The Virginia Learning Center

VIRGINIA DEPARTMENT OF SOCIAL SERVICES

Illustration of how to:
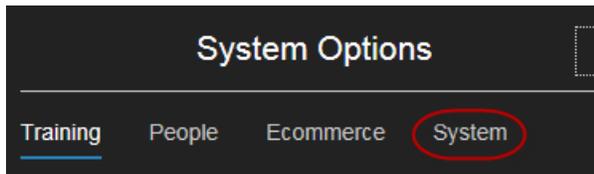
Pull a No-Show Report
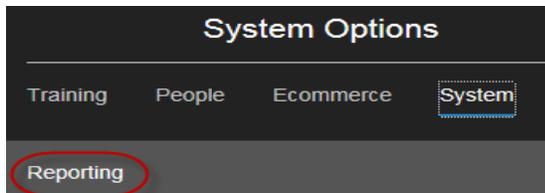
Step 1: Click on My Responsibilities

Step 2: Click on the area depicted by the red circle

Step 3: Click on System

Step 4: Click on Reporting

Step 4: Click on Reports Console

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Illustration of how to:

Pull a No-Show Report

Step 5: Type in progress for the Search Text and then click search

Step 6: Click on Organization Report – Training Progress

Step 7: Click select

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Illustration of how to:

Pull a No-Show Report

Step 8: Click select, then choose the appropriate organization (the name of your agency) for which you want the data, populate include sub-organizations, choose active, leave the progress status neutral, click classroom, populate your date parameters and click run report.