

SRS REPORTS

1. "Reports" are now available in SRS on the sidebar. Click on "Reports" to open.



2. You will find three basic reports available. Select the report type you would like to run by clicking on the link. All the reports run the same way.

[SRS Certification Deactivated Report](#)
[SRS Certification Invited Report](#)
[SRS Certification Report](#)

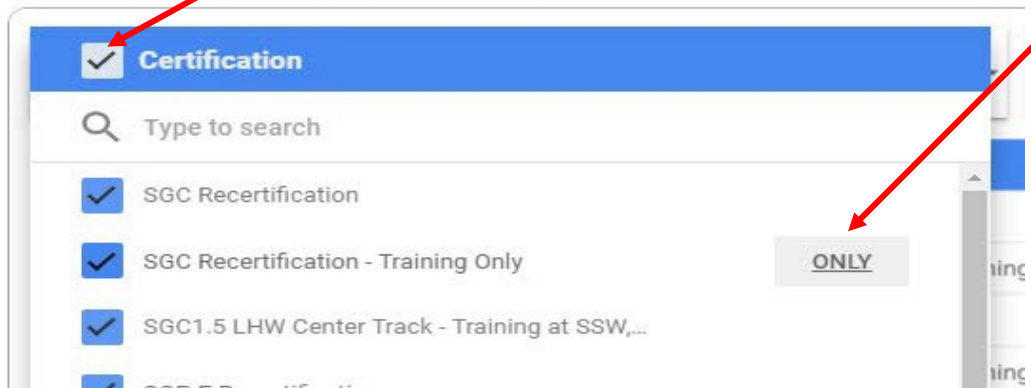
3. A box will open within the page that will contain three drop-down menus. Each drop-down menu can be accessed by clicking on the small arrow to the right of each title.
 - a. Certification
 - b. Organization
 - c. Select date range

SRS Certification Deactivated Report

A horizontal form with three drop-down menus. The first menu is labeled 'Certification', the second 'Organization', and the third 'Select date range'. Each menu has a small downward arrow on its right side. A red arrow points to the 'Organization' menu.

- When the drop-down menu opens you can choose the appropriate certifications by either checking or unchecking those on the left or by choosing the "ONLY" button on the right. If you click on the top box "Certification" it will check or uncheck all the options. You can click on "Only", choosing one, and then click on the boxes on the left to add more one at a time.

SRS Certification Deactivated Report



- To get out of the drop-down box, click anywhere outside of the drop-down box, but inside the Reports box.

ds System

SRS Certification Deactivated Report

The screenshot shows the SRS Certification Deactivated Report interface. On the left, a dropdown menu is open, showing a list of certification options with checkboxes. The "Certification" header is checked. A search bar is present. A list of certification options is displayed, each with a checked checkbox: "SGC Recertification", "SGC Recertification - Training Only", "SGC1.5 LHW Center Track - Training at SSW,...", "SGP-E Recertification", "SGP1.5 LHW Center Track - Training at SSW,...", "SGP3 Clergy Recertification - Training Only", "SGP4 Clergy Certification: Preventing Sexual ...", "Safeguarding God's Children", "Safeguarding God's Children - Requires Bisho...", "Safeguarding God's Children - Training Only", "Safeguarding God's People - Exploitation", and "Safeguarding God's People - Exploitation - Re...". To the right of the list is a button labeled "ONLY". A red arrow points from the "ONLY" button to the main report table.

Organization	DateDeactivated	Reason	
St. James', Austin	Sep 18, 2018	NoneA	
ing Only Camp Allen, Navasota	Jun 27, 2019	Expire	
St. Francis Episcopal School, Houston	Sep 18, 2019	NoneI	
ing Only Episcopal High School, Bellaire	Jun 25, 2019	Expire	
ment St. Isidore's, Spring	Feb 19, 2020	NoneA	
ing Only St. Isidore's, Spring	Feb 19, 2020	NoneA	
smen St. Isidore's, Spring	Feb 19, 2020	NoneA	
of Buen Samaritano, Austin	Dec 5, 2017	90 day	
Hillside Early Childhood Center, Austin	Jan 31, 2020	90 day	
Calvary Episcopal School, Richmond	Aug 25, 2015	NoneS	
ing Only Calvary Episcopal School, Richmond	Mar 22, 2016	NoneA	
Good Shepherd, Kingwood	Jun 25, 2019	Expire	
tation Holy Comforter, Spring	Dec 31, 2016	90 day	
St. Peter's, Lago Vista	Oct 30, 2017	Expire	
15. Abbott Mary Safeguarding God's Children - Training Only	St. Isidore's, Spring	Feb 19, 2020	NoneA
16. Abbott Mary Safeguarding God's People - Harassment	St. Isidore's, Spring	Feb 19, 2020	NoneA
17. Abbott Nathan Safeguarding God's Children	St. Stephen's, Houston	Jan 23, 2018	90 day

- Next, choose the Organization. Open using the drop-down arrow, and again you can use the boxes on the left or the “Only” to choose your location(s).

SRS Certification Deactivated Report

1.	(Ryland) Bradley	Lauren	Safeguarding God's Children
2.	(Salturo) Freitas	Lisa	Safeguarding God's Children - Training
3.	(Salturo) Freitas	Lisa	Safeguarding God's Children
4.	ARELLANO	FRANCISCO	Safeguarding God's Children - Training
5.	Aalund	Margaret	Safeguarding God's People - Harassm

- Next, select the date range by clicking on the drop-down menu. A calendar will open, and you can choose the Start Date and End Date off the calendars by choosing the date. Then click “Apply”.

Organization	Start Date	End Date
St. James', Austin	Jan 1, 2020	Apr 27, 2020
Camp Allen, Navasota		
St. Francis Episcopal School, Houston		
Episcopal High School, Bellaire		
St. Isidore's, Spring		
St. Isidore's, Spring		
St. Isidore's, Spring		
El Buen Samaritano, Austin		
Hillside Early Childhood Center, Austin		
Calvary Episcopal School, Richmond		

8. A report will be produced. You can click on either name column to sort A to Z or Z to A.

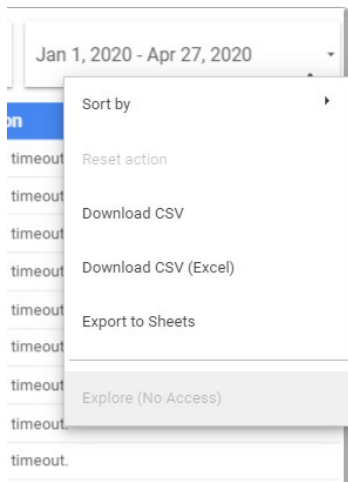
SRS Certification Deactivated Report

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
LastName...	FirstName...	Certification	Organization	DateDeactivated	Reason				
A	J	SGC Recertification	St. Michael's, Austin	Apr 22, 2020	90 day timeout.				
B	P	SGC Recertification	St. Michael's, Austin	Apr 20, 2020	90 day timeout.				
H	J	SGC Recertification	St. Michael's, Austin	Apr 20, 2020	90 day timeout.				
J	E	SGC Recertification	St. Michael's, Austin	Apr 22, 2020	90 day timeout.				
J	R	SGC Recertification	St. Michael's, Austin	Apr 20, 2020	90 day timeout.				
K	D	SGC Recertification	St. Michael's, Austin	Apr 20, 2020	90 day timeout.				
K	J	SGC Recertification	St. Michael's, Austin	Apr 20, 2020	90 day timeout.				
M	P	SGC Recertification	St. Michael's, Austin	Apr 20, 2020	90 day timeout.				
R	G	SGC Recertification	St. Michael's, Austin	Apr 20, 2020	90 day timeout.				
W	L	SGC Recertification	St. Michael's, Austin	Apr 22, 2020	90 day timeout.				

9. If you want to save or print a report, click on the three dots on the right upper corner.



10. A drop-down menu will open. You can use the "Sort by" feature, or Download CSV, Download CSV (Excel) or Export to Sheets.



11. When you need to leave the report that you are working in, you will need to click on the "X" on the tab you are in, and you will return to the Reports menu.

