



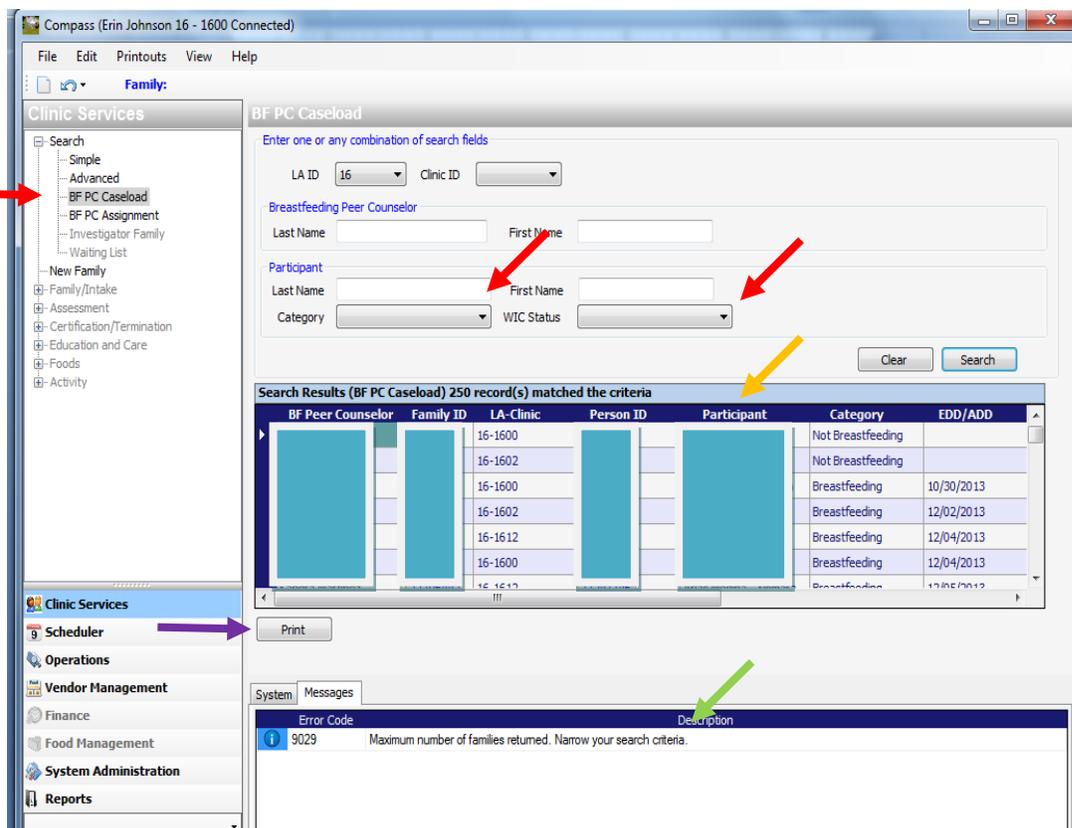
# Steps



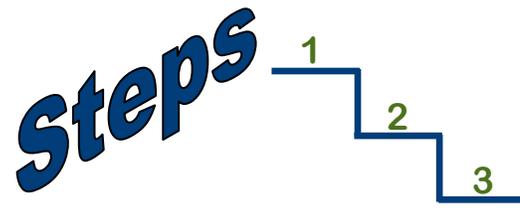
## BF PC Caseload

### To view/print BF PC Caseload

- ➔ The **BF PC Caseload** panel is selected under the **Search** branch. The search displays 250 names at one time in the BF PC Caseload panel grid. “Maximum number of families returned. Narrow your search criteria” displays when more than 250 names are found.
- ➔ If the BF PC has more than 250 participants on her caseload, the search can be narrowed by Participant Category (*Pregnant, Breastfeeding and Not Breastfeeding*) and by WIC Status (*Pending, Active, Ineligible, Disqualified, Terminated and Wait List*) - to view participants. Only participants who have been assigned to a BF PC will be visible on this report.



- ➔ BF PC Caseload is sorted alphabetically by participant last name. Columns can be sorted by clicking on column titles; however, note that when printed, a BF PC caseload defaults to sorting alphabetically by participant last name.
- ➔ BF PC Caseload is printed by selecting the ‘Print’ button. The fields that display on the BF PC are: **BF Peer Counselor, Family ID, Participant, Category, EDD/ADD, Phone, Zip Code, Age, Language, and Ever BF. Next Contact** does not print on the BF PC Caseload printout. Home phone numbers on the **Contact/Residency** panel are visible on the BF PC Caseload panel. Alternate phone numbers are not visible.



## BF PC Caseload

---