

Generating Client Progress Reports in AIMS

Status reports can be generated in the **client view** and in the **bulk entry** view. Note that status reports are generated ONLY for activity that occurred since the client's last finalized status hearing. Currently we do not know of a way to generate past reports.

CLIENT VIEW

1. Click the specialty court involvement tab for the client you wish to generate a status report for
2. Click the "Supervision" dropdown and select "Hearings".
 - a. Note that viewing "Hearings" under the client tab does NOT let you generate status reports.
3. Click the printer icon to download the status report as a PDF.

The screenshot shows the AIMS Client View for a client named Kristin Test. The 'Supervision' dropdown menu is open, and 'Hearings' is selected. A table of hearings is displayed below. A red box highlights the printer icon in the top right corner of the table, and a red arrow points to it with the number '3'. Another red box highlights the 'Hearings' option in the dropdown menu with the number '2'. A third red box highlights the client's name and tabs at the top with the number '1'.

Hearing Date/Time	Involved	Hearing Status	Schedule Type	Notes
07/30/2024 9:00 AM - 9:30 AM	Specialty Court: TRP-20240729-1	Scheduled	One-Time	(1)
07/29/2024 2:00 PM - 2:30 PM	Specialty Court: TRP-20240729-1	Completed	One-Time	

BULK ENTRY

1. Click the "Hearings" option under the "Bulk Entry" section of the AIMS home page.
2. Select the date and start time for the scheduled hearing you wish to generate status reports for
3. Select one or more clients you wish to download a status report for.
4. Click the printer icon to download the status report as a PDF. You can also download a docket report for one or more clients. Reports are downloaded as a single PDF.

The screenshot shows the AIMS Bulk Entry interface. The 'Hearings' dropdown menu is open, and 'Hearings' is selected. A date and time selector is visible, showing '07/30/2024' and '10:30 AM'. A table of clients is displayed below. A red box highlights the 'Hearings' option in the dropdown menu with the number '1'. Another red box highlights the date and time selector with the number '2'. A third red box highlights the printer icon in the top right corner of the table with the number '4'. A fourth red box highlights the client selection checkboxes with the number '3'.

Client	Case/Load	Hearing Status
COLEY, TROY 3250574	Unassigned	Scheduled
English, Malcolm 3247936	Unassigned	Scheduled
Holmes, Stanley W, III 3245968	Unassigned	Scheduled