentation Requirements section of this Manual.

**END <REPORTS > OPTION**

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