

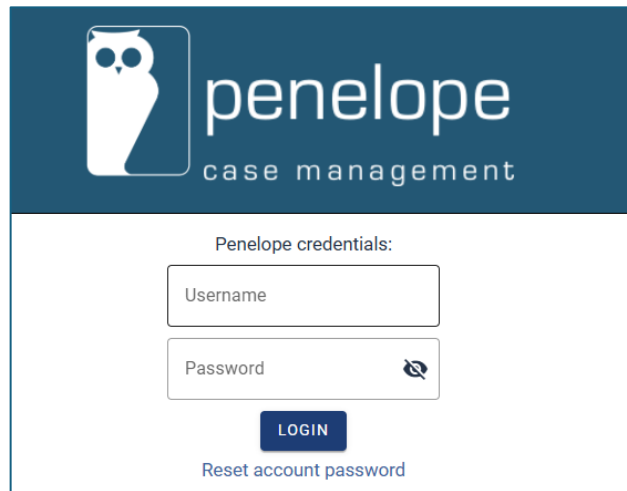
Mental health,
understood.



Penelope: Printing Documents and Outcome Assessments

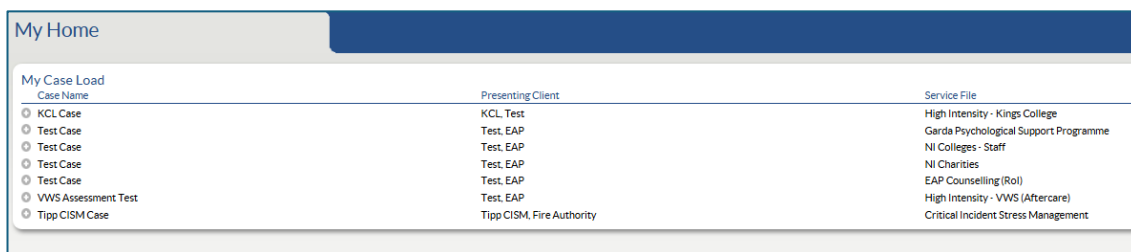
This document provides step-by-step instructions on how to print Penelope documents and outcome assessments.

Login to [Penelope](#) using your credentials:



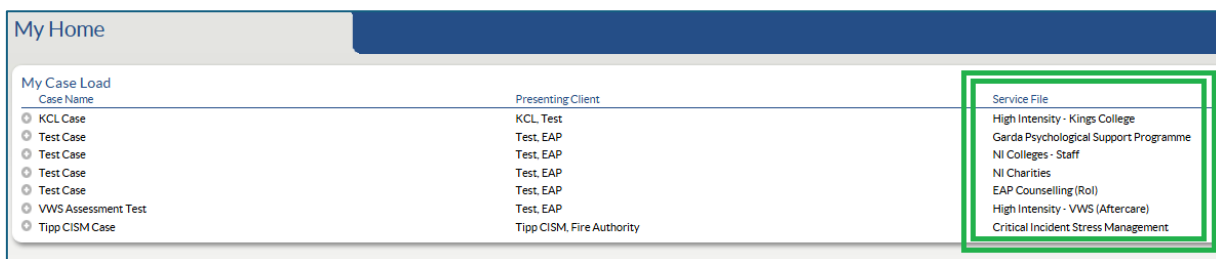
The login screen features the Penelope owl logo and the text 'penelope case management'. Below this, it says 'Penelope credentials:' followed by two input fields: 'Username' and 'Password'. A 'LOGIN' button is positioned below the password field, and a 'Reset account password' link is at the bottom.

My Home screen displays your current caseload:



Case Name	Presenting Client	Service File
<input type="radio"/> KCL Case	KCL Test	High Intensity - Kings College
<input type="radio"/> Test Case	Test, EAP	Garda Psychological Support Programme
<input type="radio"/> Test Case	Test, EAP	NI Colleges - Staff
<input type="radio"/> Test Case	Test, EAP	NI Charities
<input type="radio"/> Test Case	Test, EAP	EAP Counselling (RoI)
<input type="radio"/> VWS Assessment Test	Test, EAP	High Intensity - VWS (Aftercare)
<input type="radio"/> Tipp CISM Case	Tipp CISM, Fire Authority	Critical Incident Stress Management

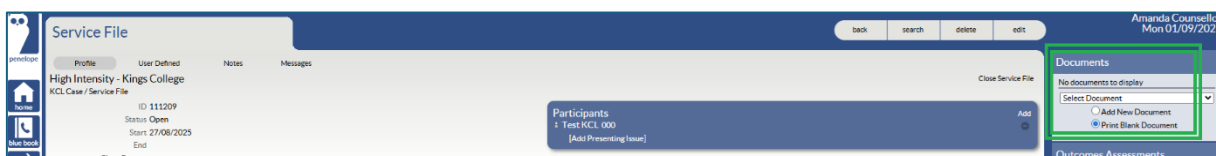
Click on the **Service File** (Penelope term for referral) to view the referral details:



Case Name	Presenting Client	Service File
<input type="radio"/> KCL Case	KCL Test	High Intensity - Kings College
<input type="radio"/> Test Case	Test, EAP	Garda Psychological Support Programme
<input type="radio"/> Test Case	Test, EAP	NI Colleges - Staff
<input type="radio"/> Test Case	Test, EAP	NI Charities
<input type="radio"/> Test Case	Test, EAP	EAP Counselling (RoI)
<input type="radio"/> VWS Assessment Test	Test, EAP	High Intensity - VWS (Aftercare)
<input type="radio"/> Tipp CISM Case	Tipp CISM, Fire Authority	Critical Incident Stress Management

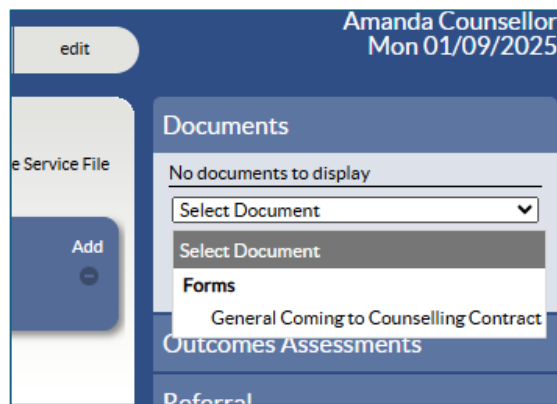
To print Documents:

Click on **Documents**, select **Print Blank Document**:



The 'Service File' screen shows details for 'High Intensity - Kings College'. A 'Documents' dropdown menu is open, showing options: 'No documents to display', 'Select Document', 'Add New Document', and 'Print Blank Document'. The 'Print Blank Document' option is highlighted.

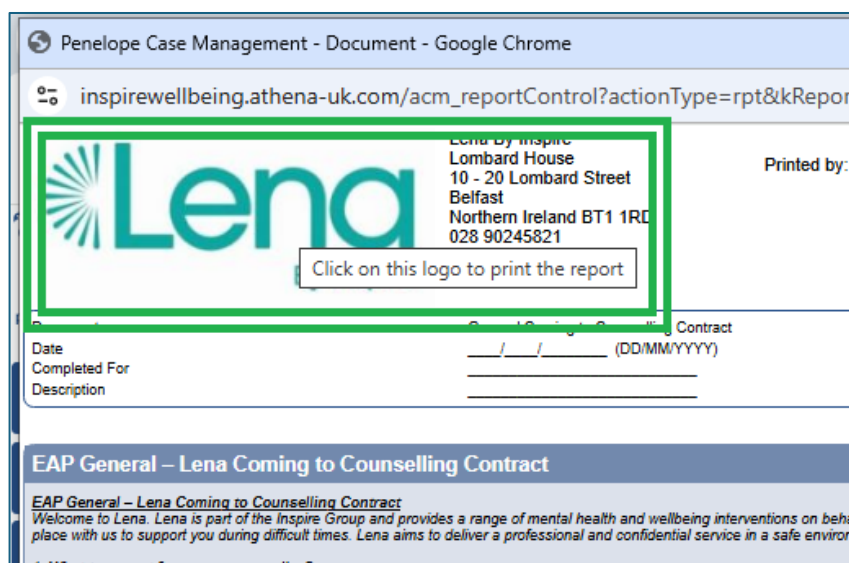
Select the appropriate **Document** using the drop-down list:

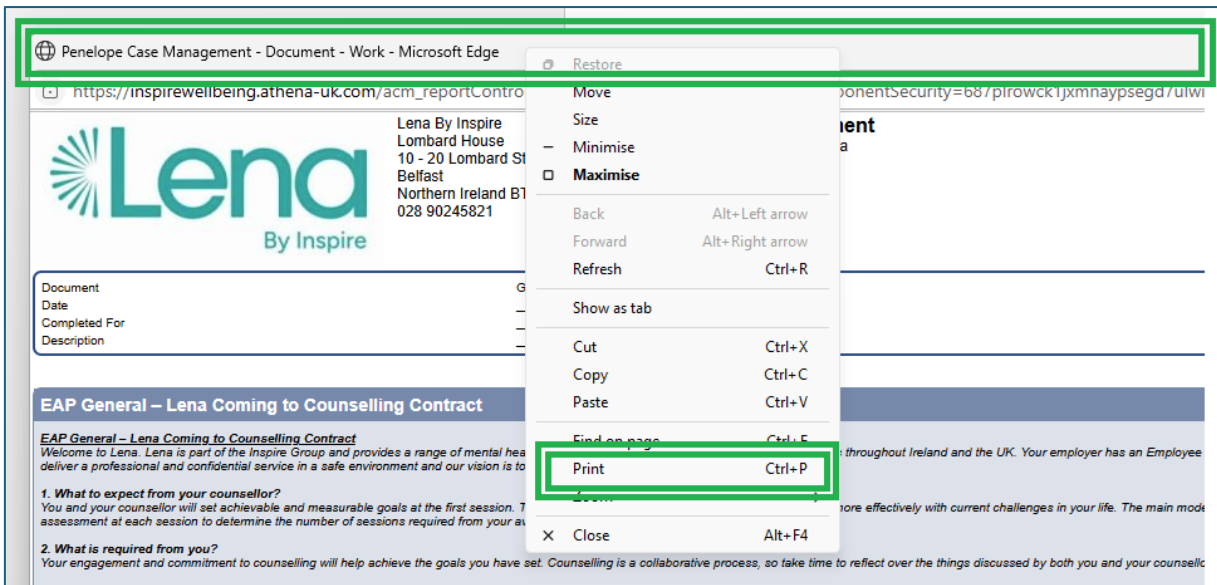


Note: The list of available documents will differ depending on the client contract.

The selected document will be displayed in new browser window.

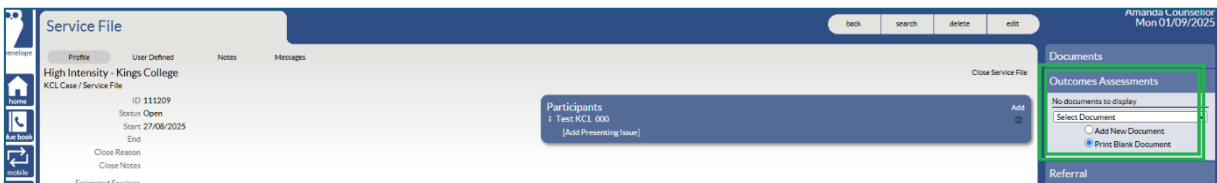
Click on the Lena By Inspire logo to open **Print** menu. Or Right click on the top of the screen to display actions menu. Select Print:



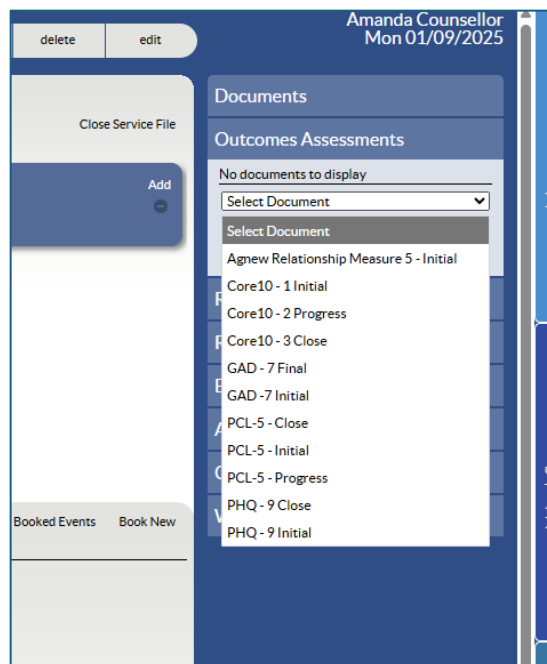


To print Outcome Assessments:

Click on **Outcome Assessments**, select **Print Blank Document**:



Select the appropriate **Document** using the drop-down list:



Note: The list of available documents will differ depending on the client contract.

The selected document will be displayed in new browser window. Right click on the top of the screen to display actions menu. Select Print:

