



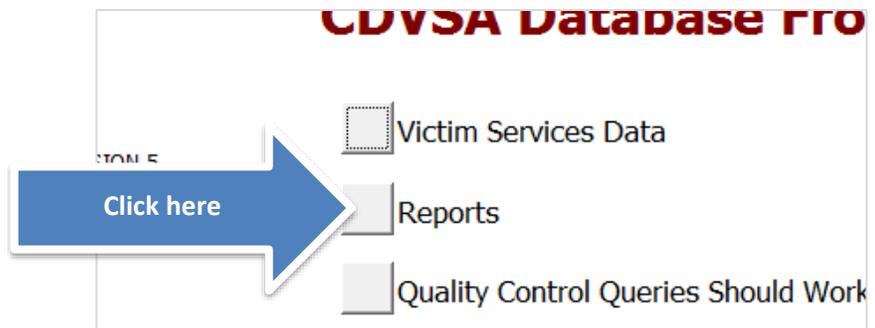
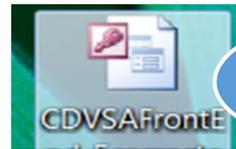
Instructions for Sending in the Quarterly Report

Here are the instructions for sending in your quarterly statistical report. Before running the report, please make sure that all data has been entered in the database. Thanks!

Please call if the computer is doing something unexpected, if you get lost, or if there are any difficulties at all! (907-465-1161 or 907-465-4356). You can also email cdvsa.grants@alaska.gov or your Program Coordinator. Thank you for your excellent work!

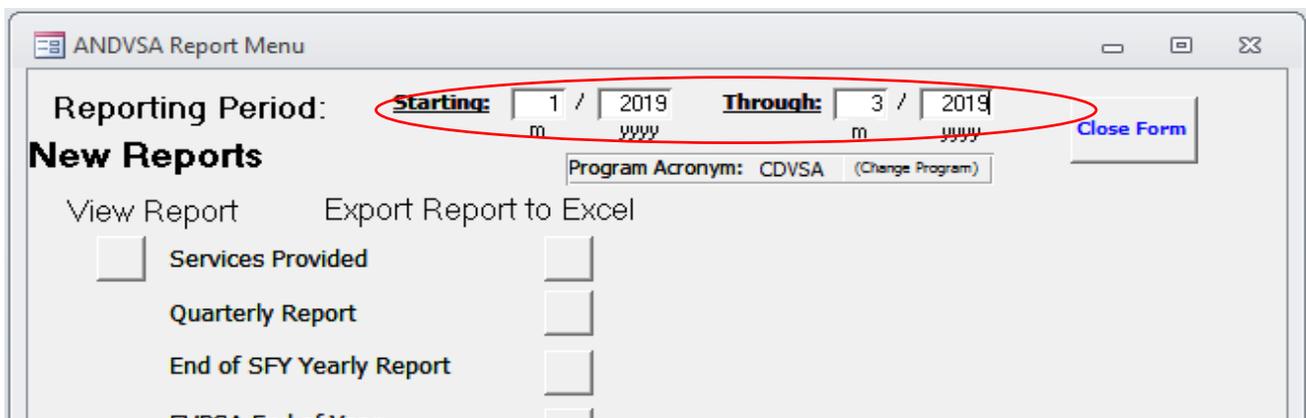
1. Navigate to the reporting menu in the CDVSAFrontEnd_6 database. *Variations of the database name are acceptable just be sure it has a 6 in it.

- a. Double-left-click on the database file.
- b. If a pop-up appears and one of the options is to “debug,” then you can select “Ok,” “Yes,” or “Enable,” etc. If it continues to give you problems, please take a picture of the error and email it to me.
- c. Once the database is open, click on the “Reports” button.



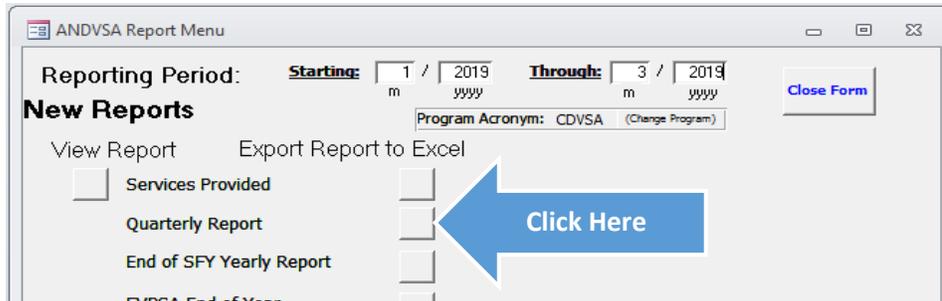
2. Creating the Quarterly Report

- a. Once in the reporting menu, enter the correct “**Starting**” and “**Through**” date that matches for the appropriate quarter. You don’t need to enter in the day the system automatically knows to begin the quarter with day 1 and end it with day 30 or 31. For your reference, it should be one of the below time frames depending on the quarter you are reporting on.
 - i. **Starting:** 01/20XX **Through:** 03/20XX
 - ii. **Starting:** 04/20XX **Through:** 06/20XX
 - iii. **Starting:** 07/20XX **Through:** 09/20XX
 - iv. **Starting:** 010/20XX **Through:** 12/20XX



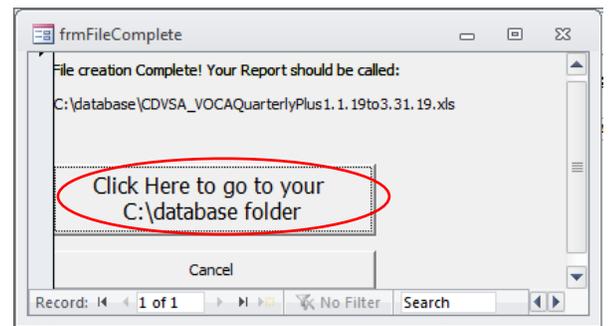
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- b. After you enter the correct date range. Click on the button next to the text “Quarterly Report.”



- c. A window should pop up requesting you to wait while the file is being made. Depending on the amount of data it is exporting it may take a while.

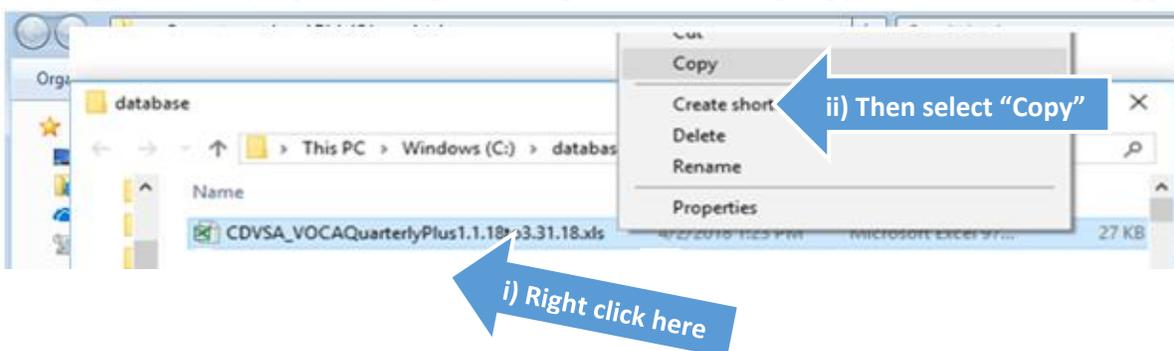
- d. Once it is complete another window should pop up. Click on the larger button to go to where the report is located.



3. Move the report to the flash drive folder.

- a. After you have clicked on the button above you should be directed to the database folder where the report is located. It should be a file called, “**YOURPROGRAMACRONYM_VOCAQuarterly4.1.18to6.30.18.xls**”, and where the **YOURPROGRAMACRONYM** is replaced by your actual program’s acronym. Some reports may be **_VOCAQuarterlyPlus10.1.18to12.31.18**, which is acceptable.

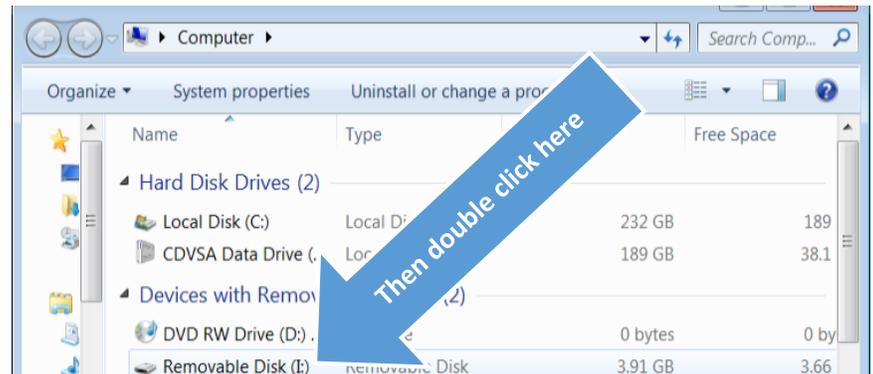
- b. Copy the file by right-clicking on the report and selecting copy from the menu that appears.



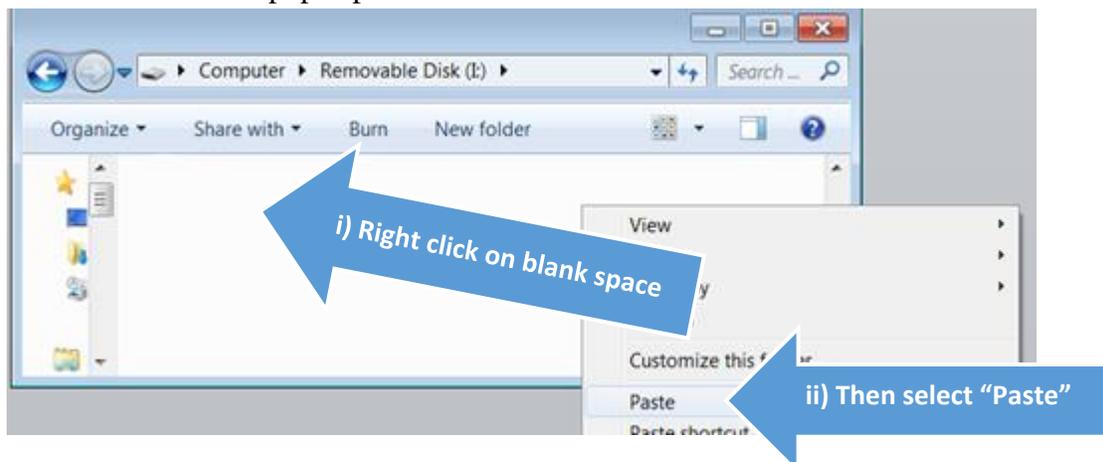
- c. Now plug in your flash drive (also known as “Removable Disk” or “USB Drive”) into your computer.

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- d. Navigate to your Removable Disk window. You can do this by double clicking on the “My Computer” icon and then double clicking on the icon for the flash drive.



- e. Once in the removable disk window, right click on a blank area in the window and select “Paste” from the menu that pops up.



- f. The report, called “**YOURPROGRAMACRONYM**_VOCAQuarterly1.1.19to3.31.19.xls”, should appear in your flash drive window.
- g. Eject the flash drive safely. By right clicking on the “Removable Disk,” name and selecting “Eject.”

4. Email the report to cdvsa.grants@alaska.gov as an attachment.
- a. Take the flash drive to a computer with internet access and attach the report to an email.

Don't hesitate to call with any questions. Thank you!