## Print/View Action Plan Exercise

1. Navigate to the **Case Homepage** by clicking the recent agrmnts/cases section of the left navigation menu.
2. Click on the case ID and name of your client to access the homepage.
3. Click the RTW action plan link in the left navigation menu under case actions. You will be taken to the **Action Plan Summary Page**.
4. Click the print/view plan button. A file loading icon will appear.
5. A file download window will give you the option to open or save the action plan. Select open. The action plan report will open in a PDF format in a new browser or Adobe Reader window.

The action plan has the following sections, with all the information being pulled from the case screens you have completed in LaMPSS:

* Case Managing Organization
* Application Information
* Education History
* Employment History
* Other Skills/Knowledge
* Employment Goals
* Barriers to Employment
* Action Plan (list of interventions)
* Signatures

*<<end of exercise>>*