

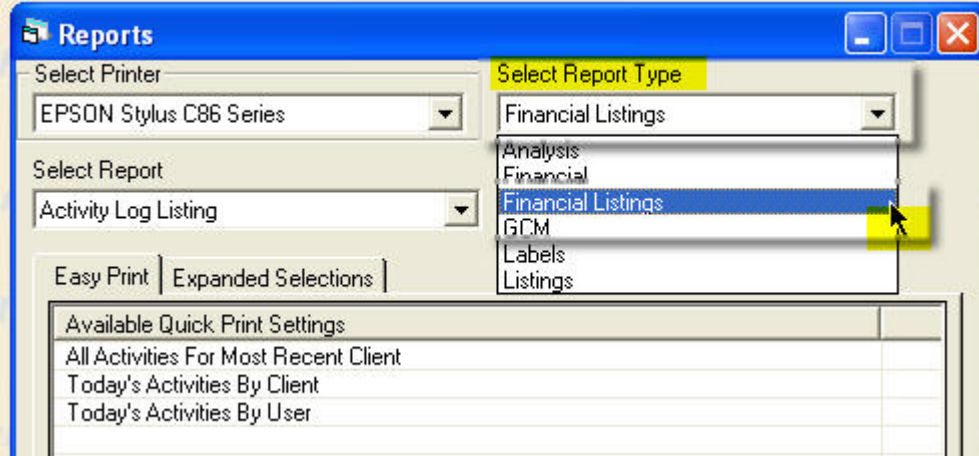
# CareManager Pro

## Item #s Reports

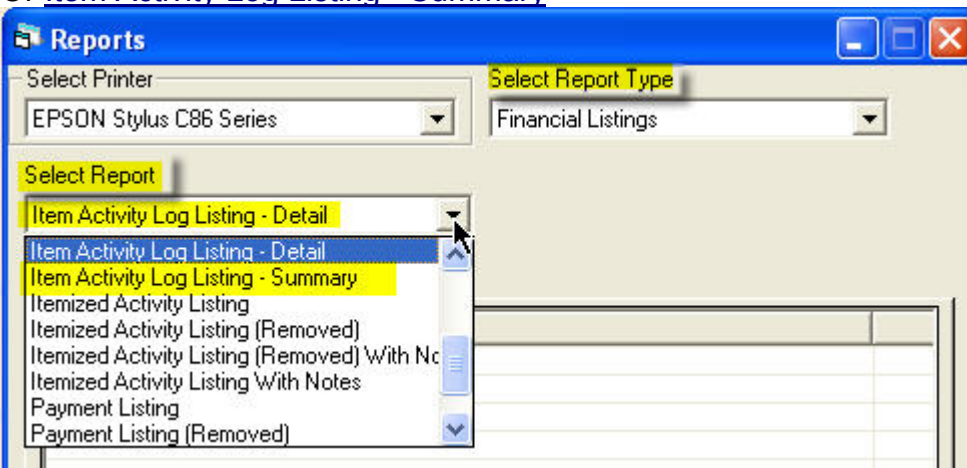
### Highlights:

Create, view and print Item [Activity Log Listings – Detail](#) and [Summary Reports](#) reflecting any activity identifier set up with Item#, e.g., [mileage](#), [copies](#), [fax pages](#), etc. to include entries made on the [Client's Activity Log](#).

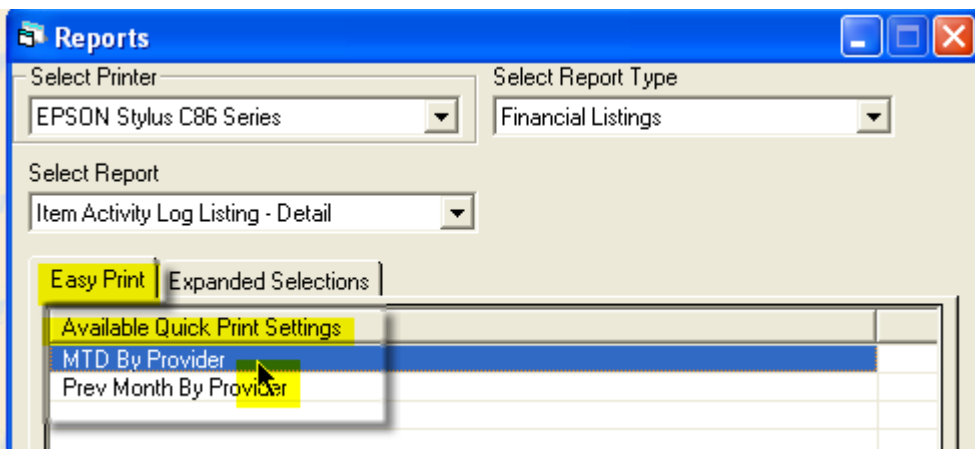
### Step #1 - Using pull-down arrow select report type – Financial Listings



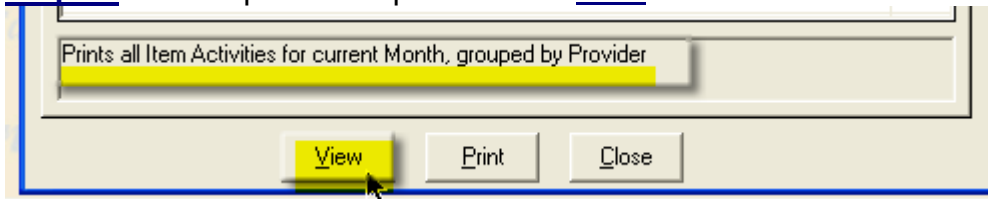
### Set #2 - Select Report – Using pull-down arrow scroll and select [Item Activity Log Listing – Detail](#) Or [Item Activity Log Listing - Summary](#)



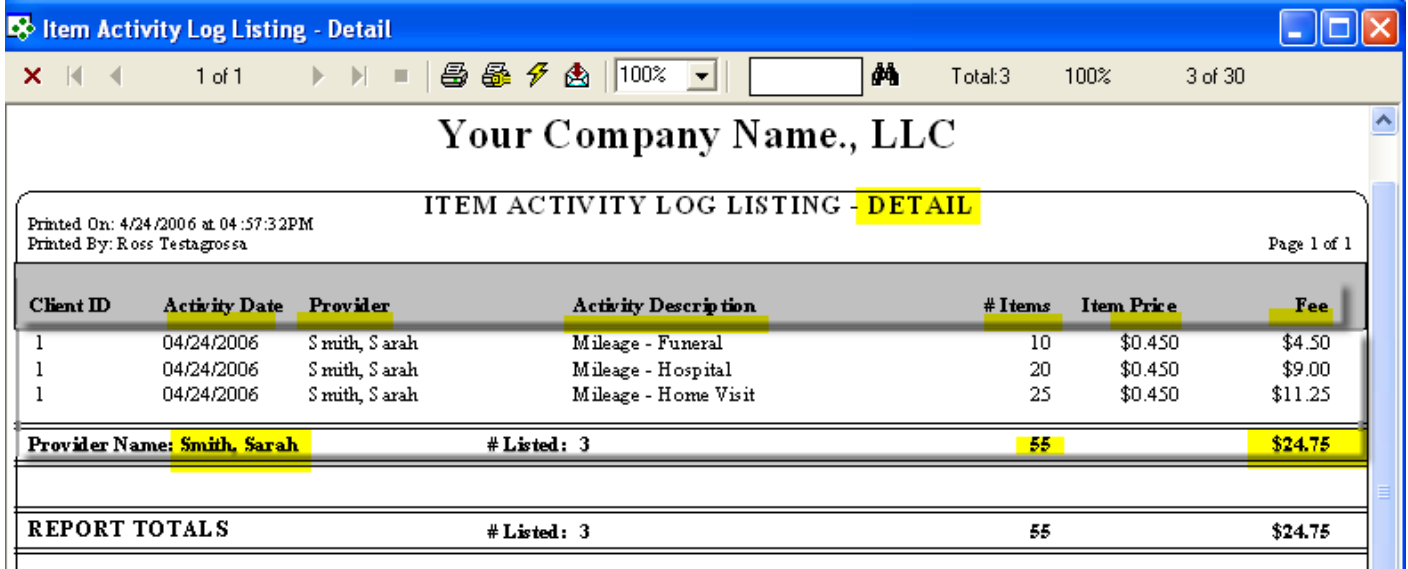
### Step #3 - On the Easy Print tab – see available [Quick Print Settings](#) – Select MTD (month-to-date) by Provider or Previous Month by Provider



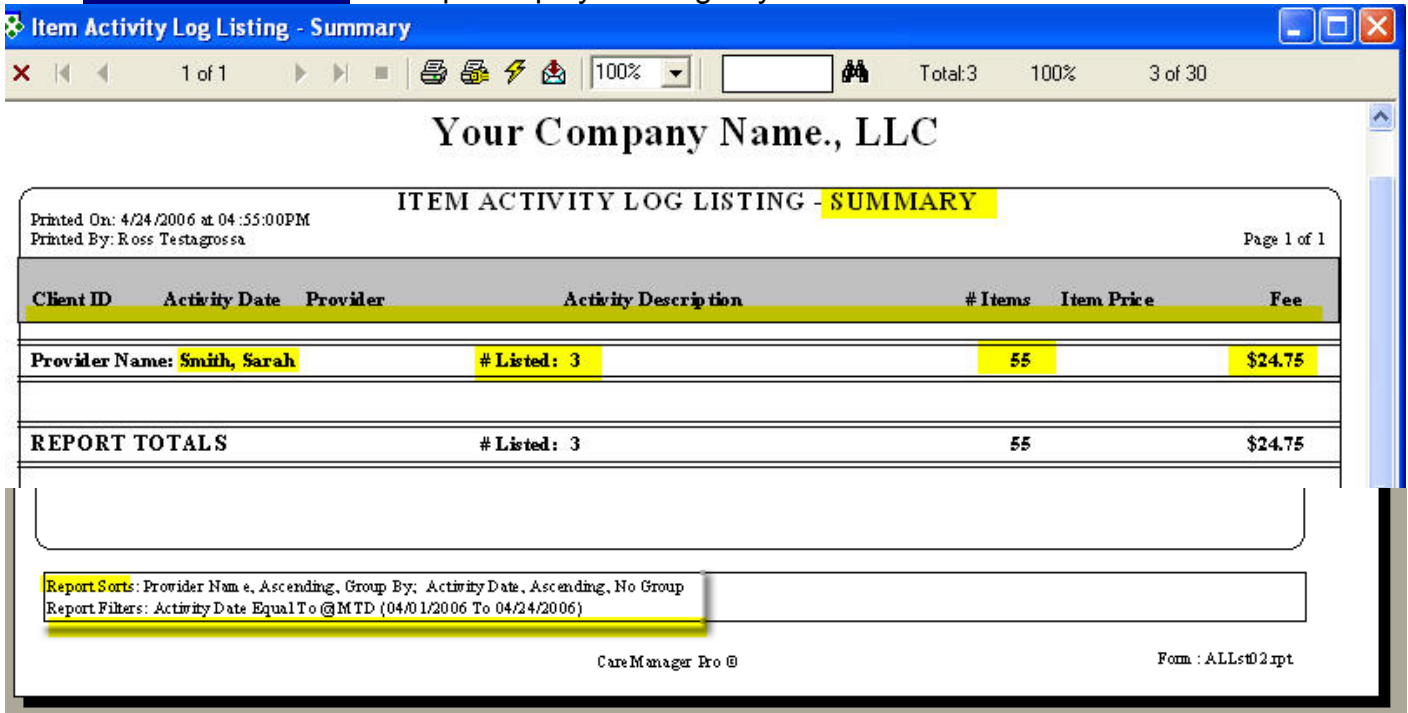
Step #4 – see report description – Click [View](#)



Step #5 - View [Detail Report](#) – Sample displays Mileage by Provider Sarah Smith



View [Summary Report](#) – Sample displays Mileage by Provider Sarah Smith



Click [Printer icon](#) to print or [Envelope graphic](#) (to Export to PDF, etc)

