


### **Running the Multiple Service Monthly Log Worksheet (Registered Services):**

1. Log into AIMS
2. Go to Reports
3. Click the  sign beside 'Log Worksheets'
4. Click Multiple Service (service menus)
5. Report Date = the FIRST day of the month in which you want to print the log (EX: 03/01/2017)
6. Select Contractor name (EX: City of Abbeville)
7. Select Senior Center name (EX: Abbeville Senior Center)
8. Select ALL
9. Select 'View Report'
10. When the report loads on your screen, you can print it using the Adobe controls (most likely at the bottom of the page). Note: These controls normally will disappear until you run your mouse over it.

\*Please note: Participants who no longer attend the center can be removed from your log. This will help make your log shorter and easier to use.

\*\*You may use an excel version of worksheet as well. Blank copies are available on the SARCOA website.

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### **Running the Aggregate Monthly Log Worksheet:**

1. Log into AIMS
2. Go to Reports
3. Click the + sign beside 'Log Worksheets'
4. Click Aggregate
5. Report Date = the FIRST day of the month in which you want to print the log (EX: 03/01/2017)
6. Select Contractor name, EX: City of Abbeville
7. Select Senior Center name, EX: Abbeville Senior Center
8. Select ALL
9. Select 'View Report'
10. When the report loads on your screen, you can print it using the Adobe controls (most likely at the bottom of the page). Note: These controls normally will disappear until you run your mouse over it.

