

How to Create a PDF of Your Scorecard

1. **Access Your Scorecard**: Begin by navigating to the webpage or application where your scorecard is displayed.

Explore / Office of Monitoring (OOM) / CMO Monitoring Scorecard
CMO Monitoring Scorecard 🔅 🛈 … Owner Tracy Newell
New 🔻 Select All
Name
□ ☆ <u>Alert Tools</u>
□ ☆ B CMO Monitoring Scorecard
CMO Monitoring Scorecard Statewide

2. **Find the PDF Button**: Look for the red PDF button, typically located in the top right corner of the scorecard interface.

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	Click for Site Level Scores	Click for Provider Level Breakdown
	Eligible Cases by Provider/Site	Provider/Site Score
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	31	0.65
	_	1.00
onal Standards	6	2.00
onal Standards	31	0.84

- 3. **Customize Your PDF**: Click the PDF button to open an options menu. Here, you can tailor your PDF by:
 - Selecting specific pages to include.
 - Choosing the paper size.
 - Setting the orientation (portrait or landscape). Adjust these settings to meet your needs.

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- 4. Download Your PDF: Once you've made your selections, click the download button to generate the PDF file.
- 5. Locate Your Downloaded PDF: Check your device's downloads folder to find and open the newly created PDF file of your scorecard.