

# The Virginia Learning Center



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

*Illustration of how to:*

## Pull an Organization Listing Report

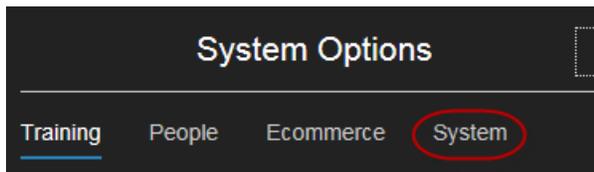
Step 1: Click on My Responsibilities



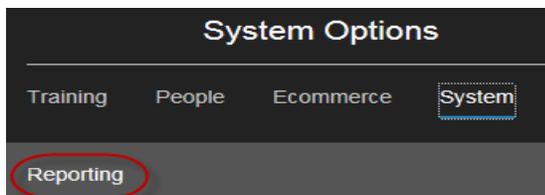
Step 2: Click on the area depicted by the red circle



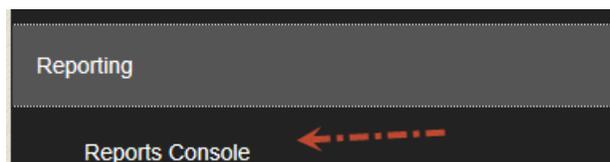
Step 3: Click on System



Step 4: Click on Reporting



Step 4: Click on Reports Console



# The Virginia Learning Center



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

*Illustration of how to:*

## Pull an Organization Listing Report

Step 5: Type in organization and then click search

### Reports Console

Manage and run standard reports. Create, manage and run custom reports, and import ad hoc reports (if the system contains this feature).

**Search**

[Simple Search](#) | [Advanced Search](#) | [Archived Scheduled Reports](#)

To perform a search, enter keywords in the Search Text field. Then make selections using the search criteria options, and click Search. Use the Advanced Search link to enter more specific search criteria for your search.

**Search Text**  Create New

**Search Type**

Step 6: Click on Organization Listing

**Organization Listing**  
Shows users who are members of the selected organization(s). Standard

Step 7: Click Select

**Organization Listing**

No Rating Available

Shows users who are members of the selected organization(s).

# The Virginia Learning Center



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

*Illustration of how to:*

## Pull an Organization Listing Report

Step 8: Click Select

### Organization Listing

**Run Report**

Use the form below to indicate the parameters for the report you want to run. Then click Run Report to run the report (opens in a new window).

Organization  **Select** Remove selected

Step 9: Type in your desired agency name or a part of the name

**Search**

To perform a search, enter some or all of the specific criteria indicated below and then click Search.

Search Text

Search Type All words

**Search**

Step 10: Fill the radio button beside the organization you desire. Then click select.

Info	Title	Path
<input checked="" type="radio"/> <b>i</b>	Piedmont-770 - Roanoke City	Dept of Social Services - External Entities > (PRTO) - Piedmont Regional Training Office (ROANOKE, VA)
<input type="radio"/> <b>i</b>	Roanoke (City)	DHCD - Virginia Building Code Academy
<input type="radio"/> <b>i</b>	Roanoke City District (020)	Dept of Health (601) > Dept of Health (601)
<input type="radio"/> <b>i</b>	Roanoke City Foster Parents	Dept of Social Services - External Entities > (PRTO) - Piedmont Regional Training Office (ROANOKE, VA) > Piedmont-770 - Roanoke City
<input type="radio"/> <b>i</b>	Roanoke City Non-Coop (420)	Dept of Health (601) > Dept of Health (601)
<input type="radio"/> <b>i</b>	VALRC - Adult Ed Region 5 - Roanoke Valley - Alleghany	VALRC - Virginia Adult Learning Resource Center

**Select**

# The Virginia Learning Center



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES

*Illustration of how to:*

## Pull an Organization Listing Report

Step 11: Click Run Report

### Organization Listing

**Run Report**

Use the form below to indicate the parameters for the report you want to run. Then click Run Report to run the report (opens in a new window).

**Organization**   Remove selected  
organization

Include sub-organizations

**User Activity**  ▼

**U.S. State**  ▼

**# Records (per page)**  ▼

**Layout**  ▼

**Run Report**