

Process Manual
Printing a Form Manually

Overview

This document provides a step-by-step process for how to print a form manually in CBMS.

Process

- 1) Log into **CBMS**
- 2) Click on the **Follow Up Activities** tab
- 3) Click on the **Client Correspondence** tab
- 4) Click on the **Print a Form Manually** tab
- 5) Select appropriate **Correspondence Type** from the drop down menu
- 6) Enter **Case ID**
- 7) Select the appropriate **Program** from the drop down menu
- 8) Select appropriate **Form Name** from the drop down menu
- 9) Click on **Batch Print** or **Online Print**
 - a) **Batch:** This will create a new Print (or Reprint) to view request in the Print Queue that is scheduled to be mailed in the next batch run
 - b) **Online:** The form is moved from the print queue to history - the user will have to manually print and send to household

Note: Users may need to allow pop ups to view correspondence.

Do you have any questions or suggestions regarding this process? Please contact the SDC via email SOC_StaffDevelopment@state.co.us

