

Instructions for Sending in the Yearly Report

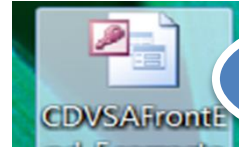
Here are the instructions for sending in your yearly statistical report. Before running the report, please make sure that all data through 6/30/2020 has been entered in the database. Thanks!

Please call if the computer is doing something unexpected, if you get lost, **or if you're having any difficulties at all!** The main CDVSA phone number is 907-465-4356, or contact your Program Coordinator at either their phone number or email. Thank you for your excellent work!!

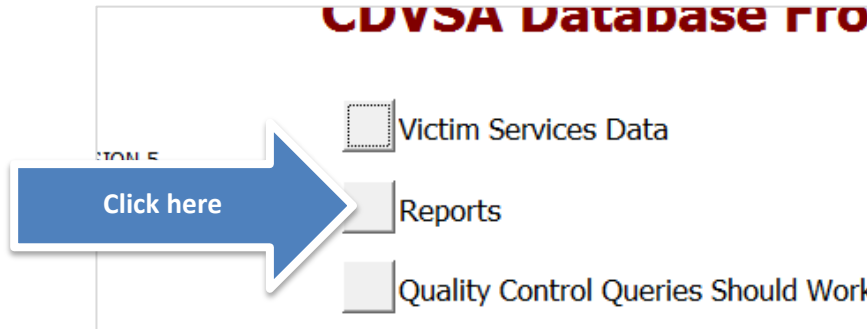
1. Navigate to the reporting menu in the CDVSAFrontEnd_6corrected.mdb database

- A) Double-left-click on the file on the desktop called "CDVSAFrontEnd_6corrected.mdb"*

*Variations on this name are acceptable, so long as it has a 6 in it.



- B) When the CDVSAFrontEnd_6corrected file opens, click on the "Reports" button



2. Create the Yearly report

- C) In the Reporting menu that appears, enter the **Starting:** date 7/2019, and the **Through:** date 6/2020, as below

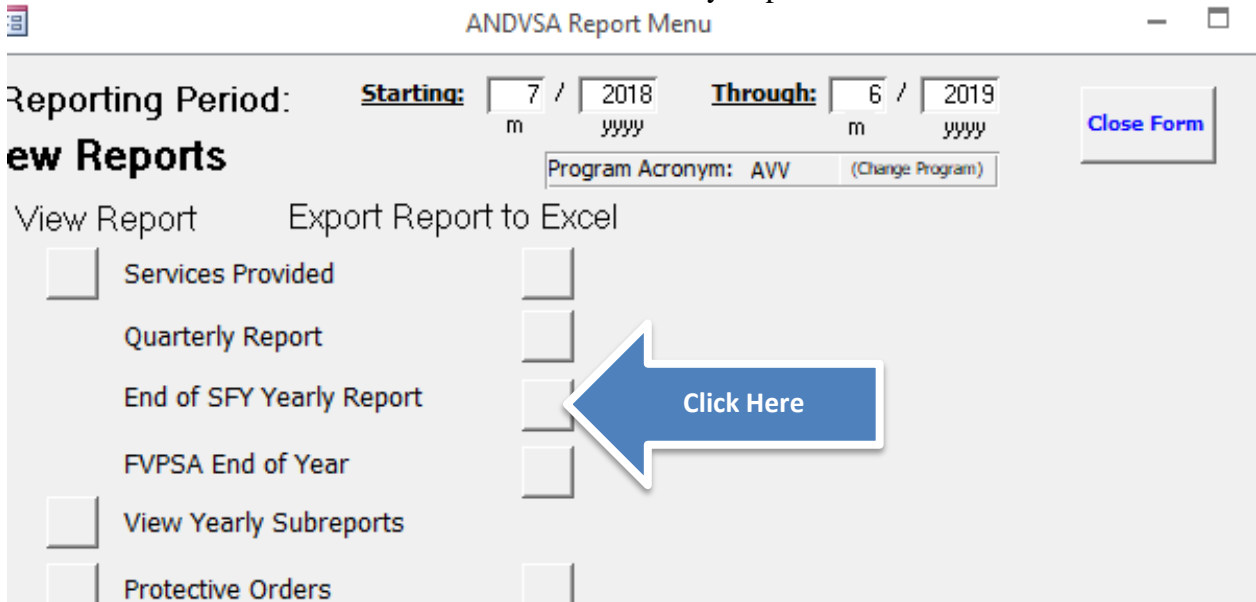
ANDVSA Report Menu

Reporting Period: **Starting:** 7 / 2018 **Through:** 6 / 2019

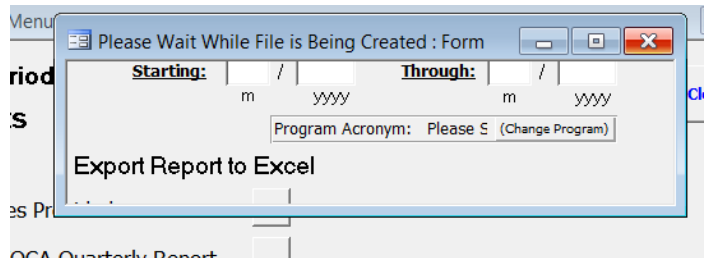
View Report Export Report to Excel

- Services Provided
- Quarterly Report
- End of SFY Yearly Report
- FVPSA End of Year
- View Yearly Subreports
- Protective Orders

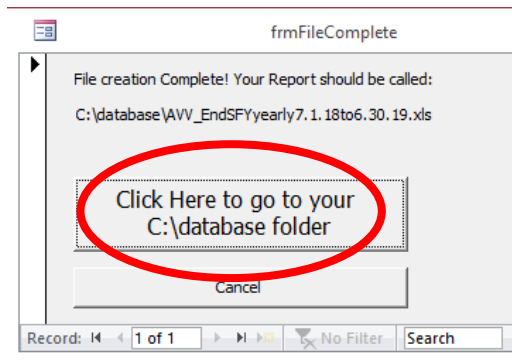
D) Click on the button next to the text “End of SFY Yearly Report”



E) A window should pop up requesting you to wait while the file is being made. Exporting the file may take a while, so take a break if needed. **If the report takes more than 20 minutes to generate, please call or email.**

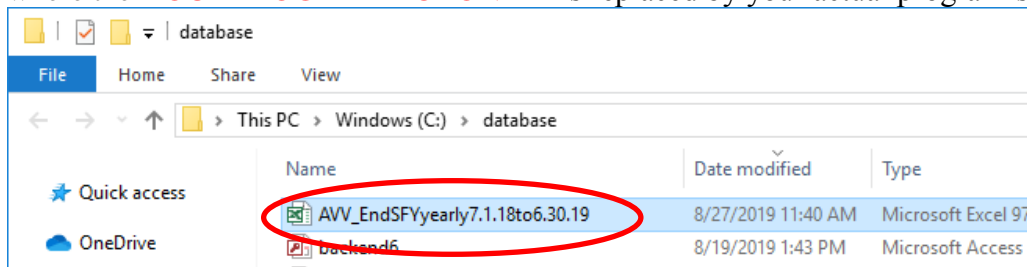


F) Another window should pop up. Click on the bigger button, to go to the place where the file is located:

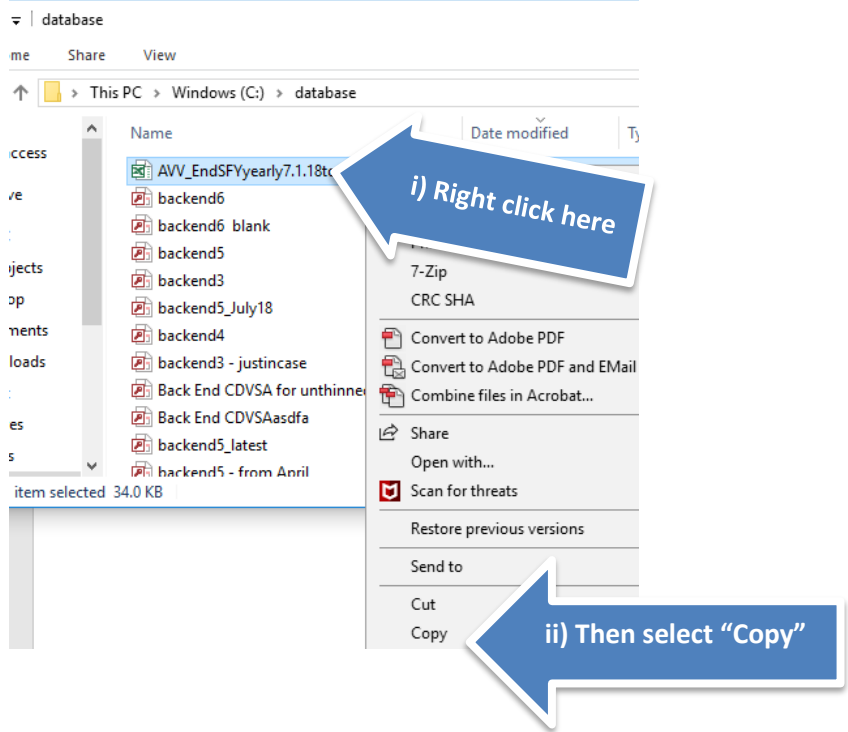


3. Move the report from the database folder to the flash drive folder

G) Your database folder should pop up. In it, you should be able to find a file called “**YOURPROGRAMACRONYM_EndSFYyearly7.1.19to6.30.20.xls**”, and where the **YOURPROGRAMACRONYM** is replaced by your actual program’s acronym.

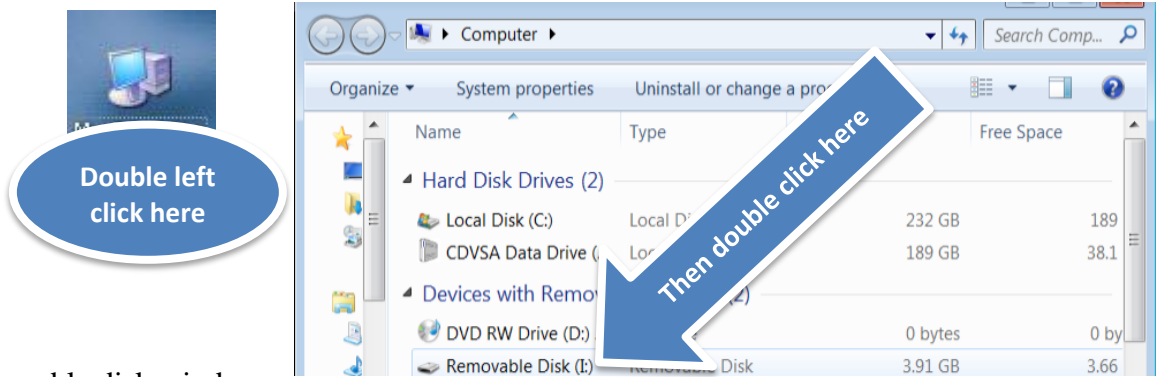


I) Copy this file by right-clicking on it and selecting Copy from the menu that appears.

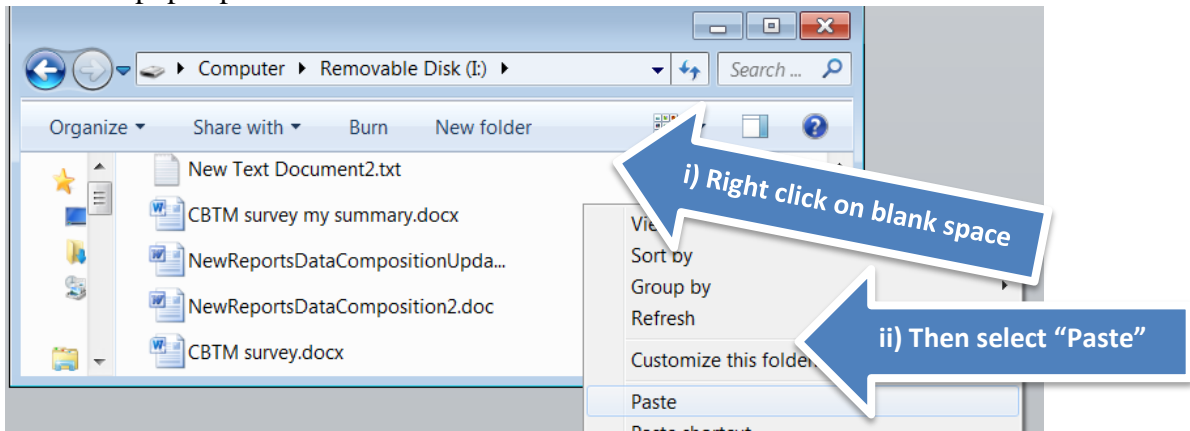


J) Now plug your flash drive (also known as "Removable Disk") into your computer if it isn't already plugged in.

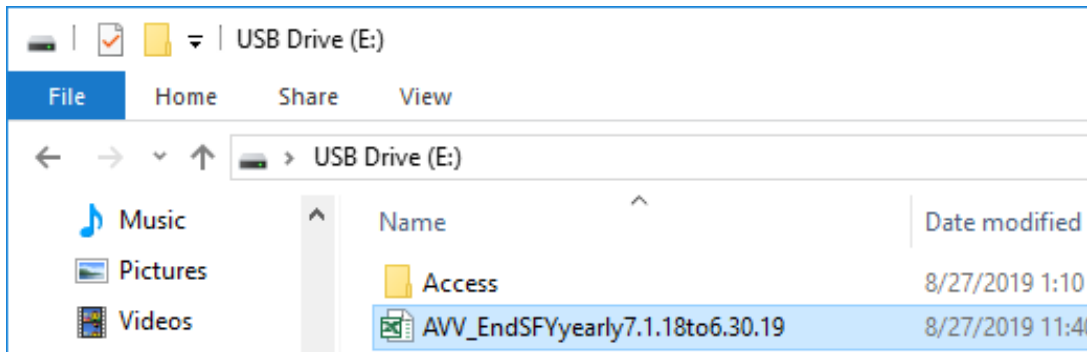
K) Navigate to your Removable Disk window. You can do this by double clicking on My Computer, and then double clicking on the icon for the flash drive:



L) The removable disk window should appear. Right click on some blank space in the removable disk window, and select "Paste" from the menu that pops up:



R) The report, called “**YOURPROGRAMACRONYM_EndSFY**yearly7.1.19to6.30.20.xls”, should appear in your flash drive window:



4. Email the report to cdvsa.grants@alaska.gov as an attachment

R) Now you can close all windows that are open in the computer, by clicking on the X in the upper right hand corner of each window:



S) Now, take the flash drive and bring it to a computer with internet access. Attach the file called **YOURPROGRAMACRONYM_EndSFY**yearly7.1.19to6.30.20.xls,

to an email that you send to cdvsa.grants@alaska.gov. Call and ask if you want help with this! **Note, you do not need to emailed the file called “CDVSAFrontEnd_6corrected.mdb”**

Thank you for sticking with this! Good job!