## 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 **<u>Starting</u>**: date 7/2019, and the **<u>Through</u>**: date 6/2020, as below

-8	ANDVSA Report Menu	
Reporting Period: Starting	g: 7 / 2018 Through: 6 / 2019   m yyyy m yyyy   Program Acronym: AVV/ (Strage Hogram)	Close Form
View Report Export Rep	port 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" 8

ANDVSA Report Menu



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.

Menu						
	Please Wait Wh	ile File	e is Being	Created : Form		
riod	Starting:	1	'	<u>Through:</u>	1	
		m	УУУУ		m yyyy	
s		F	rogram A	cronym: Please S	(Change Program)	j ⊢
	Export Report to Excel					
es Pr	l		1			
004	Quartorly Poport		1			

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

-8	frmFileComplete
	File creation Complete! Your Report should be called:
	C:\database\AVV_EndSFYyearly7.1.18to6.30.19.xls
	Click Here to go to your C:\database folder
	Cancel
Reco	rd: M ∢ 1 of 1 → M → 🛱 🍢 No Filter Search

- 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 YOURI	PROGRAMACRONYM is repla	ced by your actu	al program's	acronym.	
📙   🕑 📙 🗢   database					
File Home Sha	re View				
← → ~ ↑ → This PC → Windows (C:) → database					
🖈 Ouick access	Name	Date modified	Туре		
	AVV_EndSFYyearly7.1.18to6.30.19	8/27/2019 11:40 AM	Microsoft Excel 97		
len OneDrive	Dockend6	8/19/2019 1:43 PM	Microsoft Access .		

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\_EndSFYyearly7.1.19to6.30.20.xls", should appear in your flash drive window:

👝   🛃 🥃   USB Drive (E:)				
File Home Share	View			
$\leftarrow \rightarrow \checkmark \uparrow$ $\implies$ USB Drive (E:)				
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Pictures	Access	8/27/2019 1:10		
Yideos	AVV_EndSFYyearly7.1.18to6.30.19	8/27/2019 11:40		

- 4. Email the report to <u>cdvsa.grants@alaska.gov</u>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\_EndSFYyearly7.1.19to6.30.20.xls,

to an email that you send to <u>cdvsa.grants@alaska.gov</u>. 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!