



Producing DARS Reports

1. Populate a list of registered users that are APS using VLC's Registered User's Report.
 - A. In VLC, click on Administer > System > Reporting > Reports Console > Search Text: "Registered Users." > Search > Click on Registered Users.
 - B. Click Select > Type "External" in the Organization Search Box > Click on "VDSS – Dept of Social Services – External Entities" > Select > Click in the box "Include sub-organizations."
 - C. Start Date: The first of the month for which you are reporting. End Date: The last day of the month for which you are reporting.
 - D. Select Layout: "LTD Registered Users (shared)." Click on "Run Report."
 - E. Once the list has been populated, click on the "Filter" button. Filter Column > Select "Job Title," Comparison "Contains," Type APS in for the Value, click "Add."
 - F. Export the modified list to Excel. Clean up the spreadsheet by deleting extraneous data such as Report parameters. Bold the column headings. Select all borders to place a border for each cell. Make a title for the spreadsheet, "APS Registered Users," Name the tab "APS Registered Users."
 - G. Save in TM-DSS-LTD Systems Data and Support-SDAS Team Workspace in Documents > Reports > DARS Report as "XX-YY DARS Report.xlsx. XX denotes month, YY denotes year.

2. Populate a progress report for completed APS classroom classes (Progress Report).
 - A. In VLC, click on Administer > System > Reporting > Reports Console. Type in Search Text Box "Progress." Search. Select "Organization Report – Training Progress" > Select > Type "External" in the Organization Search Box > Click on "VDSS – Dept of Social Services – External Entities" > Select > Click in the box "Include sub-organizations."
 - B. User Activity: "Active." Progress Status: "Completed." Training Type: "Classroom."
 - C. Start Date: The first of the month for which you are reporting. End Date: The last day of the month for which you are reporting. Layout: "LTD DARS (shared)." Click on "Run Report." Export to Excel.
 - D. Clean up the spreadsheet by deleting extraneous data such as Report parameters. Bold the column headings. Select all borders to place a border for each cell. Copy these cells into a new tab of "XX-YY DARS Report.xlsx." Make a title for the spreadsheet, "APS Classroom Completions" Name the tab "APS Classroom Completions." Create a new tab for the next spreadsheet.

3. Populate a progress report for completed APS e-learning courses (Progress Report).
 - A. In VLC, click on Administer > System > Reporting > Reports Console. Type in Search Text Box "Progress." Search. Select "Organization Report – Training Progress" > Select > Type "External" in the Organization Search Box > Click on "VDSS – Dept of Social Services – External Entities" > Select > Click in the box "Include sub-organizations."
 - B. User Activity: "Active." Progress Status: "Completed." Training Type: "Online."

- C. Start Date: The first of the month for which you are reporting. End Date: The last day of the month for which you are reporting. Layout: "LTD DARS (shared)." Click on "Run Report." Export to Excel.
 - D. Clean up the spreadsheet by deleting extraneous data such as Report parameters. Bold the column headings. Select all borders to place a border for each cell. Copy these cells into a new tab of "XX-YY DARS Report.xlsx." Make a title for the spreadsheet, "APS Online Completions." Name the new tab "APS Online Completions." Create a new tab for the next spreadsheet.
4. Pull the required training report for any applicable data for the month you are reporting against.
 - A. In VLC, click on Administer > System > Reporting > Reports Console. Type in Search Text Box "Training." Select "Organization Report – Training Assignments." Select > Type "External" in the Organization Search Box > Click on "VDSS – Dept of Social Services – External Entities" > Select > Click in the box "Include sub-organizations." User Activity > Active. Content Type: Click the Classroom and Online Courses boxes. Completion Status: Blank.
 - B. Start date: Beginning of the month of report. End date: End of the month of report. Layout: "VDSS – Required Training Report (shared)." Export to Excel.
 - C. Clean up the spreadsheet by deleting extraneous data such as Report parameters. Bold the column headings. Select all borders to place a border for each cell. Copy these cells into a new tab of "XX-YY DARS Report.xlsx." Make a title for the spreadsheet, "Required Training Report." Name the new tab "Required Training Report." Save.
 5. If any report does not populate date, type "No data retrieved" in the tab where the data would normally be pasted.
 6. Email a copy of "XX-YY DARS Report.xlsx" to Paige McLeary. CC Carey Raleigh, Bobby Cottrell, Patrick Bridge, Judy Gundy, and Angela Strickland. Subject: "XX-YY DARS Report."