

**D-Snap STATS Process:**

* Pull up the D-Snap spreadsheet in Sharepoint under TM-DSS-LTD Systems Data and Support-Local Training SNAP Statistics [D-Snap Stats.xlsx](https://covgov.sharepoint.com/:x:/r/sites/TM-DSS-LTDSystemsDataandSupport-LocalTrainingSNAPStatistics/Shared%20Documents/D-Snap%20Stats.xlsx?d=wd250b0c8605a4a7da9ec9ed722ccf5c8&csf=1&web=1&e=AqlCb3)
* In the VLC
  + Administer
  + System
  + Reporting
  + Reports Console
  + Type Progress in the search text
  + Training Progress by Content
  + Select
  + Type BPSE2125 in search text and hit search
* Pull reports for Mod 1, 2, 3 and Curriculum each separately
* Organization - External
* Include Sub-Oganizations
* User Activity – Blank
* Progress Status – Complete
* Dates for the week (Sunday to Saturday)
* Layout – LTD – D-Snap STATS
* Sort by Date and export to excel
* Copy and paste the information into each tab for the corresponding mod
* Input the number of completions on the Stats Tab for each corresponding mod
* Download a copy of the spreadsheet to your computer
* Email from the GE to Brandi Watkins, CC Patrick Bridge, Judy Gundy and Robert Cottrell