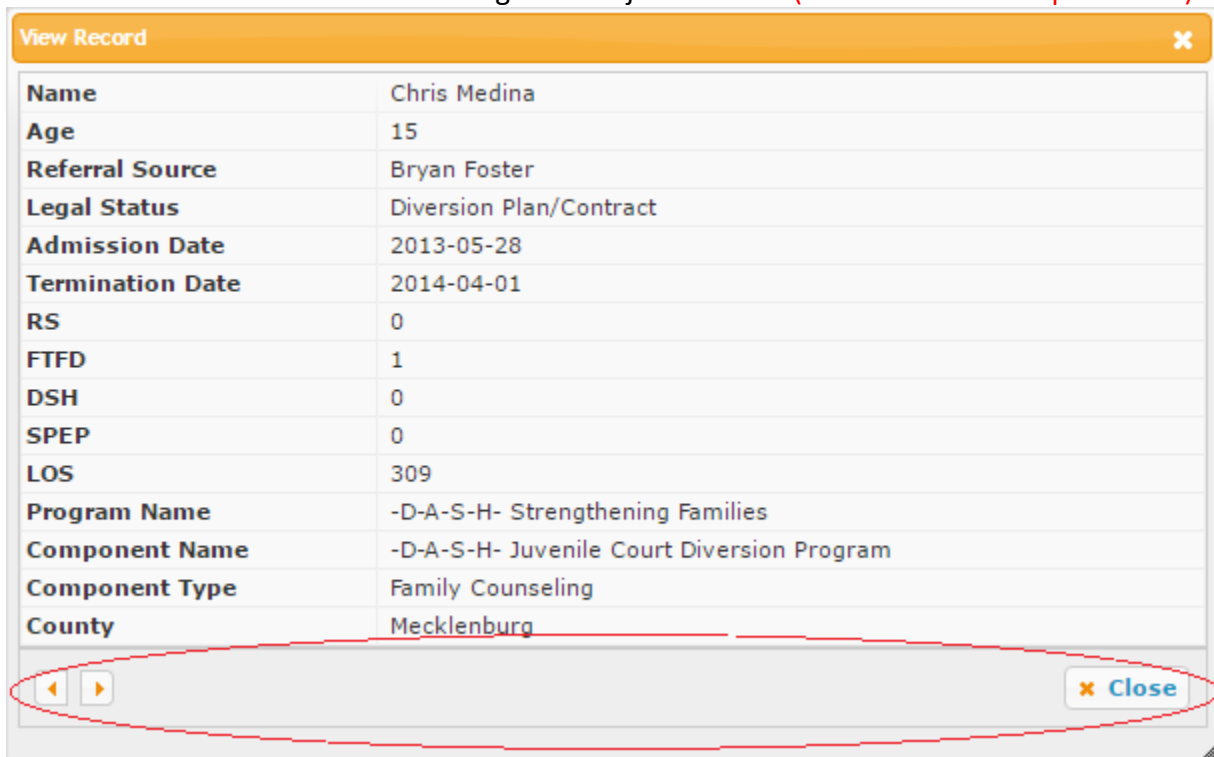# NC ALLIES Client Tracking List (New)

This Client Tracking List report is a new version of the Client Tracking Report Generator. The results will be displayed in a grid, which can be sorted, filtered and exported into Excel.

A few things on the NC ALLIES Client Tracking Report LIST:

- Hover your mouse over the DS, FTFD, DSH, SPEP and LOS column names and the full name will appear. They are defined as follows:
  - RS – Risk Score
  - FTFD – Face-To-Face Days
  - DSH – Direct Service Hours
  - SPEP – SPEP Service Hours
  - LOS – Length of Stay

- To Filter, you can click on the **==** or **~** to select from a list of operators, type filter data into the box and click on Enter to initiate the filter. Click the "x" to remove the filter (You can also Sort within your Filtered data if you want to)

- To Sort, you can click on any column and you'll see the up arrow to indicate ascending order. Click again and it changes to the down arrow to indicate descending order. Click again to clear the sort.

- When you double-click on a row you get a convenient, readable view of that row with buttons on the bottom to navigate to adjacent rows. (next Client either up or down)

View Record	
Name	Chris Medina
Age	15
Referral Source	Bryan Foster
Legal Status	Diversion Plan/Contract
Admission Date	2013-05-28
Termination Date	2014-04-01
RS	0
FTFD	1
DSH	0
SPEP	0
LOS	309
Program Name	-D-A-S-H- Strengthening Families
Component Name	-D-A-S-H- Juvenile Court Diversion Program
Component Type	Family Counseling
County	Mecklenburg

◀ ▶   ✖ Close

- The title on the table matches the Time Frame selected (i.e. Current Population Report, Admission Date Range Report, Termination Date Range Report, or Served Date Range Report.

- If you click the ^ Icon next to Client Tracking Report Generator at the top of the page, you can show/hide the Search criteria/parameters and focus solely on the data.

<u>Exporting Data from the Report</u>
- Click on the export icons at the end of the report to export to Excel, CSV or PDF.

- The abbreviated column names on the exported file will be changed to readable column names as defined above.