



## Pathways' MIS Database Manual Access for RCCL Staff

**System Requirements:** Internet Connection, Internet Explorer 6 or higher for Windows. Other operating systems and browsers are not supported at this time.

**STEP 1:** Launch Internet Explorer

**STEP 2:** Go to the Pathways Home Page at [www.pathway.org](http://www.pathway.org)

**STEP 3:** Type your User ID and Password into the MIS DB Login box in the lower left corner of the home page

User ID: \_\_\_\_\_ (will be provided by Pathways staff)

Password: \_\_\_\_\_ (will be provided by Pathways staff)

**STEP 4:** To view or to print a Case Note:

Single Click on LOGS

Single Click on CASE NOTE

Single Click on VIEW

Follow the on-screen instructions for refining the search.

Once you have located all the reports for a particular child, check the boxes of the reports you want to view, and then click on VIEW REPORT.

This will take you to a subsequent screen where you will see 2 drop-down lists at the top of the page.

This will allow you to sort multiple reports by the criteria you chose.

**STEP 5:** To view or to print a Therapy Session Note:

Single Click on LOGS

Single Click on SESSION LOG

Single Click on VIEW

Follow the on-screen instructions for refining the search.

Once you have located all the reports for a particular child, check the boxes of the reports you want to view, and then click on VIEW REPORT.

This will take you to a subsequent screen where you will see 2 drop-down lists at the top of the page.

This will allow you to sort multiple reports by the criteria you chose.

**STEP 6:** To view or to print a Pathways Service Plan:

Single Click on TREATMENT & ASSESSMENT SERVICES

Single Click on SERVICE PLAN

Single Click on VIEW

Follow the on-screen instructions for refining the search.

Once you have located all the reports for a particular child, check the boxes of the reports you want to view, and then click on VIEW REPORT.

### HAVE QUESTIONS OR NEED HELP?

- 1) Go to [www.pathway.org](http://www.pathway.org)
- 2) Click the 'Contact Us' button
- 3) Choose "Request Tech Support"
- 2) Complete the form and click 'Submit'

*You will receive a response within 24 hours.*