[redacted]

[redacted] Reporting

User Guide for the Analyst

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Please consider the environment before printing this document

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Purpose

This document is intended to provide the steps required by the analyst to perform the recurring process of creating the [redacted] ([redacted]) [redacted] ([redacted]) [redacted] Reporting output for submission to the [redacted] Department of Education ([redacted]DOE).

Intended Audience

Although the completion of [redacted] Reporting requires the efforts of multiple [redacted] personnel, this document details the steps performed by the analyst.

Requisite Skills and Knowledge

In order to perform the steps outlined in this document, the reader must possess, at a minimum, the following:

- Familiarity with the [redacted] *Reporting SOP* document
- Familiarity with the [redacted]DOE website as it pertains to [redacted] reporting
- Intermediate to advanced analysis skills
- Appropriate permissions to upload/download [redacted] files to/from the [redacted]DOE database
- IPswitch application (transfer files to/from [redacted]DOE)
- HostExplorer application (used to request reports from [redacted]DOE)
- Access to [redacted] learning management system (LMS)

Background

[redacted] Reporting is how [redacted] is funded for eligible course enrollments. Eligible enrollment data is transmitted to the [redacted] Department of Education ([redacted]DOE) during the year in each of the [redacted]DOE's five survey periods (four quarterly surveys plus one annual survey).

The data contained within the [redacted] Reporting falls into three main categories:

- [redacted] demographics
- Course information
- Teacher information

How to Use this Document

This document contains actions to be taken by the analyst as well as relevant information to assist the analyst in understanding the purpose of his/her role. All text in this document should be considered informational only *unless* it is contained within a "Step/Action" table. Text contained in a "Step/Action" table describes the actual tasks to be performed by the analyst.

Glossary of Terms

Batch Files

Subsequent files transmitted to the [redacted]DOE. These files only have additions, changes or deletions to be made on the [redacted]DOE. Initial files must have been accepted prior to transmitting batch files.

[redacted] ([redacted]) Data

In addition to its own [redacted] data, [redacted] also submits [redacted] data on behalf of the [redacted] ([redacted]). The [redacted] data is for their [redacted] and [redacted] programs. In a given calendar year, [redacted] data is received from [redacted] and included in the [redacted] submittals to the [redacted]DOE for the following surveys (see table below).

Survey #	Type of [redacted] data included in [redacted] reporting
1	N/A
2	• [redacted] • [redacted]
3	• [redacted] • [redacted]
4	If [redacted] had [redacted] completions occur in late June, then: • [redacted] Else: • N/A
5	• [redacted]

[redacted] Data Inclusion Table

***Note**: The [redacted] data is manually submitted to the [redacted]DOE by the analyst. The [redacted] data, however, is first imported into the [redacted] database by the IT developer and then submitted from the application with the [redacted] data.*

Exception Rules

Rules that, if violated, do not affect the [redacted] value if not corrected. Errors are flagged after records are loaded into the [redacted]DOE

Final Update/Amendment Date

Final date to achieve 100% submission acceptance. No batch or initial files are processed after this date.

[redacted] Application

The [redacted] Reporting output is created by the IT developer via the [redacted] *Application* user interface. The [redacted] *Application* user interface was developed in-house and is frequently modified to fit the changing [redacted]DOE business rules and [redacted] programs.

Indicator Files

Empty text file named the same as the file to be submitted, but with .INITIAL or .BATCH as the extension. Indicator files provide information to the [redacted]DOE by designating the files are ready to be processed and which type of file it is, initial or batch.

Initial Files

First files transmitted to the [redacted]DOE. In order to be accepted and loaded into the database, 80% of the file must be error-free.

IPswitch

The name of the FTP client program used to upload files to the [redacted]DOE site.

NWRDC

Location where the [redacted]DOE's information database files are maintained: North West Regional Data Center.

Orphan Records

Records which do not have a necessary corresponding record in another file. For example, if a [redacted] record existed in a course information file without a corresponding record for that [redacted] in the [redacted] demographics file, that would be an "orphan" record.

Output Files

Requested during the [redacted] process and is a copy of all data accepted to date by the [redacted]DOE. Used as a comparison to the VSA data when generating batch files.

Overflow Records

Records that are in excess of the .50 maximum [redacted] for [redacted] for a specified survey period and survey year. For example, if a [redacted] successfully completed 7 courses in survey 1, the 7th course is flagged as an overflow record and saved in the [redacted] database. When it comes time to process survey 2 data, the overflow records are pulled in first, then the remaining VSA and [redacted] data.

Preliminary Files

Preliminary files are a sample set of [redacted] Reporting files that are created in-house for testing and data cleansing purposes, but are not submitted to the [redacted]DOE. When generating preliminary files, data records are NOT written to the [redacted] database.

Reject Rules

Rules that, if violated, prevent the record from being loaded into the database. Details of errors are available on error reports requested and downloaded from the [redacted]DOE.

Validation Rules

Rules that, if violated, zero out [redacted] credit if not corrected. Errors are flagged after records are loaded into the [redacted]DOE.

[redacted] Reporting process

Stage 1: Preparation

Analyst Role in Stage 1

For the analyst, the *Preparation* stage primarily consists of the following responsibilities.

Description	Number of Times Performed in a Single Survey Period	Comments
Review the [redacted]DOE website for any updates.	1–any number	The [redacted]DOE website should be monitored o[redacted]n for any changes to the process.
If necessary… • Create a Business Requirements Document (BRD) detailing any necessary program or procedure changes. • Send the BRD to the IT developer	0–1	Depends on whether the review of the [redacted]DOE website yielded any necessary changes to the process followed by the IT developer.
Receive [redacted] ([redacted]) [redacted] data for [redacted] and [redacted].	0–1	Depends on the particular survey. Surveys 2, 3, 5, and sometimes 4 are the only surveys containing [redacted] data.
Review and validate the [redacted] data	0–1	
Review and validate [redacted] data	1–any number	Process continues until files are corrected for flagged errors in the log details file (i.e.; birth dates, graduation dates, missing physical school).
Request that developer run files to submit to [redacted]DOE	1–any number	
Receive the preliminary files	1–any number	

[redacted]DOE Requirements Updates

<table>
<tr><th>Step</th><th>Analyst Action</th></tr>
<tr><td>1</td><td>

Go to the [redacted]DOE website (http://www.fldoe.org/eias/dataweb/default.asp).
Click Database Manual Update
Click on all dates that have a link (opens a pdf).
Review the pdf for any applicable changes in business rules.

If any business rule changes are found, then update them to the [redacted] Submission Tool Business Rules Excel file ([redacted] Intranet > Departments > Information Technology > [redacted] Document Storage > [redacted] Documents > [redacted] Submission Tool Business Rules.xlsx).
If significant modification(s) to the [redacted] Application code ARE needed in order to satisfy any [redacted]DOE updates:

Create a BRD and send to the IT developer (see an example at https://my.[redacted]virtualschool.net/Departments/IT/[redacted]/[redacted]DOE%20Documentation/Modifications%20to%20Current%20[redacted]%20Application/Modifications%20to%20[redacted]%20Reporting%20Application%202009_2010%20Survey%205%20BRD%20v1.1%20FINAL.pdf)
Request an estimate from the IT developer of the time required to implement the requested changes.
Receive the estimate from the IT developer.
In partnership with the IT project manager, approve the developer's estimate.
Receive notification from the IT developer that the requested modifications have been completed.
Proceed to Step 2.

If only minor modification(s) to the [redacted] Application code ARE needed in order to satisfy any [redacted]DOE updates:

Notify the IT developer of the needed modifications.
Receive notification from the IT developer that the requested modifications have been completed.
Proceed to Step 2.

If changes to the [redacted] Application code ARE NOT needed:

Proceed to Step 2.

</td></tr>
</table>

[redacted] Data Validation

Note: *At the beginning of the fiscal year, the Analyst sends a timeline document (see an example at [https://my.[redacted]virtualschool.net/Departments/IT/[redacted]/1011 [redacted]/2010_2011 REVISED Schedule of [redacted] Data for [redacted]_FINAL.docx]) to [redacted]. Data is transmitted throughout the year from [redacted] to [redacted] via [redacted]'s learning management system.*

Step	Analyst Action

2	• If [redacted] data is received:
	  • Click on the link contained in the email received from [redacted]'s Learning Management System (i.e., *Issue Aware*).
	  • When prompted, log in to the Learning Management System (login credentials are proprietary and will be supplied to you by your manager).
	  • Select Save file.
	  • Ensure columns are correct.
	  • Ensure data formats are accurate.
	  • Validate the survey year and period.
	  • Validate school numbers vs grade levels.
	  • Validate [redacted]s earned to ensure correct value (not greater than .5).
	  • Validate formatting of different fields (e.g., date field).
	  • Ensure there are no orphan records.
	  • If data is [redacted], then:
	    • Copy the data into the template.
	    • Send to the IT developer.
	  • If data is [redacted], then:
	    • Open the file.
	    • Review each worksheet in the file, paying particular attention to the following:
	      ▪ Verify that the *School number* = 7078.
	      ▪ Validate the *Survey number* and *year.*
	      ▪ Ensure that [redacted] does not exceed 0.5.
	      ▪ Ensure there are no orphan records.
	  • Communicate any data issues to [redacted] for correction.

Preliminary Files

In order to maximize the likelihood of a valid initial file submission on the first try, the analyst and the IT developer perform a series of in-house "preliminary" file creations and validations in an attempt to cleanse the data as much as possible before actually submitting it to the [redacted]DOE.

- If survey 1–4, the analyst will receive the following preliminary files from the IT developer:
  - *dps71.gq.f60775.Y10112* (where the last five digits represent <SchoolYear><SurveyNumber>)
  - *dps71.gq.f60776.Y10112* (where the last five digits represent <SchoolYear><SurveyNumber>)
  - *dps71.gq.f60777.Y10112* (where the last five digits represent <SchoolYear><SurveyNumber>)
- If survey 5, the analyst will receive the following preliminary files from the IT developer:
  - *dps71.gq.f60775.Y10112* (where the last five digits represent <SchoolYear><SurveyNumber>)
  - *dps71.gq.f60953.Y10115* (where the last five digits represent <SchoolYear><SurveyNumber>)

For all surveys, the analyst will receive one log file (*defaultlog.txt*) from the IT developer.

Request Preliminary Files

Step	Analyst Action
3	• Request the IT developer to create a new set of preliminary files.

Receive Preliminary Files

Step	Analyst Action
4	• Receive the newest set of preliminary files from the IT developer.

Validate Preliminary Files

After receiving the preliminary files from the IT developer, the analyst will validate the data per the information contained in the log file.

Step	Analyst Action
5	• Open a copy of the *Template Survey Files* workbook (https://my.[redacted]virtualschool.net/Departments/IT/[redacted]/1011 [redacted]/TEMPLATE Survey Files.xlsm). • Copy/Paste data from the fixed-width file to the *Data* sheet of the file. • Run the appropriate macro (depending on file name) to parse out the data. • Repeat Step 5 for each file type.

Step	Analyst Action
6	• Copy/Paste the parsed data from the *Template Survey Files* workbook into the *Template ValidateSurvey_VSA_Files* workbook for review (copy/paste formulas as needed) (https://my.[redacted]virtualschool.net/Departments/IT/[redacted]/[redacted]DOE%20Documentation/Standard%20Operating%20Procedures/TEMPLATE%20ValidateSurvey_VSA_Files.xlsm). • Add a formula to the *SC* worksheet in the filler column located between the [redacted] *Earned, Course column* and the *Grade Level* column. ***Note:*** *The formula should take the value from* [redacted] *Earned, Course and divide by 10000.* • Request data pull for VSA data for comparison. • When received, copy the data into the template to compare against the [redacted] data. • Refresh all the pivot tables and look for discrepancies.

7	• Open the log file.
	• If the log file **HAD flagged** any issues with the data:
	    • Select all the data.
	    • Copy/Paste the data into a new worksheet in the Validation template.
	    • Parse the data for easy sorting by error.
	    • Transfer the errors to the *TEMPLATE Data Errors to CCR* workbook (https://my.[redacted]virtualschool.net/Departments/IT/[redacted]/[redacted]DOE%20Documentation/Standard%20Operating%20Procedures/TEMPLATE%20Data%20Errors%20to%20CCR.xlsx).
	    • Send to the Customer Care Representative (CCR) for reconciliation in VSA.
	    Note*: The CCR will contact the* [redacted]*(s) in order to reconcile their data in VSA (i.e., birth date, graduation date, physical school).*
	    • After the CCR has reconciled the flagged data in VSA, return to Step 3.
	• If the log file **HAD NOT flagged** any issues with the data:
	    • Advise the IT developer that Stage 1 (“preparation”) of the process is completed.
	    • Proceed to Step 8.

Stage 2: Submittal

Analyst Role in Stage 2

For the analyst, Stage 2 primarily consists of the following responsibilities.

Description	Number of Times Performed in a Single Survey Period	Comments
Submit the [redacted] files.	1–any number	These tasks can be part of an iterative series of tasks during this stage. Initial files are submitted and, once accepted, output files are imported (i.e., "loaded") into the [redacted] database and batch files are then created. These actions are performed as many times as necessary until a "100% validation error-free" status in the submission to the [redacted] DOE is achieved.
Ask for, and receive, newly created initial files files from the IT developer.	1–any number	
Submit initial files to the [redacted] DOE.	1–any number	
Request and download error and output files from [redacted] DOE.	1–any number	

[redacted] Submittal

Step	Analyst Action

8	• Open the [redacted] file containing all the [redacted] file formats (previously validated in Step 2 on page 9 of this document)
	• Copy the worksheet to a new workbook.
	• Save the workbook file as formatted text (*.prn).
	• Name the file according to the type of data it contains (e.g., *F60775.Y10111* — refer to https://my.[redacted]virtualschool.net/Departments/IT/[redacted]/[redacted]DOE Documentation/_[redacted]DOE FILE DESCRIPTIONS.docx).
	• Open the prn file.
	• Remove the headers by highlighting the text and performing a delete.
	• Replace the fillers in the last column of the file with spaces (File>Edit>Replace).
	  ◦ Define what would be the filler text (typically, "xxxxxxxx").
	  ◦ Replace the text with a corresponding number of spaces.
	• Save the file.
	• Change file extension to *YYearSurvey* (e.g., Y10112).
	• Create a duplicate file with a filename extension of ".INITIAL" or ".BATCH" (e.g., the indicator file for *F60775.Y10112* would be named *F60775.Y10112.INITIAL* or *.BATCH*).
	  ◦ Open the duplicate file.
	  ◦ Delete all data to create an indicator file.
	  ◦ Save the file.
	• Upload the files to [redacted]DOE via *IPswitch.*

Initial Files

***Note**: When creating preliminary files during Stage 1 ("Preparation"), **data was not written** to the [redacted] database. During the creation of initial files during Stage 2 ("Submittal"), **data is written** to the [redacted] database, so it can be submitted to the [redacted]DOE.*

Create the Initial Files

Step	Analyst Action
9	• Advise the IT developer to enable the writing of data to the [redacted] database.

Step	Analyst Action
10	• Advise the IT developer to create a new set of initial files. • Receive the initial files from the IT developer.

Validate the Initial Files

Step	Analyst Action

11	• Perform validation of the data, paying particular attention to the following:
	  ◦ Verify the grade level and corresponding program number.
	  ◦ Verify school number.
	  ◦ Verify grade level.
	  ◦ Ensure that [redacted] does not exceed 0.5.
	  ◦ Ensure there are no orphan records.
	• If errors **ARE** found,
	  ◦ Seek out the appropriate [redacted] personnel (typically a CCR) who can correct the data in VSA.
	  ◦ Return to Step 10.
	• If errors **ARE NOT** found, proceed to Step 12.

Submit the Initial Files

*For instructions on how to upload and/or download files to/from the [redacted] DOE site, refer to the **Instructions** section, beginning on page 22 of this document.*

Step	Analyst Action

12	• Submit the initial files to the [redacted] DOE.
	• Request all error, validation, and exception reports from the [redacted] DOE, as well as the output files (see *How to Download Files from the* [redacted] on page 26).
	• When the requested data is received from the [redacted] DOE:
	  • If **ALL THREE** initial files were rejected (i.e., the error rate exceeded 20%):
	    • Validate the rejected files data by seeking out the appropriate [redacted] personnel (typically a CCR) who can modify the data in VSA or contact the IT developer to make a code change within the application.
	Request of the IT developer to drop all status 2 and status 3 records for that survey period and year in the [redacted] *database prior to running the files again. This will "reset" the application as if no records had been submitted.*
	    • Repeat Step 12 for all three rejected files..
	  • If **ONE or TWO** of the submitted initial files was rejected by the [redacted] DOE (i.e., the error rate exceeded 20%):
	    • Manually correct the rejected file(s).
	    • Repeat Step 12 until all initial files have been accepted.
	  • If **NO** files were rejected by the [redacted] DOE:
	    • Have the IT developer load the output files.

Batch File(s)

Create the Batch Files

Note*: A batch file does not contain a full set of data. It represents only the additions, changes, or deletions to the data when compared with the* [redacted]*DOE output files imported into the* [redacted] *database.*

Step	Analyst Action
13	• Verify the totals by running the [redacted] *Reported to State* report using *Crystal Reports* and ensuring the totals match that of the output files. • Advise the IT developer to create new batch files using the [redacted] application. • Receive the new files from the IT developer.

Submit the Batch Files

Step	Analyst Action

14	• Submit the batch file(s) to the [redacted]DOE (see *How to Upload Files to the* [redacted] on page 22).
	• Request all error, validation, and exception reports from the [redacted]DOE, as well as the output files (see *How to Download Files from the* [redacted] on page 26).
	    • Download output and error files from DOE
	    • Review all error files for validation and exception errors
	    • Work with appropriate [redacted] personnel to correct errors
	        • Place output files on intranet for developer to import (https://my.[redacted]virtualschool.net/Departments/IT/[redacted]/default.aspx).
	        • Repeat step 13.
	    • If the [redacted]DOE indicates the last batch file(s) uploaded **are 100% validation error-free**.
	        • Notify the IT developer that the “Batch Files” stage is completed.
	        • Proceed to Step 15.

Stage 3: Certification

Analyst Role in Certification

For the analyst, the *Certification* stage primarily consists of the following responsibilities.

Description	Number of Times Performed in a Single Survey Period	Comments
Run the [redacted] Reported to State report	1–any number	The report is run and cleansed until there are no errors present.
Send information to senior management	1–any number	
Submit [redacted] totals to CFO	1	The Chief Financial Officer (CFO) certifies and signs off on the totals and submits it to the [redacted] DOE for payment.

Run the [redacted] *Reported to State* Report

Step	Analyst Action
15	• Run the [redacted] *Reported to State* report using Crystal Reports.

Send Information to Senior Management

Step	Analyst Action
16	• Send a copy of the report to the following: • Chief Financial Officer • Chief Learning Officer • Director, Financial Services • Chief Information Officer • Controller • Senior Accountant

Submit Totals to CFO

During a survey period, the [redacted]DOE automatically runs an [redacted] totals report (F70766.Y1011, where the 1011 is the survey year). An email will be sent for download and to review errors in the file, if any.

Step	Analyst Action

17	• Download the [redacted] *Totals* report.
	Note: *If there are errors, they must be corrected or* [redacted] *will not receive funding for those enrollments.*
	• If the report says "No Nulled Data for This District",
	    • Send an update to the following to let them know all has been 100% accepted with no validation errors at the [redacted]DOE:
	        • Chief Financial Officer
	        • Chief Learning Officer
	        • Director, Financial Services
	        • Chief Information Officer
	        • Controller
	        • Senior Accountant
	    • Submit the final [redacted] totals to the [redacted] Chief Financial Officer (CFO).
	• If the report DOES NOTsay "No Nulled Data for This District",
	    • Correct the errors (see Step 13, page 8).
	    • Run the [redacted] *Reported to State* report again.
	    • Repeat Step 17.

The Chief Financial Officer certifies and signs off on the totals and submits it to the [redacted]DOE for payment. The Finance department also tracks payments received from the [redacted]DOE to ensure it matches the [redacted] totals submitted.

Note: *At this point, the analyst's role is complete UNLESS there are changes to enrollments that may need updating at the* [redacted]*DOE. As an example, the analyst should monitor all the enrollment reinstatements. For an example, if an enrollment was previously submitted as regular credit and the teacher subsequently reinstates the* [redacted] *to complete the honors assignments, the analyst will need to manually update the* [redacted] *data by submitting corrected course codes. This continues until the final amendment/update date. Any changes to the data at the* [redacted]*DOE requires that output files be loaded into the* [redacted] *database so that an accurate record of what is at the* [redacted]*DOE exists in the* [redacted] *database.*

Instructions

How to Read Survey Dates Document from [redacted]DOE

Each survey period has a set of dates that are important to each period. A PDF file can be downloaded from the [redacted]DOE website and shows the dates for ALL survey periods; however, that document does not include the extended timeline given for [redacted]. Those dates are in the table below and are important, as each survey is split into two runs.

The first run is performed in order to submit initial files by the [redacted]DOE's due date. After that, [redacted] uses the extended [redacted] date certain to submit ALL records for the survey and it is considered to be the final run. This was done in order that [redacted] completions can be reported within the semester completed, much like a brick and mortar school.

Brick and mortar schools are seat-time based, in that they will earn funding for [redacted]s if the [redacted]s were in attendance during the survey week, which ends on the [redacted]DOE *Date Certain*; however, [redacted] earns funding only if the [redacted] successfully completes the course, regardless of the [redacted]'s attendance.

As an example, [redacted] would earn funding for [redacted]s who successfully completed from 8/23/2010 through 1/19/2011, which is closely related to the first semester timeline for a brick and mortar school.

[redacted]VS Survey Dates for 2010-2011 Survey Year

Survey Period	Start Date	End Date ([redacted] Date Certain)	[redacted]DOE Date Certain
July (Survey 1)	7/1/2010	8/22/2010	7/16/2010
October (Survey 2)	8/23/2010	1/19/2011	10/15/2010
February (Survey 3)	1/20/2011	6/3/2011	2/11/2011
June (Survey 4)	6/4/2011	6/30/2011	6/17/2011

Example of Survey 1 Dates and Explanations

Survey Dates
2010-2011

<u>Student, PK-12</u>

Survey 1:
Survey Week July 12-16, 2010
Due Date: July 30, 2010
State Processing: July 26-September 17, 2010
Final Update/Amendment Date: September 30, 2010

Line	Value	Description
1	Survey 1:	Shows the survey period code
2	Survey Week July12-16, 2010	Shows the [redacted]DOE attendance week. If [redacted] is in attendance at a brick and mortar school, then they are eligible for funding. The Friday of survey week is Date Certain. This date is used as the date of record for the survey.
3	Due Date: July 30, 2010	Shows the date that initial files must be submitted and accepted by at the [redacted]DOE
4	State Processing: July 26-September 17, 2010	Shows the timeframe for processing initial and batch files at the [redacted]DOE. During the state processing window, files are processed daily: 8am for initial files, 4pm for batch files. After the state processing window, batch files will only be processed Fridays at 4pm.
5	Final Update/ Amendment Date: September 30, 2010	Shows the final date of the survey. After this date, files will not be processed at the [redacted]DOE. All validation errors must be corrected by this date in order to receive all eligible funding.

How to Upload Files to the [redacted] DOE

1. Launch *IPswitch* and connect to the [redacted] DOE site.
2. Change folder directory on the [redacted] DOE site to DPS71.GQ (see Figure 1).

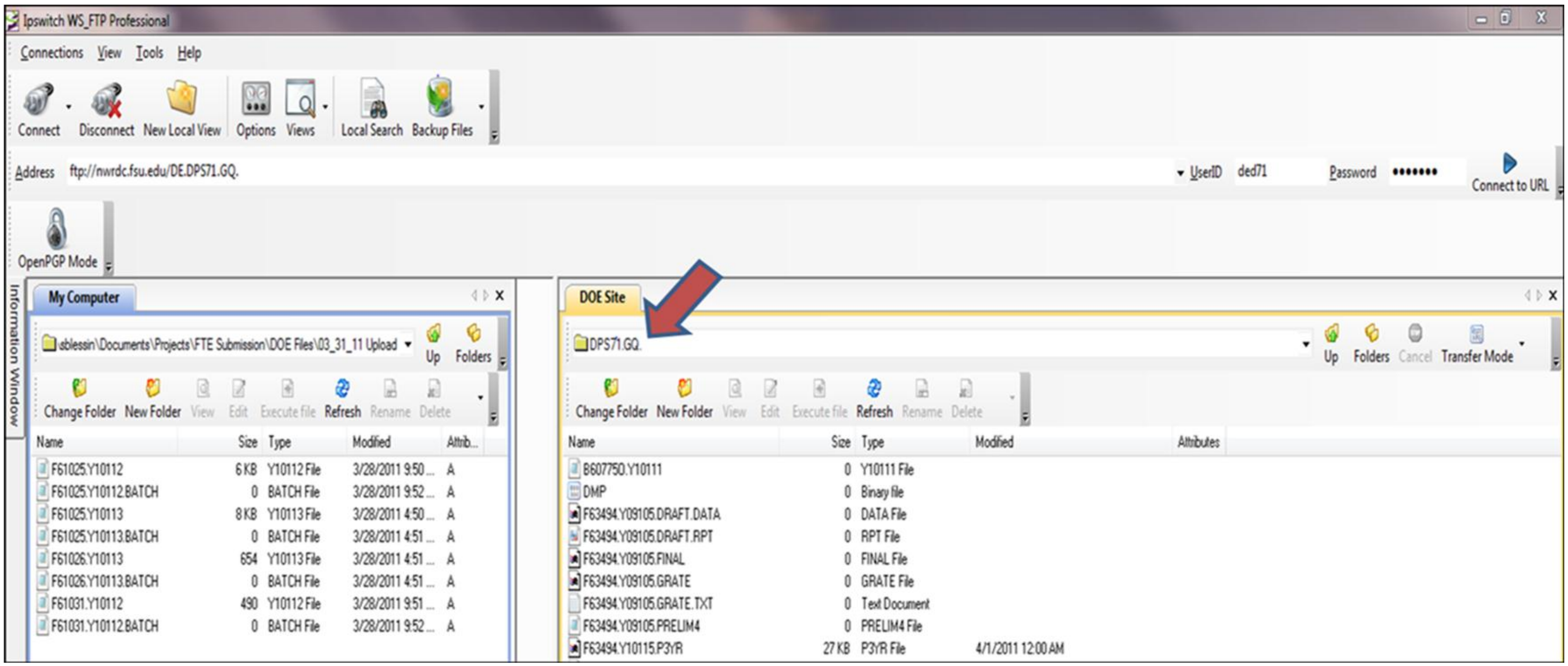

Figure 1

3. Change the record length setting on the [redacted]DOE site to be the record length of the file you are about to upload (does not need to be done for the indicator files). To change the record length setting, do the following (see Figure 2):

    - Right click in the [redacted]DOE site window.
    - Go to **Operations > FTP Commands > SITE**.

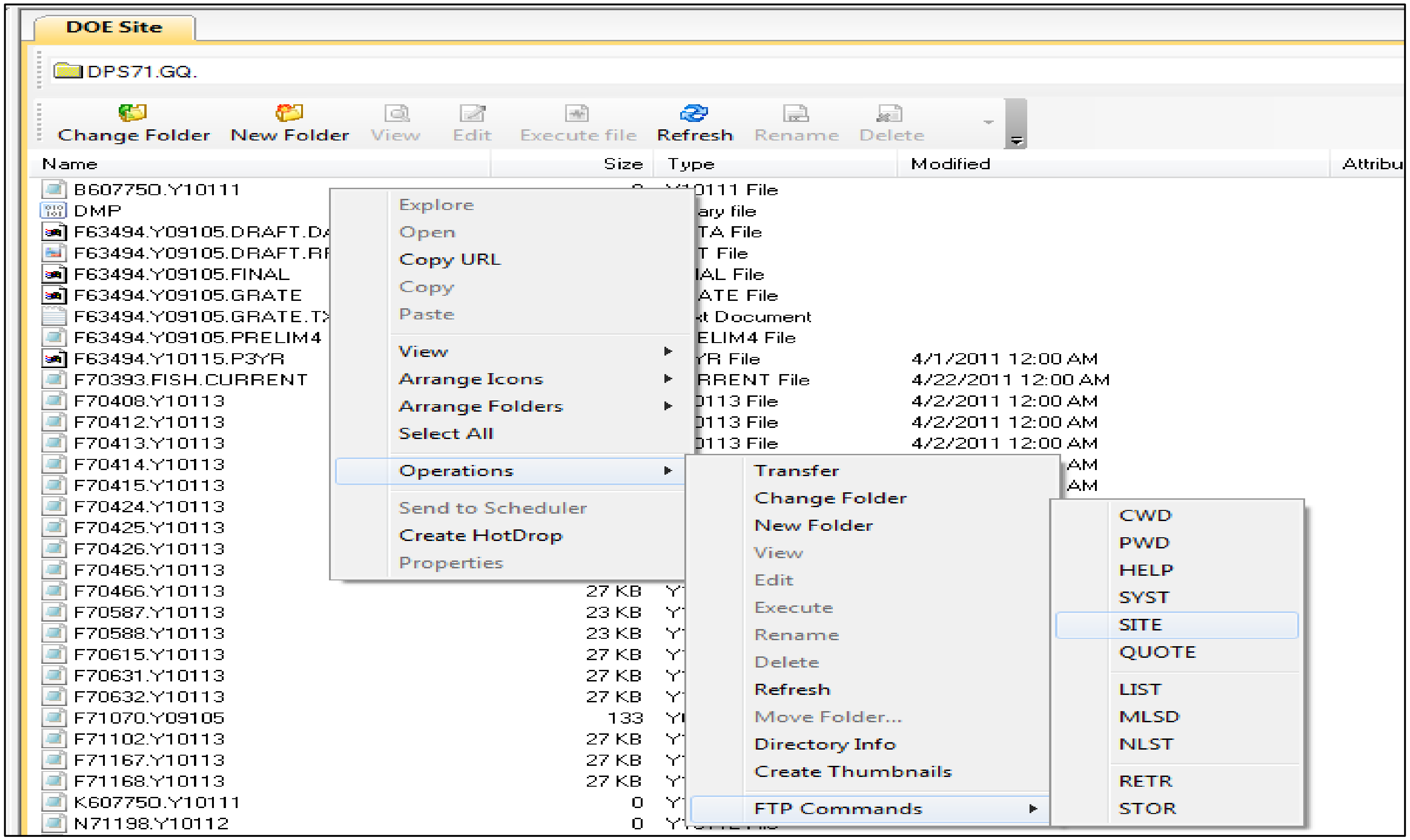

Figure 2

- Enter "*lrecl=xx*" (where xx equals the record length of the file) (see Figure 3).
- Click **OK** (see Figure 3).

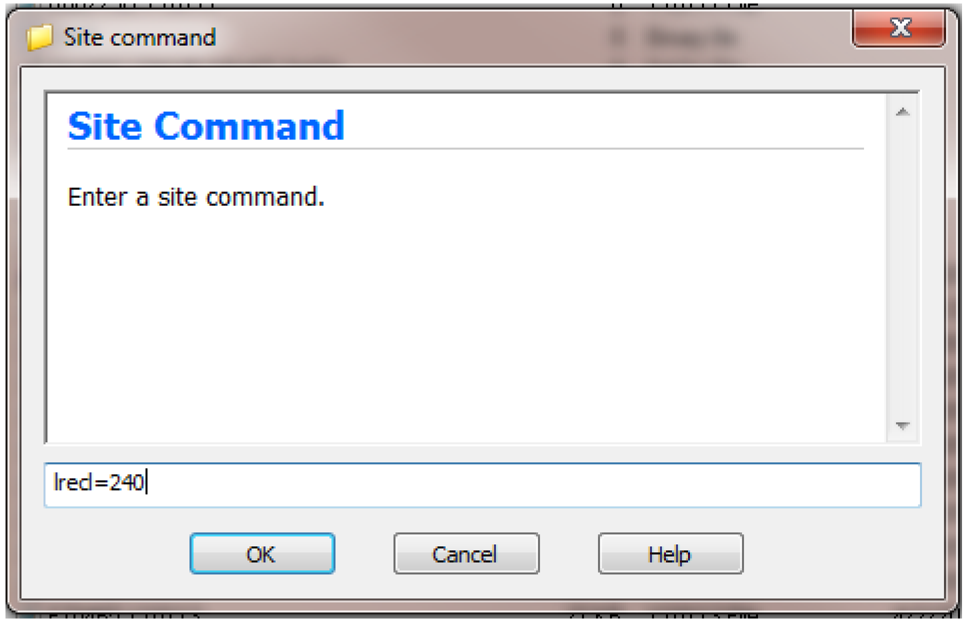

Figure 3

4. Click on the file to upload under the *My Computer* site (see Figure 4).
5. Click the arrow to upload the file (see Figure 4).

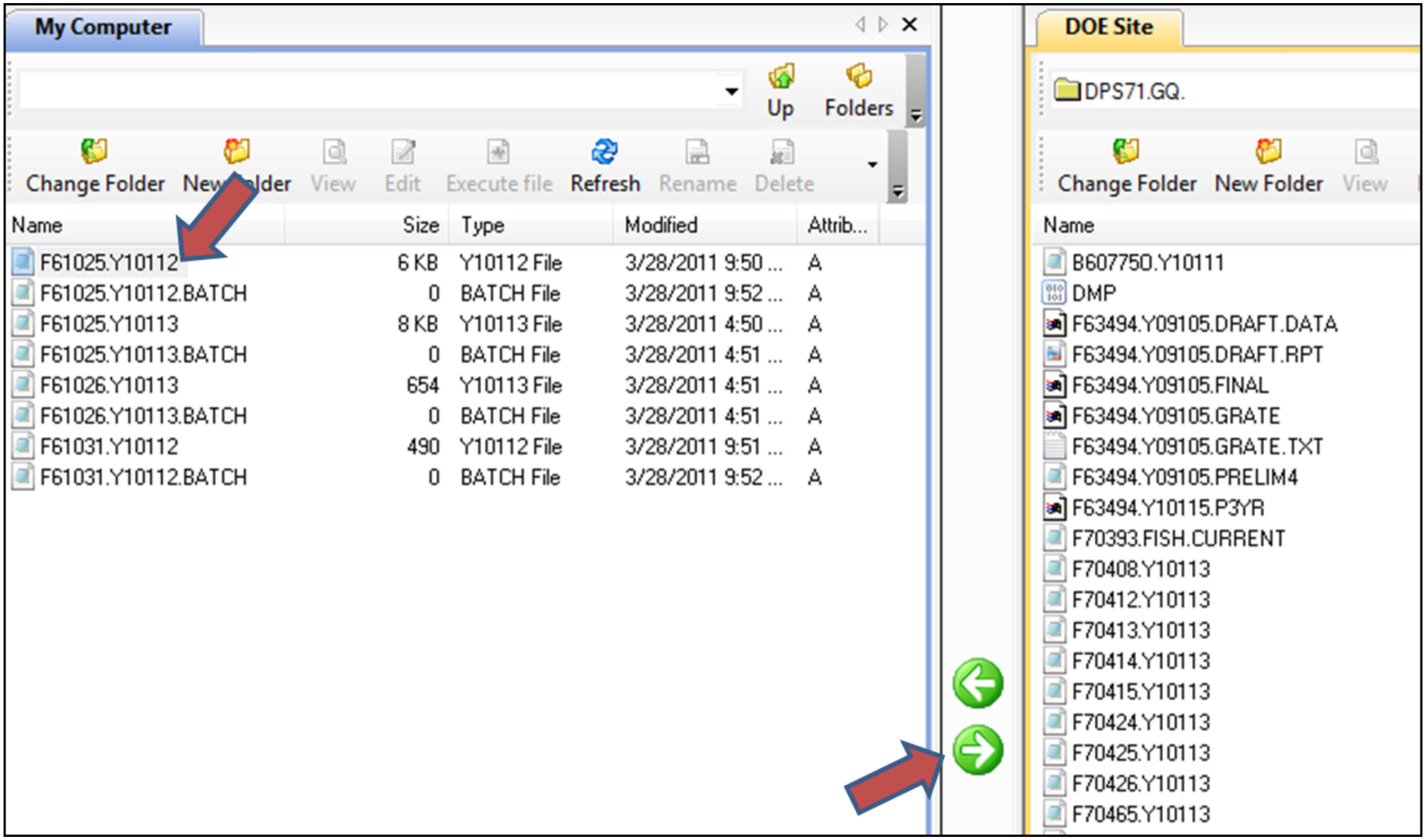

Figure 4

Repeat the process for each file to upload, however record length does not need to be set for indicator (.BATCH or *.INITIAL) files.*

How to Download Files from the [redacted]DOE

1. Launch *HostExplorer* (see Figure 5).
2. Select the NWRDC ([redacted]DOE) site (see Figure 5).
3. Click **Connect** (see Figure 5).

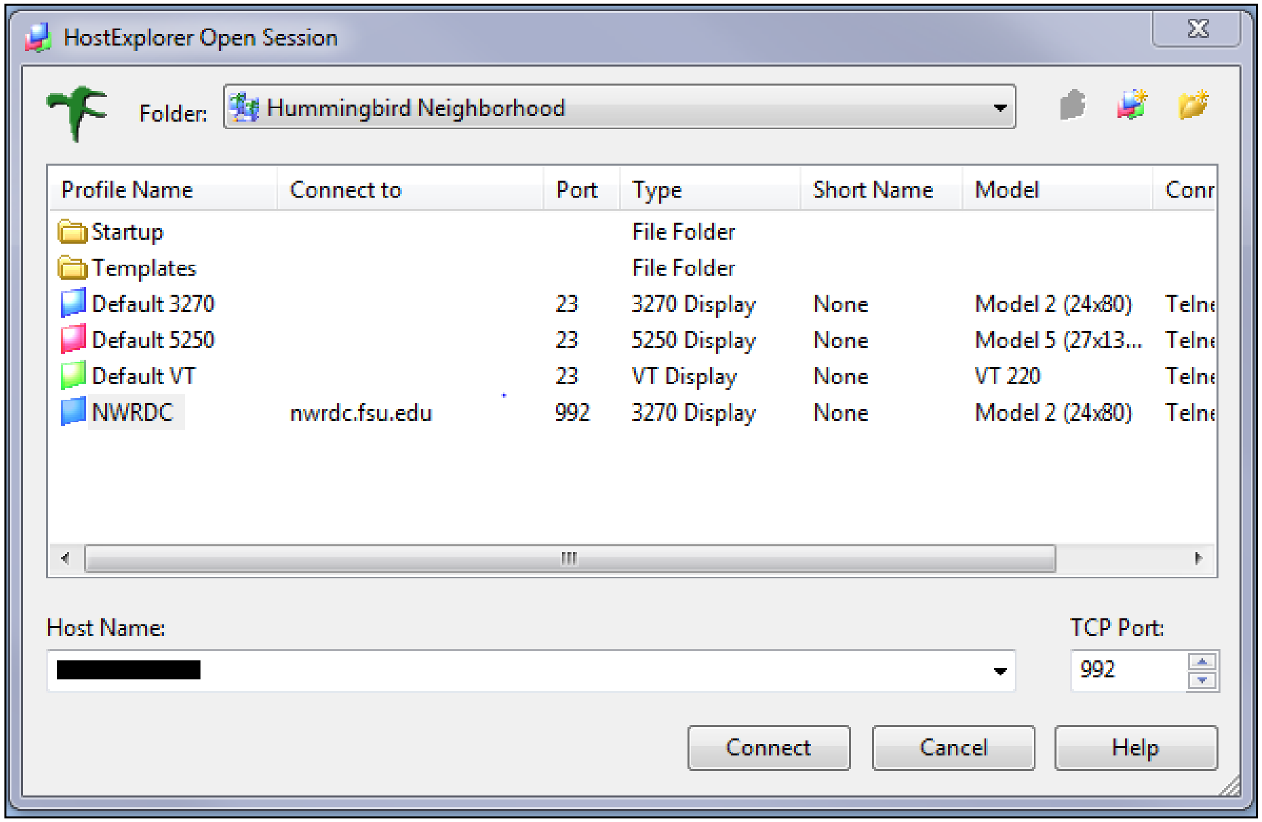

Figure 5

4. Log in to the [redacted] using the [redacted] userid and password (see Figure 6).
5. Click Enter (see Figure 6).

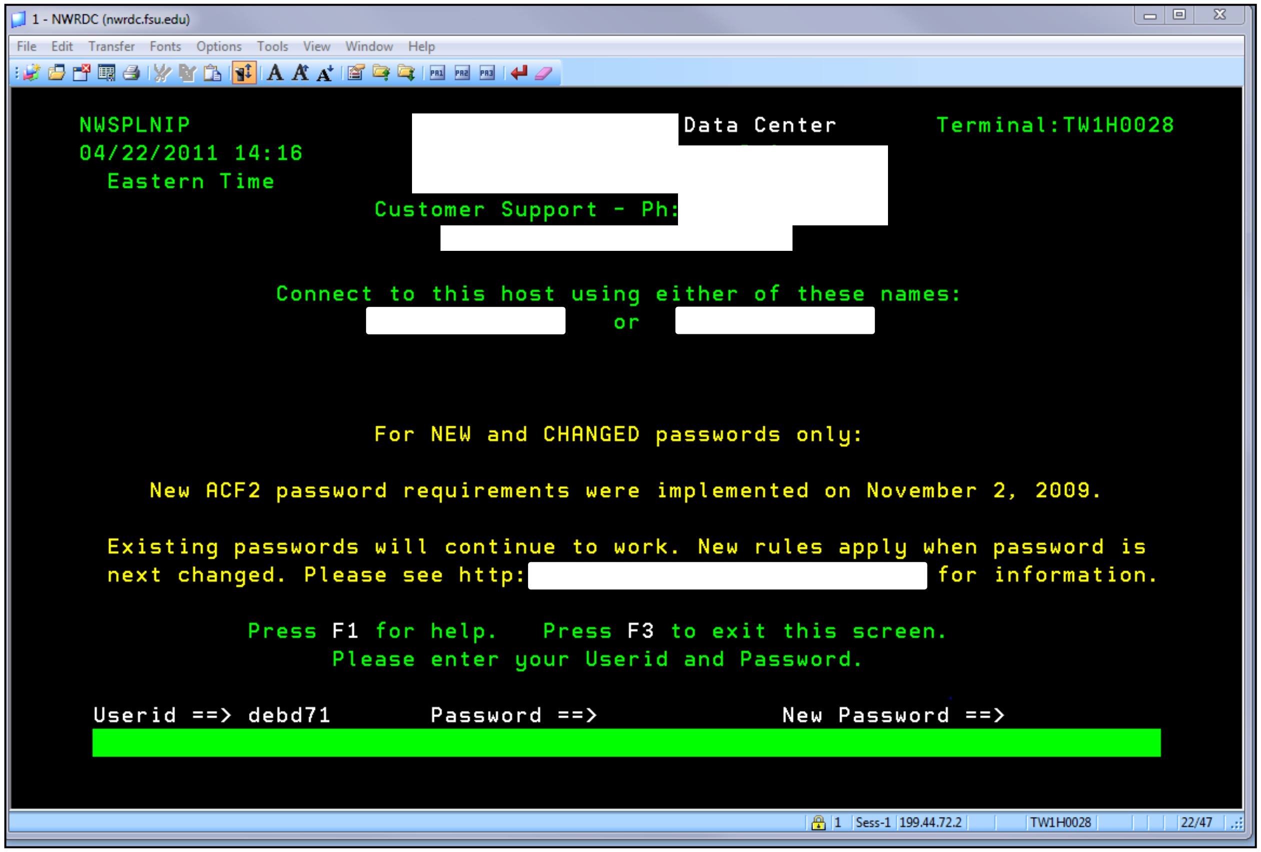

Figure 6

6. At the Command line, enter *2* (see Figure 7).

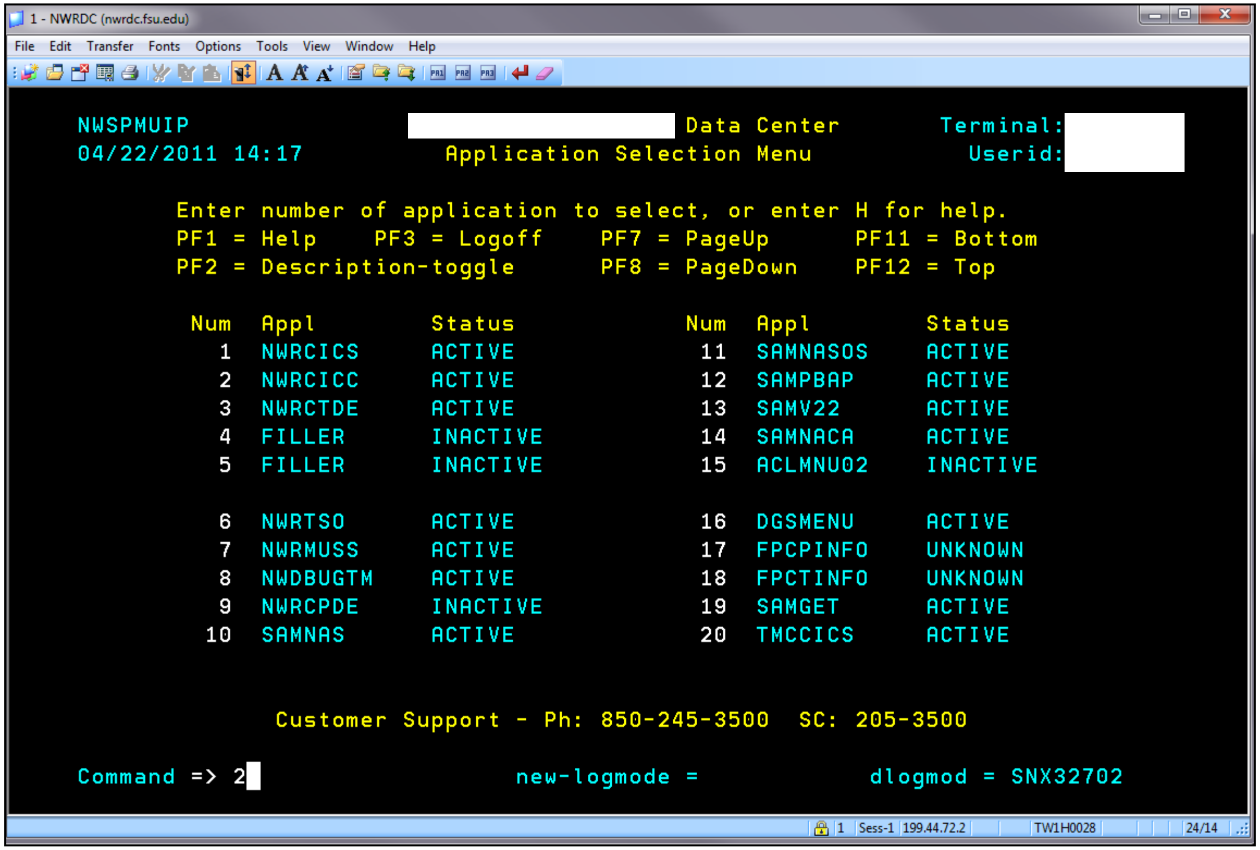

Figure 7

7. At the Signon screen, enter *mm71* (main menu, district 71) (see Figure 8).

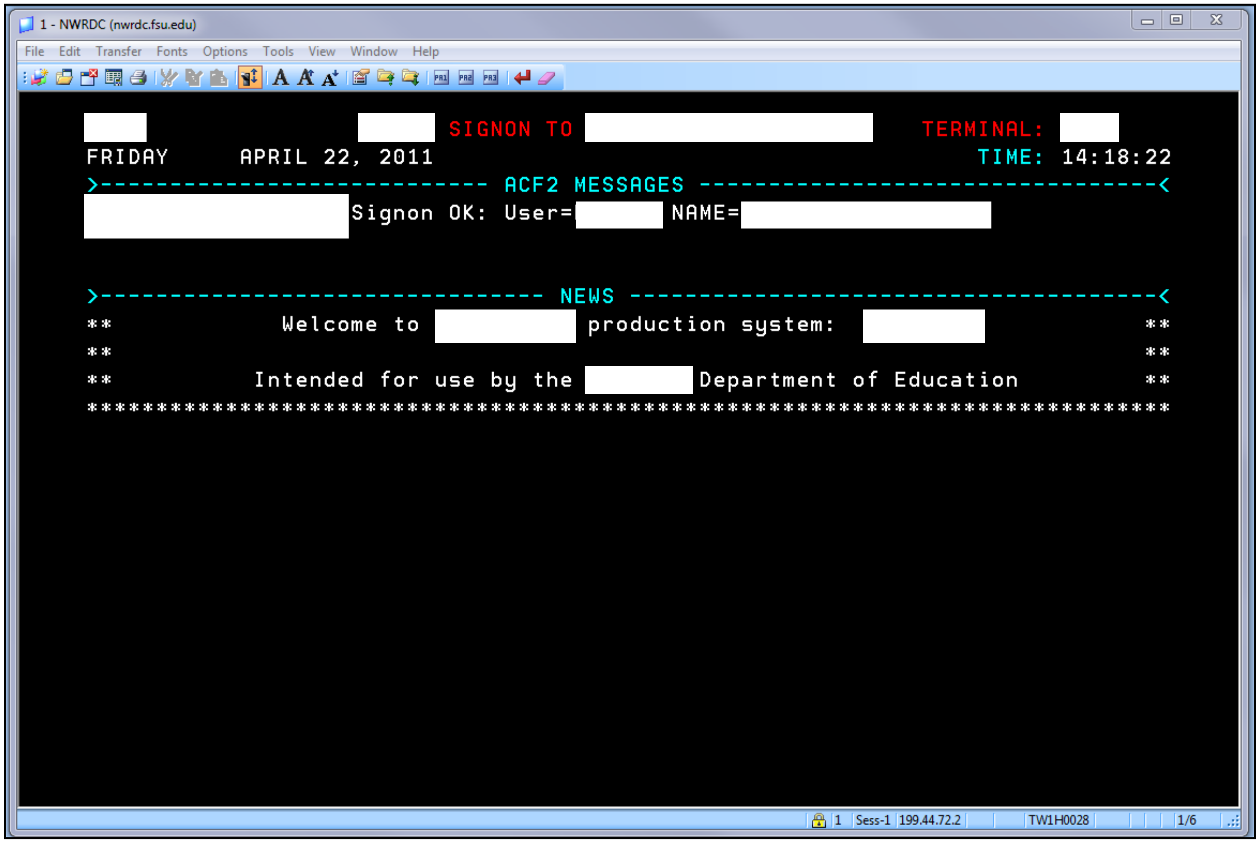

Figure 8

8. At the Command line, enter *1* (see Figure 9).

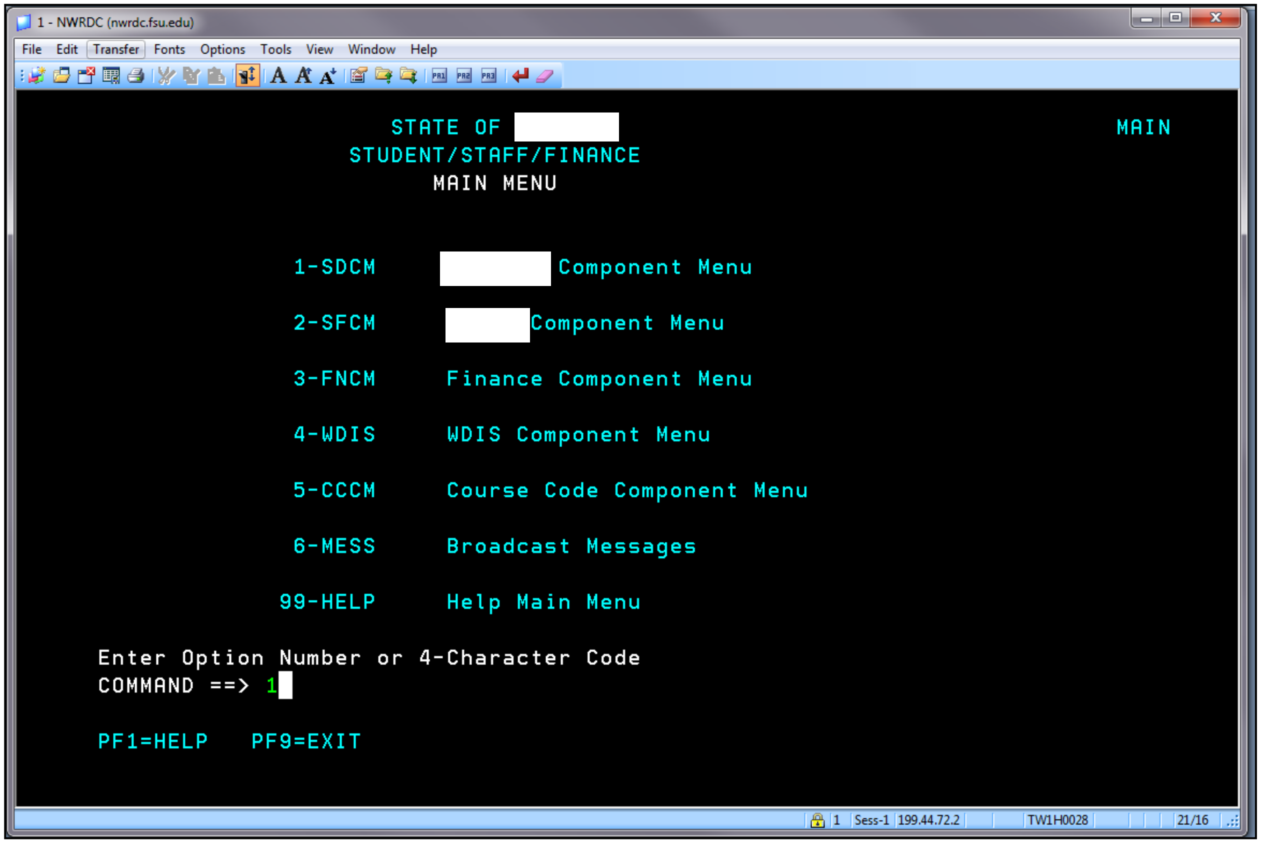

Figure 9

9. At Command line, enter *26* (see Figure 10).

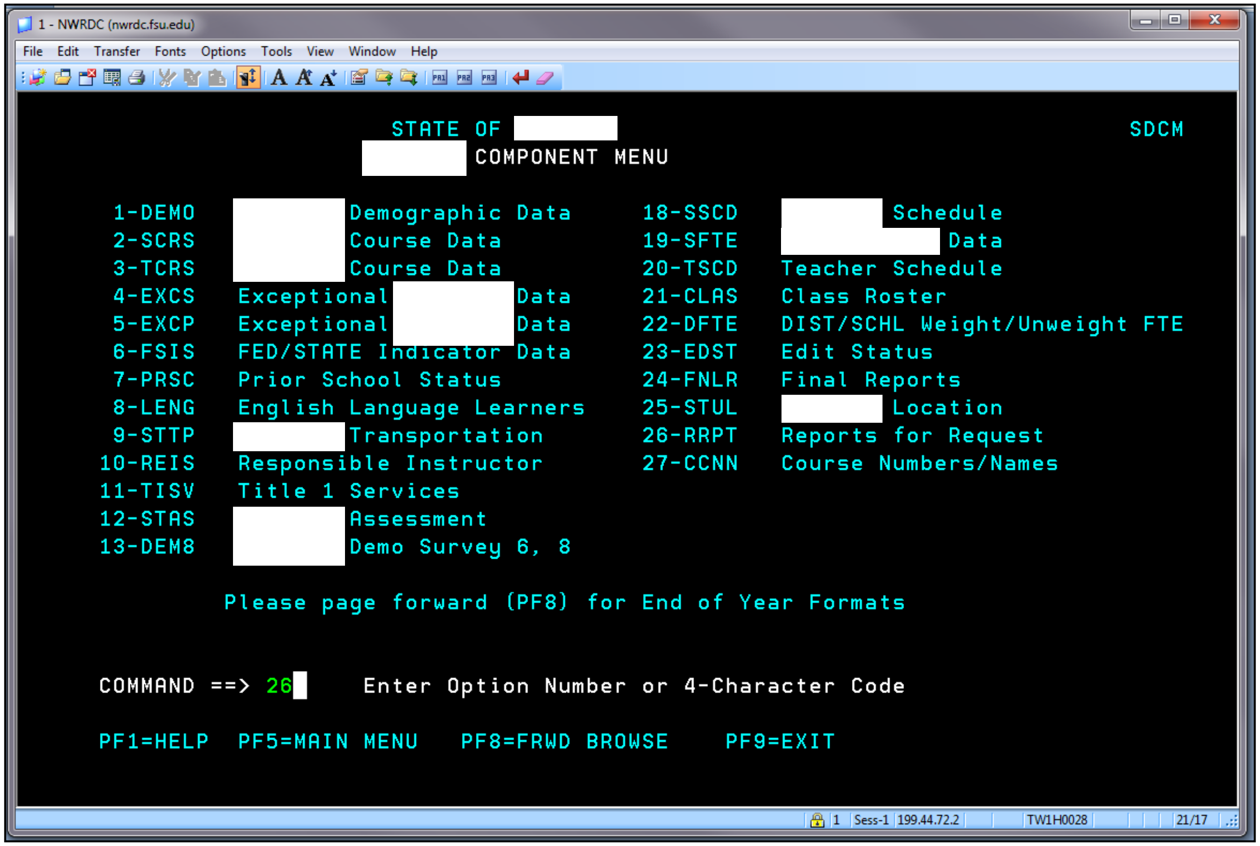

Figure 10

10. Enter year (i.e.; 1011 for 2010-2011 year), survey (i.e.; 2 for survey period 2) and project (i.e.; GQ for [redacted]) (see Figure 11).

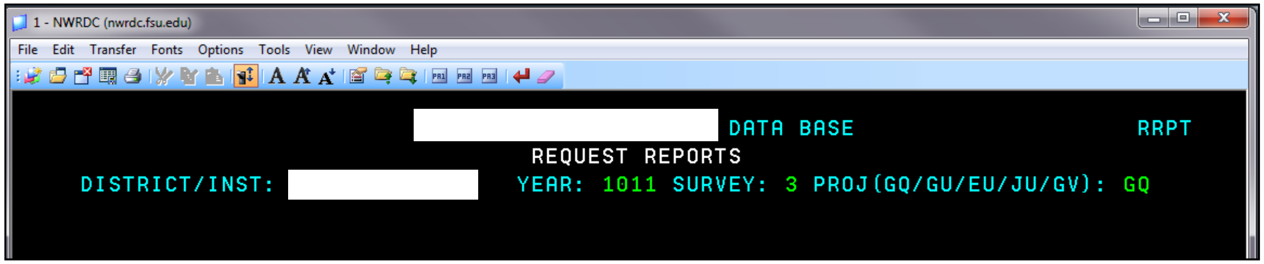

Figure 11

The reports available to request will display. To page forward, press the F8 function key, to page back, press the F7 function key, to view reports requested, press the F6 function key and to exit press the F9 function key. All function keys and actions are displayed at the bottom of the page.

11. Tab down next to the report you want to select and enter “S”. Flag all reports on that screen (see Figure 12).
12. Tab to the **COMMAND** line (see Figure 12).
13. Enter “A” (see Figure 12).

It is important to “ADD” the reports before moving to the next page to see more reports. If you page forward without adding the reports, they will not be requested. Reports can only be submited one page at a time. Press F6 to see all reports requested.

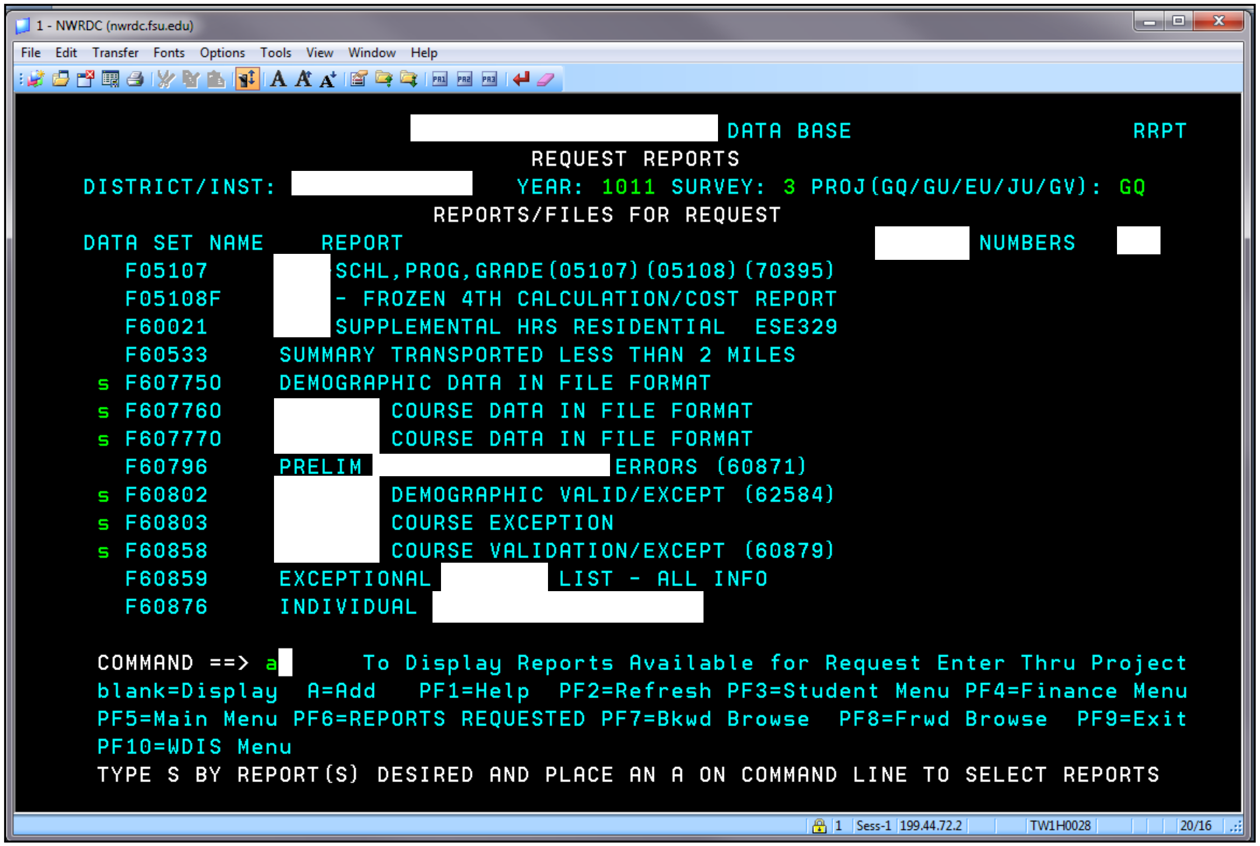

Figure 12

14. Press F9 to exit the system (see Figure 13).

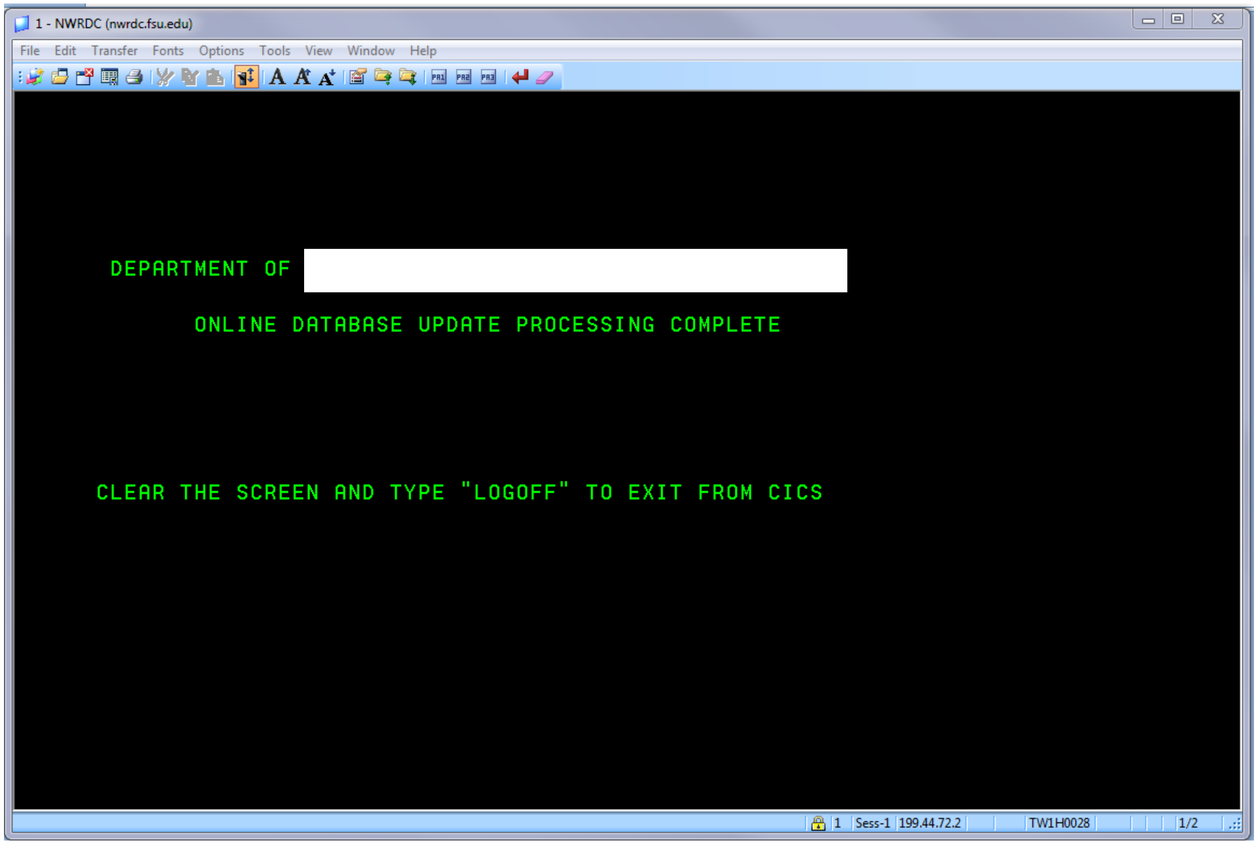

Figure 13

15. After reaching the LOGOFF screen, press the Pause/Break button to clear the screen (see Figure 14).
16. Enter “logoff” (see Figure 14)..

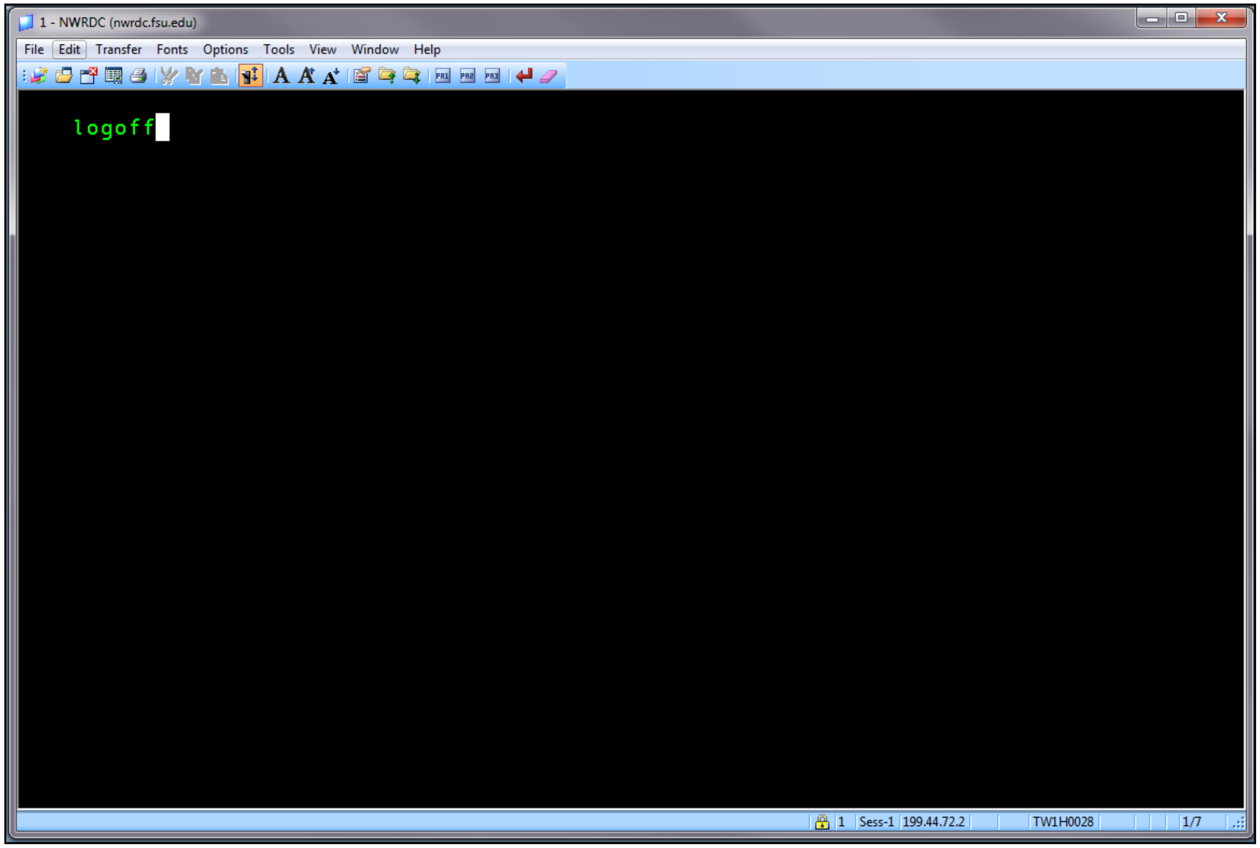

Figure 14

17. Upon successful logoff, the session will be terminated. Close any open windows (see Figure 15).

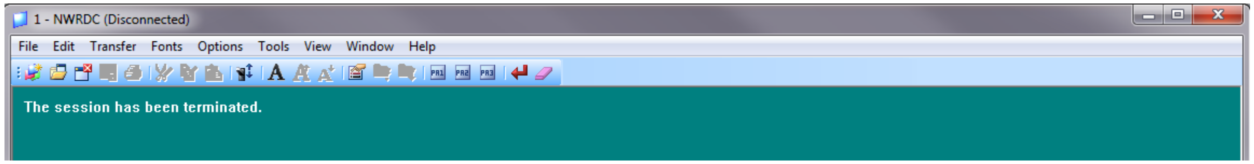

Figure 15