



Behavioral Health Administration

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Setup PDF Viewer for My Avatar Reports

- **IT NOTE:** Users will need access the C: drive to map the Adobe application. The restriction can be applied afterwards
- Verify which Adobe product the user has installed on their system
 - a. Adobe Reader
 - b. Adobe Pro
- Have the user sign on to MyAvatar
- Open a sample report to setup up the pdf viewer (in this example, the Client Ledger is used)

Once the report has been generated in the browser, the PDF Viewer can be configured.

The screenshot shows a web application interface for a 'Client Ledger'. At the top, there are navigation tabs: Home, Client Ledger, and Client Ledger (selected). Below the tabs, there is a header for 'TESTDATA TEST-ME (000000001)' with a profile picture, date 'F, 28, 08/12/1989', and physical stats 'Ht: 5' 11", Wt: 120 lbs, BMI: 16.7'. The main content area displays a detailed ledger table with columns for Episode Number, Date, Serv, Unt, Chg, Guar, Guarantor, Amount, Posting Code, Posting Code Type, Date Rpted, Date Billed, Claim Number, and Line Balance. A red arrow points to the 'PDF Viewer' tab in the bottom left navigation bar, which also includes 'View', 'Search', and 'PDF Config' tabs. The bottom of the interface shows a footer with 'AVPM (UAT)' and a timestamp '04/06/2018 02:48:03 PM'.

Select the **PDF Viewer** tab on the bottom left (see picture above).

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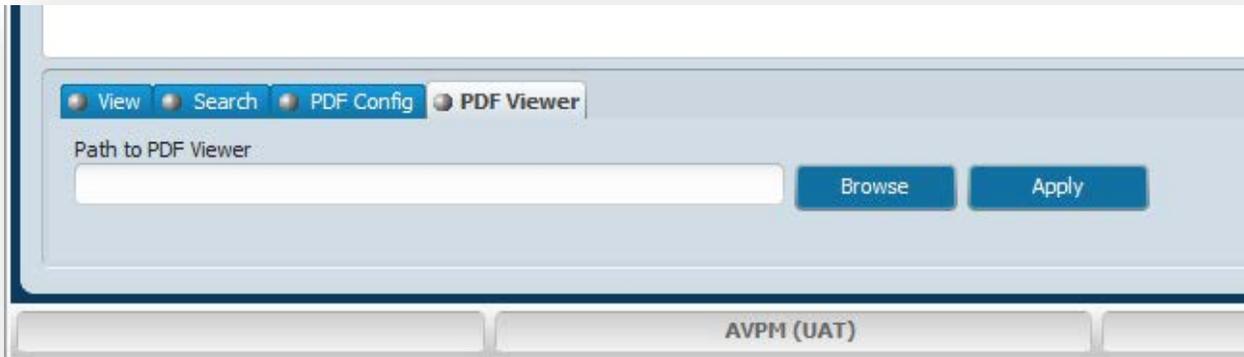
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Setup PDF Viewer

08/13/2020

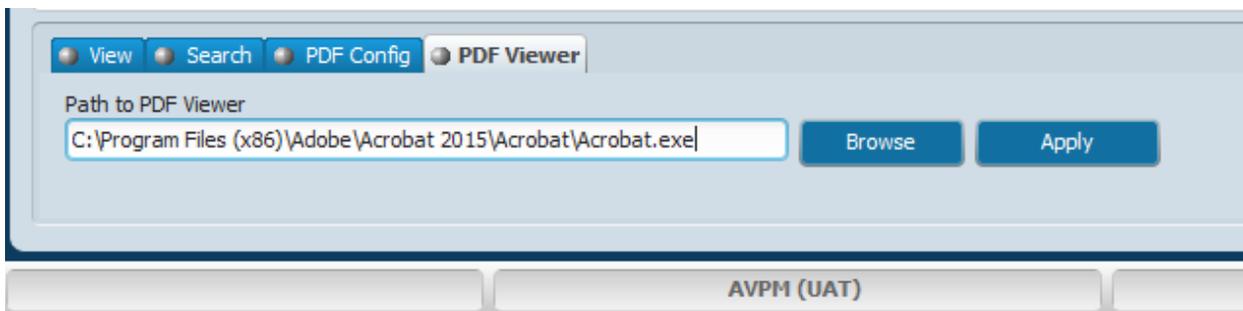
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The following screen appears. Select **Browse** and select the appropriate Acrobat application:



- For **Adobe Pro** C:\Program Files (x86)\Adobe\Acrobat 2015\Acrobat\Acrobat.exe
- For **Adobe Reader** C:\Program Files (x86)\Adobe\Acrobat 2015\Acrobat\AcroRead.exe

acroamt.dll	8/19/2019 12:53 PM	Application
Acrobat.dll	4/25/2020 3:26 AM	Application
 Acrobat	4/25/2020 3:26 AM	Application
acrobat.tlb	3/17/2015 2:17 AM	TLB File



In this example, Acrobat.exe was selected for Adobe Pro.

If you require addition assistance

Email the DBH HelpLine at DBH-IT-Helpdesk@dbh.sbcounty.gov

Call the DBH HelpLine at 909-386-9730 during working hours.

7:30 a.m. to 5 p.m., Monday through Friday