

# How to Acknowledge Reports, View Reports, and View the Task List

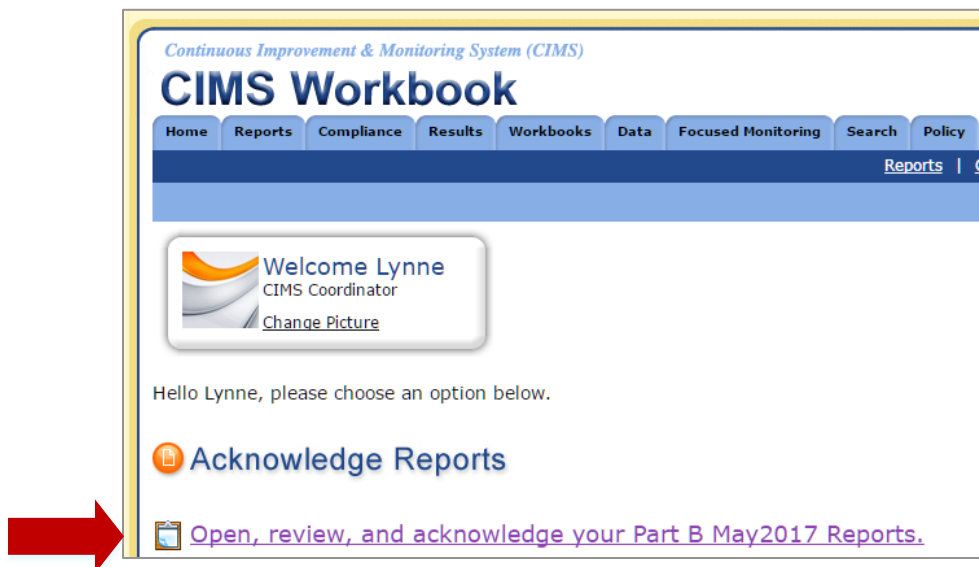


This how-to document is intended for **CIMS Coordinators** and explains how to acknowledge reports, view reports, and view your Task List.

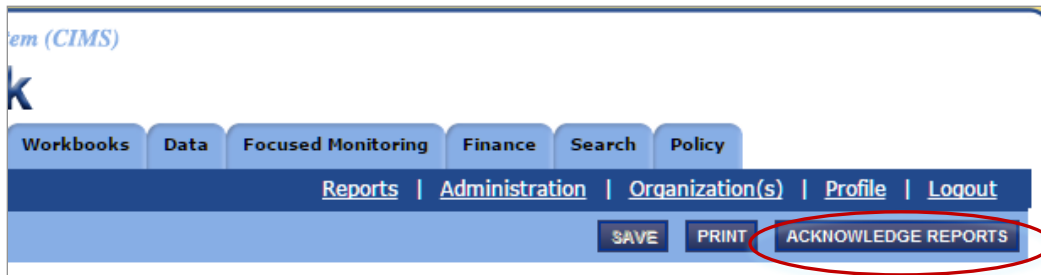
CIMS Coordinators must acknowledge reports no later than one month after each Workbook release.

## ACKNOWLEDGE REPORTS

1. Log in to [CIMS](https://www.cimsmichigan.org) (<https://www.cimsmichigan.org>).
2. Click, **Open, review, and acknowledge your Month Year Reports.**



3. Click **Acknowledge Reports** in the upper-right-hand corner of your screen.



Your reports are now acknowledged! The Task List will now display your required tasks.

## VIEW REPORTS

Reports can be viewed from the home page the first time you log into CIMS after a Workbook launch. At other times, you can find them under the Reports tab.

1. Click the **Reports** tab. If you have logged out, access [CIMS](https://www.cimsmichigan.org) (<https://www.cimsmichigan.org>).
2. Select the reports type from the dropdown menu. (For example, B-Report-Jan2017)
3. Click **Search**.
4. On the Report Menu page, click **Reports**.
5. Click any report link to view your local report.

## VIEW TASK LIST

1. On the Home page, scroll down to the Tasks list.
2. Filter tasks by release date, type of work (CAP, reports to acknowledge, etc.), item status, and organization (if you work with more than one district).
3. To use the dropdown menus, click on the dropdown menu arrow, select the preferred category, and click the **Go** button.

**Note:** You can also sort each column using the blue arrows in the header row. Organization, release, item, status, date received and date due all offer the sort option.