Use the following web address to access Mobius Document Direct:  
https://reports.illinois.gov.

**Note:** It is strongly advised that you turn your popup blocker off while using this web site.

Click the printer icon associated with “Department of Human Services” on the CMS Mobius Report Server screen to enter the site.

The following window will appear. Enter your DHS User ID and password, then click on the green circle with the check mark.
The following screen appears after successful log on.

Click on the plus sign to the left of “Reports” to display the list of reports generated by the DHS MIS Unified Health Systems Section on the left side of the screen.

The reports are listed in alphabetic order by report ID. If your community agency does not submit data for all UHS Systems, some reports may not contain information. There are also reports generated for Mobius (e.g., EXITRAF) that can be ignored. Below are the report prefixes and corresponding system.

- PASDM
- PDLAS
- PROCS
- PPUNS
- CR/ECR
- M020
- M044

- DARTS
- DLA
- ROCS
- PUNS
- CRS (Fee for Service)
- DD Waiver
- CRS (Fee for Service)
The 📦 icon can be used to search/locate a specific report. When this icon is selected the following window will appear. Enter the Report ID in the correct space, then click on the 📦 icon at the bottom of the window to locate the report.
After the report is found, the left side (Enterprise View) will be populated with the date/time the report was moved to Mobius for multiple production schedules. Click on the disk icon and the report will be displayed in the window on the right side of the screen.

If an error message is received indicating that “The requested list is empty”, this means no data was submitted by the community agency for that particular production schedule. If another date is selected and data was submitted for that production schedule, the report will appear.

The icon shown at the top of the screen in the right panel may be used on the right side of the screen to search/locate specific information within the report (e.g., voucher numbers or client names).
Printing:
To activate the Mobius print function, click on the larger printer icon at the top of the screen in the right panel to allow the print application (ActiveX Print Controller) to load to the computer. This only needs to be done once and takes just a few seconds. The popup blocker must be turned off for this application to download.

Verifying that the ActiveX Print Controller has been successfully installed:
On the Document Direct screen, select **Tools** from the menu bar then select **Internet Options** from the drop down list.

The **Internet Options** window will appear with the **General** tab displayed. Click on **Settings** under **Temporary Internet files** section of the screen.
The **Settings** window will appear. Click on **View Objects**.

After the **Downloaded Program Files** window is displayed, **PrintEngine ActiveX Control v4.2** will be visible. This indicates the print control installed properly and reports from Mobius will be allowed to print.
Downloading to PDF Document:
Another option to printing reports is to download the report to a PDF document. This can be accomplished by clicking on the icon that resembles a piece of paper with a blue arrow pointing to the right.

After clicking on this icon the following window will appear:

Remove the check mark in the “Compress into ZIP archive format” box. Click on the smaller icon that resembles a piece of paper with a blue arrow on the right side of this window to create the PDF document.

The next window to appear will give you the opportunity to either “OPEN” or “SAVE” the PDF document.

If the “OPEN” option is chosen, the PDF document will be opened on the computer screen and be available for immediate printing. If the “SAVE” option is chosen, another window will open asking the user to save the PDF document to the computer for later use.

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