



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. If any report does not populate date, type "No data retrieved" in the tab where the data would normally be pasted.
 5. 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."