

ACTIVATE VB-MAPP LICENSE FOR A NEW CLIENT

1. Select the Client name, and click on **Assessments**:

The screenshot shows the client profile for Eric Clapton. The navigation bar at the top includes: CLIENTS | STAFF MEMBERS | COMPANY ACCOUNT | RESOURCE & TRAINING CENTER | REPORTING DASHBOARD | CLIENT REPORT TEMPLATES | SCHEDULING | TASKS & NOTIFICATIONS. The client name 'CLAPTON, ERIC' and date '06/02/2006' are displayed. The 'ASSESSMENT' tab is highlighted in the main navigation bar. On the left, a 'SECTIONS' menu lists: DEMOGRAPHICS, CONTACTS, DIAGNOSIS, FUNDERS, AUTHORIZATIONS, STAFF ASSIGNMENTS, and SCHEDULING. The 'DEMOGRAPHICS' section is active, showing fields for Name, Client ID #, Age, Gender, Address, Status, Service Intensity, and Notes. There are also checkboxes for 'Clinical', 'Scheduling', and 'Billing' under 'Modules'. An 'Edit' button is located in the top right corner of the demographic section.

2. Click **Start Assessment** for the **VB-MAPP**:

The screenshot shows the 'RETHINK ASSESSMENT' page for Eric Clapton. The navigation bar is the same as in the previous screenshot. Below the navigation bar, there is a 'SEND TO CONTACT' button. The main content area displays four assessment cards: 'Preference Assessment', 'Skills Assessment', 'Health Assessment', and 'VB-MAPP Assessment'. Each card shows a status of 'Not Started' and a 'View Assessment' button. The 'VB-MAPP Assessment' card is highlighted with a red rectangular box, and it has a 'Start Assessment' button at the bottom.

3. You will be prompted to **Confirm** the use of a license for this Client:

The screenshot shows the 'RETHINK ASSESSMENT' page for Tinker Bell. A confirmation dialog box is overlaid on top of the page. The dialog box has the title 'PLEASE CONFIRM' and the text: 'Are you sure you want to apply a license to this client? This action cannot be undone.' There are 'Confirm' and 'Cancel' buttons in the dialog box. The background page shows the 'VB-MAPP Assessment' card with a 'Start Assessment' button. The navigation bar and client information are also visible.