

USER GUIDE

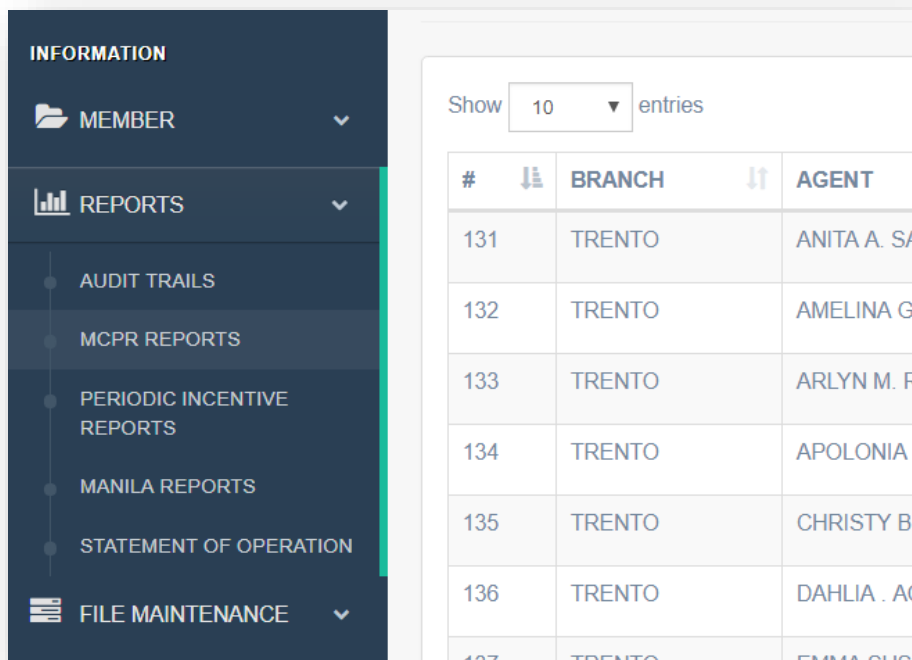
**HOW TO GENERATE AND
DOWNLOAD MCPR**



**DIAMOND
MEMORIAL
CARE
PLANS
INC.**

<http://dmcpi.com>

1. Login with your user credentials
2. Navigate to “REPORTS” MODULE then select “MCPR REPORTS”.



Information

MEMBER

REPORTS

AUDIT TRAILS

MCPR REPORTS

PERIODIC INCENTIVE REPORTS

MANILA REPORTS

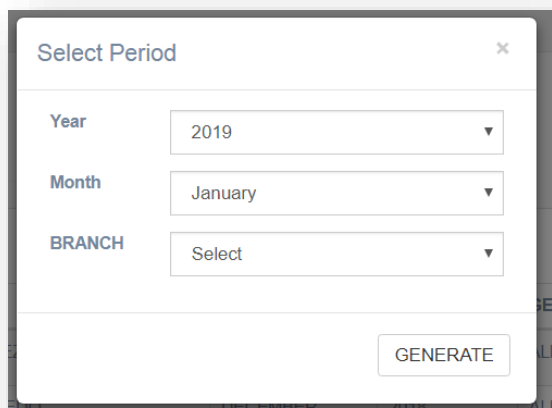
STATEMENT OF OPERATION

FILE MAINTENANCE

Show 10 entries

#	BRANCH	AGENT
131	TRENTO	ANITA A. SA
132	TRENTO	AMELINA G.
133	TRENTO	ARLYN M. R
134	TRENTO	APOLONIA P
135	TRENTO	CHRISTY B.
136	TRENTO	DAHLIA . AC
137	TRENTO	EMMA GUCY

3. To generate MCPR, select the “New MCPR” button located at the upper right corner of the screen. Then fill all required information inside the box then generate.



Select Period

Year 2019

Month January













BRANCH Select

GENERATE

4. To Download MCPR, Search the MCPR entry in the search box. Then select the Green Button at the far right of the table.

MCPR Reports + New MCPR







Show 10 entries Search: |

#	BRANCH	AGENT	MONTH	YEAR	GENERATED BY	DATE CREATED	Options
131	TRENTO	ANITA A. SANCHEZ	DECEMBER	2018	ALDEN A. QUINONES	2018-12-29 06:33:49	  
132	TRENTO	AMELINA G. BILLED	DECEMBER	2018	ALDEN A. QUINONES	2018-12-29 06:33:50	  
133	TRENTO	ARLYN M. ROMERO	DECEMBER	2018	ALDEN A. QUINONES	2018-12-29 06:33:50	  
134	TRENTO	APOLONIA P. LAGULAY	DECEMBER	2018	ALDEN A. QUINONES	2018-12-29 06:33:50	  

5. To download MCPR for OFFLINE encoding (for encoders only), click the BLUE button

MCPR Reports + New MCPR

Show 10 entries Search: |

#	BRANCH	AGENT	MONTH	YEAR	GENERATED BY	DATE CREATED	Options
131	TRENTO	ANITA A. SANCHEZ	DECEMBER	2018	ALDEN A. QUINONES	2018-12-29 06:33:49	  
132	TRENTO	AMELINA G. BILLED	DECEMBER	2018	ALDEN A. QUINONES	2018-12-29 06:33:50	  
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