1) Open the Avatar RadPLus Program

2) Click on the User Authentication (highlighted in red)
3) The window below will appear

4) Select AVCALPMLIVE
5) LOG-ON BOX will appear

6) Type the System Code (all in Capital Letters): LIVE
Type the User ID (Must be set-up with the CBHS IT; All in CAPITAL LETTERS: XXXXXXXX
Type the Password: imCRZY4u (Sample only)
(Must be set-up with CBHS IT: a mix of small, Capital Letters and Numeric
See Sample Below
7) Avatar Online Screen will show:

8) Select Avatar PM, Follow the highlighted selection from the Pop-up window
9) Unit Reports by Program will appear. Double click on the Start and End Date for the desired period of time: Select the Avatar Program Code from the drop down window.

10) Sample of completed ‘Unit Reports by Program’
11) Hit the Process Button. Wait until the Hourglass disappear

![Image of a software interface with a Process button highlighted.]

12) Hit the ‘YES’ Button

![Image of a window asking if the processing report has completed.]

Processing report has completed. Do you wish to return to option?

Yes  No

13) Hit the ‘OK’ Button

![Image of a window asking if the report exists for the workstation.]

Report does not exist for workstation. Download report from server?

OK  Cancel
14) VOILA! The report is done. (Please disregard the Adobe Updater notice on the corner)

15) Export the report into Excel or PDF. Follow the Pop-up windows:
Naming convention must be: LEName_Avatar ProgramCode_FYXX-XX_Unit Report by Prog.xls

GOOD LUCK!!