### **CSS ACTS Reports on Worker Portal**

As of 1/31/2021, XNET will be decommissioned. The reports previously accessed via XNET will be made available on the Worker Portal. Users will still have access to XPTR via the mainframe. Instructions for accessing the reports via the Worker Portal are below.

### Accessing the Reports

- 1. Logon to the CSS Worker Portal at <a href="https://css.dhhs.state.nc.us/ecwa/">https://css.dhhs.state.nc.us/ecwa/</a>.
- 2. Click on "NC Child Support Portal" then use your NCID login information to access the portal.
- 3. After entering your NCID information to login, Multi-Factor Authentication (MFA) will be required in order to proceed. You will receive a phone call prompting you to enter your MFA PIN#. This will be the same four-digit PIN# used for ACTS MFA. If you are not currently registered for MFA, please contact the Security Team at css.security@dhhs.nc.gov.
- 4. After logging in, you will use the drop-down menu, "Select Option" and click on "CSS ACTS Reports"

	оння				Welcome: L	<u>ogout</u>
		North Carolina Ch	ild Support S	ervices		
<u>Home</u>		Select Option ▼				
Welcome to Not	th Carolina Child Support Ser	Caseworker Maintenance CSS ACTS Reports Online Child Support Applications				
L NEWS		Reports				

5. From the CSS ACTS Reports page, the options are "All Reports" or "My Favorites"

			Welcome: <u>Logout</u>
			<u></u>
	North Carolina	Child Support Services	
Home	Select Option ▼		
CSS ACTS Reports			
○ All Reports			
⊖ My Favorites			

6. Clicking the button next to "All Reports" will bring you to a list of all reports that you currently have security access to.

CSS ACTS Reports All Reports List  Report Versions Show 10 entries NO. INDE  DHRFKK ACTIVITIES COMP YTD  DHRFKK ACTS TRANSMITTALS  DHRFKK ADJ/ACCT93 MONTHLY RPT  O DHRFKK ADJ/ACCT93 WEEKLY RPT	Search:
Show     III       No.     IIII       1.     OHRFKK ACTIVITIES COMP YTD       2.     OHRFKK ACTS TRANSMITTALS       3.     OHRFKK ADJ/ACCT93 MONTHLY RPT	
Show     III       No.     IIII       1.     OHRFKK ACTIVITIES COMP YTD       2.     OHRFKK ACTS TRANSMITTALS       3.     OHRFKK ADJ/ACCT93 MONTHLY RPT	
1.         O         DHRFKK ACTIVITIES COMP YTD           2.         O         DHRFKK ACTS TRANSMITTALS           3.         O         DHRFKK ADJ/ACCT93 MONTHLY RPT	¢ Contains
2.         O         DHRFKK ACTS TRANSMITTALS           3.         O         DHRFKK ADJ/ACCT93 MONTHLY RPT	
3. O DHRFKK ADJ/ACCT93 MONTHLY RPT	FTI
4. O DHRFKK ADJ/ACCT93 WEEKLY RPT	
5. O DHRFKK ADJUSTMENT REPORT	
6. O DHRFKK ANNUAL BOND REPORT	FTI
7. O DHRFKK ANNUAL NOTICE OF COLLECT	
8. O DHRFKK APS UNDER INCOME WITHHOLD	FTI
9. O DHRFKK ARCHIVE CASE EVENT	
10. O DHRFKK ARCHIVE PARTICIPANT EVENT	
Showing 1 to 10 of 175 entries	<previous 1="" 18="" 2="" 3="" 4="" 5="" pre="" →next<=""></previous>

Note: If you need access to a report that is not currently showing on your list, please contact your Supervisor or Security Officer to request access.

On this page, you can:

- a. Choose how many entries/reports to include on the list (10, 25, 50, or 100) by changing the drop-down menu for "Show entries"
- b. Search the report by report title (full or partial) using the "Search" box
- c. Easily identify reports that contain FTI information by viewing the "Contains" column
- d. Navigate the list of reports using the page numbers at bottom of the page

7. After you have located the report for query, select the button next to the report and then click on "Report Versions" as seen below:

С	SS AC	CTS Reports Home	
CSS A	стя	Reports All Reports List	
→ R	eport \	/ersions	
Snow	10 🗸	entries	Search:
No.		† Title	<b>♦</b> Contains
21.	0	DHRFKK CALENDAR MONTH DISTRIBUTI	
22.	0	DHRFKK CASE COUNT W/O ORDERS	
23.	0	DHRFKK CASE COUNT WITH ORDERS	
24.		DHRFKK CASE LOAD LISTING	FTI
25.	$^{\circ}$	DHRFKK CASE LOAD LISTING SUMMARY	
26.	0	DHRFKK CASE TRACKING REPORT	
27.	$^{\circ}$	DHRFKK CASES CODED W/UINS-UINL	
28.	0	DHRFKK CASES IN PATERNITY ESTABL	
29.	$^{\circ}$	DHRFKK CASES OPENED IN ACTS	
30.	0	DHRFKK CCO AOC ORDER ERROR REPT	
Showin	g 21 t	o 30 of 175 entries	(Previous 1 2 3 4 5 18 →Next

8. The Report Versions page will display available versions or "dates" for the specific report:

8 NCDHHS			Welcome: Logout
	North Carolina Child Su	pport Services	
Home	Select Option ▼		
CSS ACTS Reports Home >> [	DHRFKK CASE LOAD LISTING		
eport Versions → Report Index	→ Report Details		
Show 10 v entries		Search:	
No. $ ildet$ Version		Total Pages	
1. O 12/09/2020 15:34:52 -	Version 7	11547	
Showing 1 to 1 of 1 entries		<pre></pre>	1 →Next

Once a version is selected, you have two options of viewing this report:

- a. "Report Index" view report for a specific county
- b. "Report Details" view report for entire state

9. To select a specific county, choose a version/date of the report by clicking the button next to the version and then clicking on "Report Index":

			Welcon Logout
	North Carolina Child	Support Services	
Home	Select Option ▼		
CSS ACTS Reports Home >> [	DHRFKK CASE LOAD LISTING		
Report Versions → Report Index	→ Report Details		
Show 10 v entries		Sea	arch:
No.		Total Pages	
1. 12/09/2020 15:34:52 -	Version 7	11547	
Showing 1 to 1 of 1 entries			<previous 1="" pre="" →next<=""></previous>

10. This Report Index page will list counties as well as the page numbers within the report where the specific county information can be found.

Re	eport Details		
	0 ✓ entries		Search:
NO.	↓ IIIUEX	Page	
	ALAMANCE	23 - 226	
	O ALEXANDER	227 - 268	
	O ALLEGHANY	269 - 280	
	O ANSON	281 - 336	
	O ASHE	337 - 370	
	O AVERY	371 - 381	
	O BEAUFORT	382 - 473	
	O BERTIE	474 - 517	
	O BLADEN	518 - 578	
0.	O BRUNSWICK	579 - 692	

On this page, you can:

- a. Choose how many entries/reports to include on the list (10, 25, 50, or 100) by changing the drop-down menu for "Show entries"
- b. Search the report by county name using the "Search" box
- c. Navigate the list of reports using the page numbers at bottom of the page

### 11. To query a county, click the button next to the county name then click on "Report Details":

	h Tard	av.	
por	t Ind	lex	
	leport D		
Show	10 🗸	entries	Search:
No.		♦ Index	Page
1.	0	ALAMANCE	23 - 226
2.	$^{\circ}$	ALEXANDER	227 - 268
3.	0	ALLEGHANY	269 - 280
4.	0	ANSON	281 - 336
5.	$\bullet$	ASHE	337 - 370
6.	0	AVERY	371 - 381
7.	0	BEAUFORT	382 - 473
в.	0	BERTIE	474 - 517
9.	0	BLADEN	518 - 578
10.	0	BRUNSWICK	579 - 692

### **12.** The Report Details page provides details from the selected report and county:

CSS ACTS Reports Home >	> DHRFKK	CASE LOAD LISTI	NG >> 12/0	9/2020 15:34	:52 - Version 7 >> ASHE					
			с тах <i>с</i>	CHOTTLE	INCORMATION					
Report Details - DHRFKK	LASEI	LOAD LISTIN	G - TAX S	ENSIIIVE	INFORMATION					
page : 337 of (337-370)					→ Ad	dd to Favorites	→	Download	→ Email	→ Print
Page: 337 → Ge	>	Search Report: Er	nter Search Crite	ria	Begin Column End Colu	umn <b>Q</b> Fi	nd			
									Search:	
PROGRAM : FKAAC388			NC DEP	ARTMENT OF 1	HEALTH AND HUMAN SERVIC	CES		DATE:	11/27/20	
COUNTY : 009 ASHE			DIV:	SION OF SO	CIAL SERVICES			PAGE:	337	
IV-D WORKER ID:			CHII	D SUPPORT B	ENFORCEMENT					
UNIT : ENFA					ING (DETAIL)					
				AS OF: 11/2	27/2020					
		IV-D	EIS	CASE		ISTATE	PROC	PROC STATUS		
AP NAME	AP SS	N CASE	CASE	TYPE	CL NAME	TYPE	STATUS	EFF DATE	UNWORKAB	
						_	COLL	03/06/2019		
							COLL	02/05/2019		
							COLL	08/15/2019		
							COLL	03/02/2016		
TOTAL C	ASES FOR	UNIT :		4						
page : 337 of (337-370)						→	Next			

On this page, you can:

- a. Add this report to your Favorites list, download the report, email or print the report
- b. Navigate the report by page number
- c. Search Entire Report (participant names, IV-D#, worker numbers, amounts, etc) *the Begin/End column fields are rarely used but can used to search specific areas/columns on the current page*
- d. Search Current Page (participant names, IV-D#, worker numbers, amounts, etc)
- e. Click "Next" on the bottom of the page to navigate to the next page of the report

# **Searching Within the Entire Report**

### **1.** Enter the search criteria in the "Search Report" field then press "Find":

CSS ACTS Reports Home >>	DHRFKK CAS	SE LOAD LISTI	NG >> 12/09	9/2020 15:34:5	52 - Version 7 >> ASHE			
Report Details - DHRFKK	CASE LOA	AD LISTIN	G - TAX S	ENSITIVE	INFORMATION			
page : 337 of (337-370)					→ Add te	o Favorites	Download	→ Email → Print
Page: 337 Go	Se	arch Report: E	nter Search Criter	ia	Begin Column End Column	<b>Q</b> Find		
							•	Search:
PROGRAM : FKAAC388			NC DEPA	RTMENT OF H	EALTH AND HUMAN SERVICES			11/27/20
COUNTY : 009 ASHE					IAL SERVICES		PAGE:	337
IV-D WORKER ID:ASHE				D SUPPORT EN				
UNIT : ENFA				LOAD LISTIN				
				AS OF: 11/2	//2020			
		IV-D	EIS	CASE		ISTATE PROC	PROC STATUS	
AP NAME	AP SSN	CASE	CASE	TYPE	CL NAME	TYPE STATUS	EFF DATE	UNWORKAB
						COLL	03/06/2019	
						COLL	02/05/2019	
						COLL	08/15/2019	
						COLL	03/02/2016	
TOTAL CA	SES FOR UN	IT :		4				
page : 337 of (337-370)						→ Next		

2. This search will display line items to show how many times that specific search criteria is found in the report. A future enhancement will also display page numbers for the specified search.

CSS ACTS Reports Home >> D	DHRFKK CASE LOAD LISTING >> 12/09/2020 15:34:52 - Version 7 >> ASHE	
Report Details - DHRFKK C	CASE LOAD LISTING - TAX SENSITIVE INFORMATION	
Page: 337 → Go	Search Report: WORK0000 Begin Column End Column Q Find	
		Search:
IV-D WORKER ID:	CHILD SUPPORT ENFORCEMENT	
IV-D WORKER ID:	CHILD SUPPORT ENFORCEMENT	
IV-D WORKER ID:	CHILD SUPPORT ENFORCEMENT	
IV-D WORKER ID:	CHILD SUPPORT ENFORCEMENT	
IV-D WORKER ID:	CHILD SUPPORT ENFORCEMENT	
IV-D WORKER ID:	CHILD SUPPORT ENFORCEMENT	
IV-D WORKER ID:	CHILD SUPPORT ENFORCEMENT	
IV-D WORKER ID: IV-D WORKER ID:	CHILD SUPPORT ENFORCEMENT CHILD SUPPORT ENFORCEMENT	

3. After your search is complete, enter the page number you want to return to and click "Go" to return to Report Details.

CSS ACTS Reports Home >> DHRF	KK CASE LOAD LISTING >> 12/09/2020 15:34:52 - Version 7 >> ASHE	
Report Details - DHRFKK CASE	LOAD LISTING - TAX SENSITIVE INFORMATION	
Page: 337 → Go	Search Report: WORK0000 Begin Column End Column Of Find	
	-	Search:
IV-D WORKER ID:ASHE1015	CHILD SUPPORT ENFORCEMENT	
IV-D WORKER ID:ASHE1015	CHILD SUPPORT ENFORCEMENT	
IV-D WORKER ID:ASHE1015 IV-D WORKER ID:ASHE1015	CHILD SUPPORT ENFORCEMENT CHILD SUPPORT ENFORCEMENT	
IV-D WORKER ID:ASHE1015	CHILD SUPPORT ENFORCEMENT	
IV-D WORKER ID:ASHE1015 IV-D WORKER ID:ASHE1015	CHILD SUPPORT ENFORCEMENT CHILD SUPPORT ENFORCEMENT	
IV-D WORKER ID:ASHE1015 IV-D WORKER ID:ASHE1015 IV-D WORKER ID:ASHE1015	CHILD SUPPORT ENFORCEMENT CHILD SUPPORT ENFORCEMENT CHILD SUPPORT ENFORCEMENT	

page : 1 of 1

## **Searching Current Page Only**

1. If you are searching for specific information on a page (participant name, IV-D# case type, processing status, or unworkable code), use the "Search" box shown below:

CSS ACTS Reports Home >>	DHRFKK CAS	E LOAD LIST	ING >> 12/09	/2020 15:34:5	2 - Version 7 >> ASHE					
Report Details - DHRFKK	CASE LOA	D LISTIN	IG - TAX S	ENSITIVE	INFORMATION					
page : 337 of (337-370)					→ Add te	Favorites	<b>→</b>	Download	→ Email	→ Print
Page: 337 → Go	Sea	rch Report: E	inter Search Criter	ia	Begin Column End Column	Q Fin	d			
									Search:	
PROGRAM : FKAAC388			NC DEPA	RTMENT OF HE	ALTH AND HUMAN SERVICES			DATL	11,01,00	
COUNTY : 009 ASHE			DIVI	SION OF SOCI	AL SERVICES			PAGE :	337	
IV-D WORKER ID:ASHE1004			CHIL	D SUPPORT EN	FORCEMENT					
UNIT : ENFA				LOAD LISTIN						
				AS OF: 11/27	/2020					
AP NAME	AP SSN	IV-D CASE	CASE	CASE TYPE	CL NAME		PROC STATUS	PROC STATUS EFF DATE	UNWORKAB	
AF NAME	MF 33N				CLI AMPLE	·	51A105	LEE DATE		
							COLL	03/06/2019		
							COLL	02/05/2019		
							COLL	08/15/2019		
							COLL	03/02/2016		
TOTAL CA	SES FOR UNI	т:		4						
page : 337 of (337-370)						→ !	Next			

2. Enter the search criteria and the results will appear if available:

In this example, we searched for "DELQ" cases to filter the report to that status only for this specific page:

CSS ACTS Reports Home >> DHRFKK CASE LOAD LISTING >> 12/09/2020 15:34:52 -	- Version 7 >> ASHE				
Report Details - DHRFKK CASE LOAD LISTING - TAX SENSITIVE IN	FORMATION			This report is ir	your Favorites
page : 350 of (337-370)		<b>→</b>	Download	→ Email	→ Print
Page: 350 → Go Search Report: Enter Search Criteria	Begin Column End Column	<b>Q</b> Find			
				Search: delq	×
	,	DELQ	06/01/2020		
		DELQ	06/01/2020		
		DELQ	03/02/2020	UINS	
		DELQ	05/01/2020		
		DELQ	10/01/2020		
		DELQ	11/02/2020		
		DELQ	11/02/2020		
		DELQ	11/02/2020		
		DELQ	10/01/2020		
		DELQ	10/01/2020		
		DELQ	10/01/2020 10/01/2020		
		DELQ	11/02/2020		
		DETO	11/02/2020		
page : 350 of (337-370)	Previous	→ Next			

TOTAL CASES FOR UNIT :

1

page : 337 of (337-370)

Ad	lding	g Repo	orts to F	avo	<u>rites</u>						
۱.	Fro	m the R	Report D	etails	s page, c	lick	"Add to Favor	rites"			
	CSS AC	TS Reports Home	e >> DHRFKK CAS	E LOAD LIS	STING >> 12/09/	2020 15:3	4:52 - Version 7 >> ASHE				
Re	port De	tails - DHRF	KK CASE LOA	D LISTI	NG - TAX SE	NSITI	E INFORMATION				
	page : 3	37 of (337-370)					→ Add	to Favorites	→	Download	→ Email
	Page: 3	37 ->	Go Sea	rch Report:	Enter Search Criteria	a	Begin Column End Colum	n Q F	ind		
											Search:
PRO	DGRAM :	FKAAC388			NC DEPAR	TMENT OF	HEALTH AND HUMAN SERVICE	s		DATE:	11/27/20
COU	JNTY :	009 ASHE			DIVIS	ION OF S	OCIAL SERVICES			PAGE:	337
IV-	-D WORKER	ID:			CHILD	SUPPORT	ENFORCEMENT				
UNI	IT :	ENFA					TING (DETAIL)				
					A	S OF: 11	/27/2020				
_											
				IV-D	EIS	CASE		ISTATE	PROC	PROC STATUS	
-		AP NAME	AP SSN	CASE	CASE	TYPE	CL NAME	TYPE	STATUS	EFF DATE	UNWORKAB
									COLL	03/06/2019	

### 2. A message will appear to indicate the report has been added to your Favorites:

4

UPER/CASE LOAD LICTING NN 12/00/2020 1E-24-E2 Version 7 NN ALAMANCE

Coo Acto Reports Home >> Driving	K CASE LOAD LISTING	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	/2020 13.34.32	CISION / >> ADAMANCE					
Report Details - DHRFKK CASE	LOAD LISTING	- TAX C					1	This report is	in your Favorites
				added to favorites list.					
page : 23 of (23-226)						→	Download	→ Email	→ Print
Page: 23 Go	Search Report: Ente	Search Criter	a	Begin Column End Column	Q Fin	nd			
								Search:	
PROGRAM : FKAAC388		NC DEPA	RTMENT OF HEA	ALTH AND HUMAN SERVICES			DATE:	11/27/20	
COUNTY : 001 ALAMANCE		DIVI	SION OF SOCIA	AL SERVICES			PAGE:	23	
IV-D WORKER ID:		CHIL	SUPPORT ENH	FORCEMENT					
UNIT : ENFA		CASE	LOAD LISTING	G (DETAIL)					
		1	AS OF: 11/27/	2020					
	IV-D	EIS	CASE		ISTATE	PROC	PROC STATUS		

3. From the Home Page, reports added to favorites can then accessed by selecting "My Favorites": Note: You must add reports individually to build the reports under "My Favorites"

6 NCDHHS			Welcome: TANYA L GLENN Logout
	North Carolina Child Su	upport Services	
<u>Home</u>	Select Option ▼		
CSS ACTS Reports			
○ All Reports My Favorites			

→ Print

COLL 02/05/2019

COLL 08/15/2019 COLL 03/02/2016

→ Next

## **Downloading the Report**

1. From the Report Details page, you have the option to download the report to text file by clicking on "Download":

CSS ACTS Reports Home 2	>> DHRFKK CAS	E LOAD LISTIN	G >> 12/09/	2020 15:34:52 - \	Version 7 >> ASHE					
Report Details - DHRFK	K CASE LOA	D LISTING	- TAX SE	NSITIVE IN	FORMATION	_				
page : 337 of (337-370)					Add t	to Favorites	→	Download	→ Email	→ Print
Page: 337 → 0	io Sea	rch Report: Ente	r Search Criteria		Begin Column End Column	n <b>Q Fin</b>	d			
									Search:	
PROGRAM : FKAAC388			NC DEPAR	IMENT OF HEALT	H AND HUMAN SERVICE:	5		DATE:	11/27/20	
COUNTY : 009 ASHE			DIVIS	ION OF SOCIAL	SERVICES			PAGE:	337	
IV-D WORKER ID:			CHILD	SUPPORT ENFOR	CEMENT					
UNIT : ENFA			CASE :	LOAD LISTING (	DETAIL)					
			A	s of: 11/27/20	20					
		IV-D	EIS	CASE		ISTATE	PROC	PROC STATUS		
AP NAME	AP SSN	CASE	CASE	TYPE	CL NAME		STATUS	EFF DATE	UNWORKAB	
							COLL	03/06/2019		
							COLL	02/05/2019		
							COLL	08/15/2019		
							COLL	03/02/2016		
TOTAL	CASES FOR UNI	т:		4						
page : 337 of (337-370)						→ I	lext			

2. After clicking "Download", a window will appear for download options. You can download the entire report or choose specific pages; click "Continue" after selecting pages for download:

CSS ACTS Reports Home >> DHRFKK CASE LOAD LISTING >:		
	Download Report	
Report Details - DHRFKK CASE LOAD LISTING - 1	Download: O Entire Report ® Specific Pages	This report is in your Favorites
page : 337 of (337-370)	End Page: 370 x	wnload - Email - Print
Page: 337 Go Search Report: Enter Sea	page : (337-370) → Continue Back	
PROGRAM : FKAAC388 N	Note: Can download maximum of 5000 pages.	Search:
COUNTY : 009 ASHE	DIVISION OF SOCIAL SERVICES	DATE: 11/2//20 PAGE: 337
IV-D WORKER ID:ASHE1004	CHILD SUPPORT ENFORCEMENT	

3. After clicking "Continue", a window will appear to confirm the pages for download; click "Download" to continue or "Cancel" to cancel the download request.

CSS ACTS Reports Home >> DHRFKK CASE LOAD LISTING >:		
	Download Report	
Report Details - DHRFKK CASE LOAD LISTING - 1	Download: O Entire Report  Specific Pages Start Page: 337	This report is in your Favorites
page : 337 of (337-370)	End Page: 370	wnload - Email - Print
Page: 337 Go Search Report: Enter Sea	page : (337-370)	
		Search:
PROGRAM : FKAAC388 N	Confirm Download!	DATE: 11/27/20
COUNTY : 009 ASHE IV-D WORKER ID:ASHE1004	Do you want to download 34 pages ?	
UNIT : ENFA	DOWNLOAD CANCEL	

4. Once you confirm the download, there will be an option to Open or Save the report.

## **Emailing the Report**

**1.** From the Report Details page, you have the option to email the report to your email.

Report Details - DHRFKK C	ASE LOA	D LISTING	G - TAX SE	INSITI	VE INFO	RMATION					
page : 337 of (337-370)						<b>→</b>	Add to Favorites	→	Download	→ Email	<b>→</b> P
Page: 337 → Go	Se	arch Report: Ent	ter Search Criteri	a		Begin Column En	d Column Q F	ind			
										Search:	
PROGRAM :			NC DEPAR	TMENT OF	F HEALTH 2	and human se	RVICES		DATE:	11/27/20	
COUNTY : 009 ASHE			DIVIS	SION OF S	SOCIAL SEI	RVICES			PAGE:	337	
IV-D WORKER ID:ASHE1004			CHILI	SUPPOR:	ENFORCE	MENT					
UNIT : ENFA					STING (DE						
			2	AS OF: 11	L/27/2020						
		IV-D	EIS	CASE			ISTATE	PROC	PROC STATUS		
						NAME	TYPE	STATUS	EFF DATE	UNWORKAB	
						AROL B		COLL	03/06/2019		
									02/05/2019		
		0008124807		NPA		AMANDA P			08/15/2019		
WALTERS, JEFF XX	XXXX0193	0007315112	58665597	NPA	BALLOU,	CHARITY		COLL	03/02/2016		

2. After clicking "Email", a window will appear for email options; your work email will automatically populate based on your NCID profile. You cannot forward this report to another email for security purposes. You will enter the "Start Page" and "End Page" for email then click "Continue":

CSS ACTS Reports Home >> DH		end Email	
Report Details - DHRFKK CA	Sta Sta	nail: I@DHHS.NC.GOV art Page: 337 d Page: 370 ×	This report is in
page : 337 of (337-370)	_	ge : (337-370) → Continue	wnload - Email
			Search:
PROGRAM : FKAAC388 COUNTY : 009 ASHE	N	VISION OF SOCIAL SERVICES	DATE: 11/27/20 PAGE: 337

3. After clicking "Continue", a window will appear to confirm the pages for email; click "Email" to continue or "Cancel" to cancel the email request:

CSS ACTS Reports Home >>	> DHRFKK CASE LOAD LISTING >:		_	
		Send Email		
Report Details - DHRFKK	CASE LOAD LISTING - T		_	This report is in your Favorites
		Confirm Email!		
page : 337 of (337-370)		Do you want to Email 34 pages ?		wnload -> Email -> Print
		EMAIL	CANCEL	
Page: 337 Go	Search Report: Enter Sea	→ Continue < Васк		
				Search:
PROGRAM : FKAAC388	N			DATE: 11/27/20
		DIVISION OF SOCIAL SERVICES		
IV-D WORKER ID:ASHE1004		CHILD SUPPORT ENFORCEMENT		

4. After clicking "Email", you will be returned to the Report Details page where a message will appear to confirm that the report has been sent by email:

	North (	Carolina Child Support Services	5			
Home	Select Option ▼					
CSS ACTS Reports Home >> DHRFK	CASE LOAD LISTING >> 12/09	/2020 15:34:52 - Version 7 >> ASHE				
Report Details - DHRFKK CASE	LOAD LISTING - TAX S	ENSITIVE INCORMATION			This report is i	n your Favorites
<		Report sent to email				
page : 337 of (337-370)			<b>→</b>	Download	→ Email	→ Print
Page: 337 → Go	Search Report: Enter Search Criter	a Begin Column End Column	<b>Q</b> Find			
					Search:	
PROGRAM : FKAAC388	NC DEPA	RTMENT OF HEALTH AND HUMAN SERVICES		DATE:	11/27/20	
COUNTY : 009 ASHE	DIVI	SION OF SOCIAL SERVICES		PAGE :	337	
IV-D WORKER ID:	CHIL	D SUPPORT ENFORCEMENT				
UNIT : ENFA		LOAD LISTING (DETAIL)				
	<b>ن</b>	AS OF: 11/27/2020				
	IV-D EIS	CASE	ISTATE PROC	PROC STATUS		

## **Printing the Report**

1. From the Report Details page, you have the option to print the report:

CSS ACTS Reports Home >> DHRFKK CASE LOAD LISTING >> 12/09/2020 15:34:52 - Version 7 >> ASHE										
Report Details - DHRFKK CASE LOAD LISTING - TAX SENSITIVE INFORMATION										
page : 337 of (337-370)					Add t	o Favorites	<b>→</b>	Download	→ Email	→ Print
Page: 337 → Go Search Report: Enter Search Citeria Begin Column End Column C Find										
									Search:	
PROGRAM : FKAAC388			NC DEPA	ARTMENT OF HE	ALTH AND HUMAN SERVICES	3		DATE:	11/27/20	
COUNTY : 009 ASHE			DIVI	SION OF SOCI	AL SERVICES			PAGE:	337	
IV-D WORKER ID:			CHII	D SUPPORT EN	FORCEMENT					
UNIT : ENFA				E LOAD LISTIN						
				AS OF: 11/27	/2020					
		IV-D	EIS	CASE		ISTATE	PROC	PROC STATUS		
AP NAME	AP SSN	CASE	CASE	TYPE	CL NAME	TYPE S	STATUS	EFF DATE	UNWORKAB	
							COLL	03/06/2019		
							COLL	02/05/2019		
							COLL	08/15/2019		
							COLL	03/02/2016		
TOTAL CA	SES FOR UNI	т:		4						
page : 337 of (337-370)						→ N	lext			

2. After clicking "Print", a window will appear for print options; your assigned printer will automatically populate based on your NCID profile; you will enter the "Start Page" and "End Page" for print then click "Continue":

Home	Select Option ▼	
CSS ACTS Reports Home >> DHRFKK CAS	E LOAD LISTING >: Print	
Report Details - DHRFKK CASE LOA		This report is in your Favorites
page : 337 of (337-370)	page : (337-370)	wnload - Email - Print
Page: 337 → Go Sea	arch Report: Enter Sei	
		Search:
PROGRAM : FKAAC388	NC DEPARTMENT OF HEALTH AND HUMAN SERVICES	DATE: 11/27/20
COUNTY : 009 ASHE	DIVISION OF SOCIAL SERVICES	PAGE: 337
IV-D WORKER ID:ASHE1004	CHILD SUPPORT ENFORCEMENT	
UNIT : ENFA	CASE LOAD LISTING (DETAIL) AS OF: 11/27/2020	
	AS OF: 11/27/2020	

3. After clicking "Continue", a window will appear to confirm the pages for print; click "Print" to continue or "Cancel" to cancel the email request

CSS ACTS Reports Home >> DHRFKK CASE LOAD LISTING >		
Report Details - DHRFKK CASE LOAD LISTING - 1	Print	This report is in your Favorites
	Confirm Print! Do you want to Print 34 pages ?	Imatrioux is at Load rate uses
page : 337 of (337-370)	PRINT CANCEL	wnload - Email - Print
Page: 337 Go Search Report: Enter Sea	Continue     Back	
		Search:
PROGRAM : FRAAC388 NC	DEPARTMENT OF HEALTH AND HUMAN SERVICES	
COUNTY : 009 ASHE	DIVISION OF SOCIAL SERVICES	PAGE: 337

4. After clicking "Print", you will be returned to the Report Details page where a message will appear to confirm that the report has been printed:



## **Using Breadcrumbs**

1. Breadcrumbs run across the top of the page to provide links back to previous pages that have been navigated.

CSS ACTS Reports Home >> DHRFKK	CASE LOAD LISTING	G >> 12/09/2	2020 15:34:52 - Version 7 >> A	LAMANCE	]				
Report Details - DHRFKK CASE LOAD LISTING - TAX SENSITIVE INFORMATION							This report is in your Favorites		
		керс	rt successfully added to favorites	list.					
page : 23 of (23-226)						<b>→</b>	Download	→ Email	→ Print
Page: 23 Go	Search Report: Ente	Search Criteria	Begin Column	End Column	<b>Q</b> Fir	ıd			
								Search:	
PROGRAM : FKAAC388		NC DEPAR	MENT OF HEALTH AND HUMAN	SERVICES			DATE:	11/27/20	
COUNTY : 001 ALAMANCE		DIVISI	ON OF SOCIAL SERVICES				PAGE :	23	
IV-D WORKER ID:ALAM1002	CHILD SUPPORT ENFORCEMENT								
UNIT : ENFA	CASE LOAD LISTING (DETAIL)								
AS OF: 11/27/2020									
	IV-D	EIS	CASE	1	ISTATE	PROC	PROC STATUS		

2. Clicking on any link from the breadcrumbs will return you that specific page. In this example, we have clicked on the breadcrumb for CSS ACTS Report Home:

63	NCDHHS			Wełcome: TANYA L GLENN <u>Logout</u>
		North Carolina Child	l Support Services	
	Home	Select Option ▼		
CSS A	CTS Reports			
	○ All Reports ○ My Favorites			

Note: For best results in navigating through the reports, please use breadcrumbs, not the browser navigation buttons.

If you have any further questions, please contact the Policy and Training Unit at <u>cse.training@dhhs.nc.gov</u>.