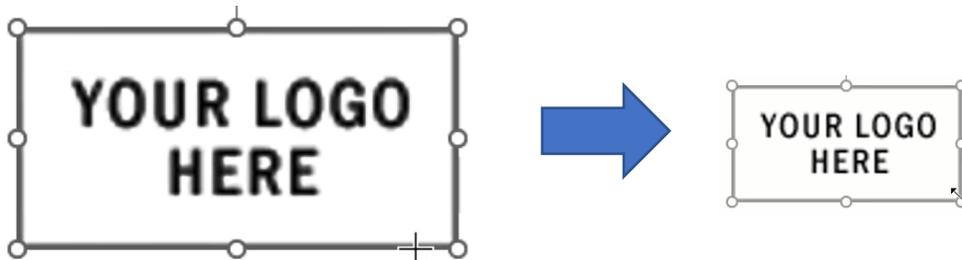


How to Add an Organization's Logo to Assessments

If there is a need to have your organization's logo as part of your assessment the following instruction will guide through the steps.

First Step - Copy your Logo to a Word document

1. Copy and paste your organization's logo to a blank word document
2. Recommend if your logo is somewhat large to resize it to a smaller version before saving. This will give more control over how it will show up when you paste it into your assessment.



Second Step – Create your Assessment

1. When you are ready to print it out – select the client and assessment
2. Click the [Reports] button

File > Open Assessment

Search by:

Begins with or matches:

Name	SSN	Client Reference #
Able, Anna	██████████	AA19659222

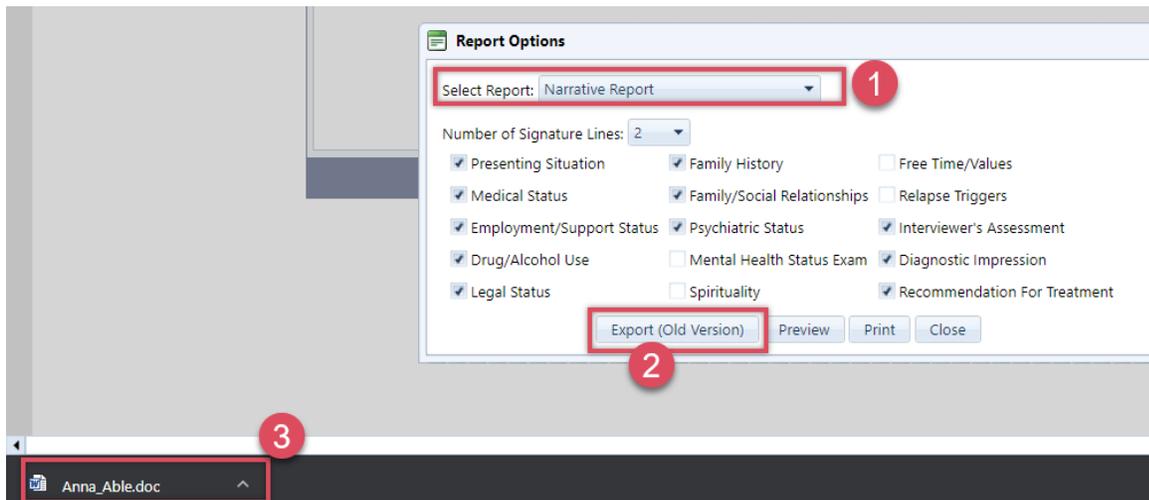
Select Questionnaire Type:

Date Created	Interviewer	Questionnaire	File/Sign Status	Select
09/04/2019	RCA	Adult	Signed	<input checked="" type="checkbox"/>

How to Add an Organization's Logo to Assessments

Third Step – Select Export (Old Version)

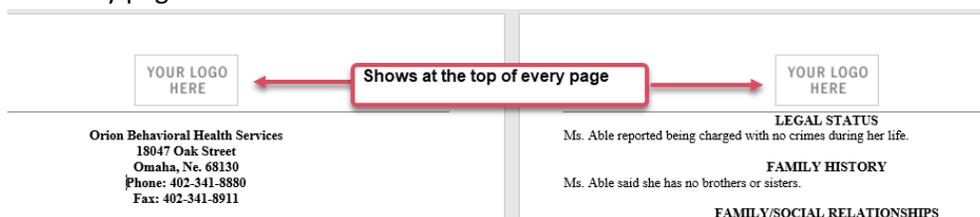
1. Ensure Narrative Report is selected
2. Click the [Export (Old Version)] button
3. Open Word Document by clicking on the created file in the lower-left corner



Fourth Step – Paste Logo

1. Open the save word document with your logo

Option #1 - Copy then paste above the line on the first page – (Your logo will show in the header of every page)



--- OR ---

Option #2 - Copy then paste below the line on the first page – (Your logo will show only on the first page).



For additional questions, contact AccuCare Support at 800-324-7966 or email support@orionhealthcare.com and we will be happy to assist you!