# How to Run Master Report 2021

## VIRTUS Online Administration

### Quick Links
- Approve users
- Schedule a session
- Live training report
- Calendar of Scheduled Training
- Rankings
- Training bulletin report
- Compliance Audit—Chart CIID Combo
- Compliance Audit—Required Documents
- Activity Report
- Master Report—Local level, Report to screen
- Master Report—Downloadable Spreadsheet
- New Master Report (2021)

### Session Information

<table>
<thead>
<tr>
<th>Session Information</th>
<th>Count</th>
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</thead>
<tbody>
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<td>3</td>
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<td>Sessions completed in 2015</td>
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<tr>
<td>Sessions completed in 2014</td>
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<td>Sessions completed in 2013</td>
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<td>Sessions completed in 2009</td>
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<td>Sessions completed in 2008</td>
<td>53</td>
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<td>Sessions completed in 2007</td>
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<tr>
<td>Sessions completed in 2005</td>
<td>55</td>
</tr>
<tr>
<td>Sessions completed in 2004</td>
<td>55</td>
</tr>
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<td>Sessions completed in 2003</td>
<td>66</td>
</tr>
<tr>
<td>Sessions completed in 2002</td>
<td>5</td>
</tr>
</tbody>
</table>

### User Search

Enter a piece of information about the user:

[Go]

### System Messages

There are no system messages at this time.

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Jan 2021
How to Run Master Report 2021

**Background Checks**
- Combine all selected background check types into one column - You must select the items below to combine
  - Daycare Licensure, Registration
  - Department of Human Services: 5 year -- Background Check Verification
  - Department of Human Services Background Check Verification
  - ESR: Davenport (manual) 2405 Volunteer Pkg (inactive)
  - ESR: Davenport (manual) 2410 Employee Pkg (inactive)
  - ESR: Davenport (manual) 2411 Volunteer w/DMV Pkg (inactive)
  - ESR: Davenport (manual) 2412 Employee w/DUV Pkg (inactive)
  - ESR: Davenport (manual) 2941 Volunteer w/Credit Pkg (inactive)
  - ESR: Davenport (manual) 2942 Employee w/Credit Pkg (inactive)
  - ESR: Davenport (manual) 2943 Volunteer w/DMV and Credit Pkg (inactive)
  - ESR: Davenport (manual) 2944 Employee w/DUV and Credit Pkg (inactive)
  - ESR: Davenport 2405 Volunteer Pkg
  - ESR: Davenport 2410 Employee Pkg
  - ESR: Davenport 2411 Volunteer w/DMV Pkg
  - ESR: Davenport 2412 Employee w/DMV Pkg
  - ESR: Davenport 2941 Volunteer w/Credit Pkg
  - ESR: Davenport 2942 Employee w/Credit Pkg
  - ESR: Davenport 2943 Volunteer w/DMV and Credit Pkg
  - ESR: Davenport 2944 Employee w/DMV and Credit Pkg (inactive)
  - ESR: Davenport Employee w/DMV and Credit Pkg (inactive)
  - ESR: Davenport Volunteer Pkg (inactive)
  - ESR: Credit Only Pkg
  - ESR: Employee Pkg
  - ESR: Volunteer Pkg
  - ESR: Volunteer w/Credit Pkg
  - Intellicorp Portal: Criminal history
  - Iowa Board of Education: Licensure Check
  - Iowa Department of Criminal Investigations: 5 year -- Criminal history
  - Iowa Department of Criminal Investigations: Abuse (inactive)
  - Iowa Department of Criminal Investigations: Criminal history
  - National Sex Offender Registry: 5 year -- Abuse
  - National Sex Offender Registry: Abuse
  - Other Entity: Background Check
  - Per Mar: National (inactive)
  - Sweeney and Associates: National
  - Teacher/Daycare Licensure, Registration (inactive)

I want to show another background check grouping

**Required Documents**
- Combine all selected document types into one column - You must select the items below to combine
  - Child Abuse Policy
  - Driver Certificate
  - Electronic Communication Policy
  - Electronic Communication With Minors Policy
  - Policies Relating to Sexuality and Personal Behavior
  - Policy on Sexual Misconduct

I want to show initial training separate from continuing training

**Initial Training**
The first training record from the training types selected below will appear in a single column
# How to Run Master Report 2021

## Live
- 5 Year Renewal - Live Training
- 5 Year Renewal Protecting God’s Children – Live Training 3.0
- Protecting God’s Children for Adults
- Protecting God’s Children for Facilitators
- Protecting God’s Children for Parents
- Protecting Gods Children – Live Training 3.0
- Sex Abuse Prevention
- Vulnerable Adults – Live Training

## Online
- Annual Volunteer Safe Environment Online Training—2015
- Anti-Harassment Online Training Module 2.0
- Anti-Harassment Online Training Module 2.0 & Manager Expansion Combined
- Child Protection Online Awareness Session (Spanish)
- Child Sexual Abuse Awareness 1.0 & Vulnerable Adult 1.0 Combined Module
- Child Sexual Abuse Awareness 1.0 & Vulnerable Adult 1.0 Combined Module (Spanish)
- Child Sexual Abuse Awareness Module 1.0
- Child Sexual Abuse Awareness Module 1.0 (Spanish)
- Davenport Annual Safe Environment Online Training 2021
- Davenport Annual Safe Environment Online Training 2021 (Spanish)
- Driving Safety
- Healthy Choices for Teens 1.0_Expanded with Safe Environment Information
- Healthy Relationships for Teens 2.0 Online Module
- Healthy Relationships for Teens 2.0 Online Module_Expansion with Safe Environment Component
- Keeping the Promise Alive 3.0
- Keeping the Promise Alive 3.0 (Spanish)
- NCS_Protecting All Children™ Online Awareness Session 3.0
- Protecting All Children and Vulnerable Adults Merged Video Modules
- Protecting All Children™ Online Awareness Session
- Protecting God’s Children - Five Year Renewal Online
- Protecting God’s Children - Five Year Renewal Online (Spanish)
- Protecting God’s Children - Five Year Renewal Online 3.0
- Protecting God’s Children® Maltreatment 3.2 & Vulnerable Adults Combined
- Protecting God’s Children® Maltreatment 3.2 & Vulnerable Adults Combined (Spanish)
- Protecting God’s Children® Online Awareness Session 2.0
# How to Run Master Report 2021

- Protecting God’s Children® Malnutrition 3.2 & Vulnerable Adults Combined (Spanish)
- Protecting God’s Children® Online Awareness Session 2.0
- Protecting God’s Children® Online Awareness Session 3.0 (Spanish)
- Protecting God’s Children® Online Malnutrition Awareness Session 3.2
- Protecting God’s Children® Online Awareness Session 3.2 (Spanish)
- Sexual Harassment - Módulo de Capacitación en Línea Sobre Acoso Sexual 1.0 (Español)
- Sexual Harassment Online Training Module 1.0
- Teaching Boundaries and Safety Online Module 1.0
- Teaching Boundaries and Safety Online Module 2.0
- Teaching Boundaries and Safety Online Module 2.0 (Spanish)
- The Safe Environment Awareness Program for International Priests™
- VIRTUS Children’s Programs Leader Orientation and Certification Training
- Vulnerable Adults Training Module
- Vulnerable Adults Training Module (Spanish)

## Training

- Combine all selected training types into one column - You must select the items below to combine

## Live

- 5 Year Renewal - Live Training
- 5 year Renewal Protecting God’s Children – Live Training 3.0
- Protecting God’s Children for Adults
- Protecting God’s Children for Facilitators
- Protecting God’s Children for Parents
- Protecting Gods Children – Live Training 3.0
- Sex Abuse Prevention
- Vulnerable Adults – Live Training
How to Run Master Report 2021

Online
- Annual Volunteer Safe Environment Online Training—2015
- Anti-Harassment Online Training Module 2.0
- Anti-Harassment Online Training Module 2.0 & Manager Expansion Combined
- Child Protection Online Awareness Session (Spanish)
- Child Sexual Abuse Awareness 1.0 & Vulnerable Adult 1.0 Combined Module
- Child Sexual Abuse Awareness 1.0 & Vulnerable Adult 1.0 Combined Module (Spanish)
- Child Sexual Abuse Awareness Module 1.0
- Davenport Annual Safe Environment Online Training 2021
- Davenport Annual Safe Environment Online Training 2021 (Spanish)
- Driving Safety
- Healthy Choices for Teens 1.0_Expanded with Safe Environment Information
- Healthy Relationships for Teens 2.0 Online Module
- Healthy Relationships for Teens 2.0 Online Module_Expansion with Safe Environment Component
- Keeping the Promise Alive 3.0
- Keeping the Promise Alien 3.0 (Spanish)
- NOSD_Protecting All Children™ Online Awareness Session 3.0
- Protecting All Children and Vulnerable Adults Merged Video Modules
- Protecting All Children™ Online Awareness Session
- Protecting God’s Children - Five Year Renewal Online
- Protecting God’s Children - Five Year Renewal Online (Spanish)
- Protecting God’s Children - Five Year Renewal Online 3.0
- Protecting God’s Children© Online Awareness Session 3.0 & Vulnerable Adults Combined
- Protecting God’s Children© Online Awareness Session 3.0 & Vulnerable Adults Combined (Spanish)
- Protecting God’s Children® Online Awareness Session 2.0
- Protecting God’s Children® Online Awareness Session 3.0 (Spanish)
- Protecting God’s Children® Online Maltreatment Awareness Session 3.2
- Protecting God’s Children® Online Maltreatment Awareness Session 3.2 (Spanish)
- Protecting God’s Children® Online Awareness Session 3.0
- Sexual Harassment - Módulo de Capacitación en Línea Sobre Acoso Sexual 1.0 (Español)
- Sexual Harassment Online Training Module 1.0
- Teaching Boundaries and Safety Online Module 1.0
- Teaching Boundaries and Safety Online Module 2.0
- Teaching Boundaries and Safety Online Module 2.0 (Spanish)
- The Safe Environment Awareness Program for International Priests™
- VIRTUS Children’s Programs_Leader Orientation and Certification Training
- Vulnerable Adults Training Module
- Vulnerable Adults Training Module (Spanish)

Bulletins
- Protecting God’s Children for Adults

- Show only users who are currently active
- Show only users who are currently active (including pending users)
- Show only users who are currently pending
- Show users who were active from: 07/01/2020 to: 09/30/2021
- Show all users (including inactive users)

[Run Report to Screen] [Export Report to CSV]

* If you need to include inactive users consider running a report with a date range going back just long enough.

Running a report for all users can generate a very large report because it goes back to your organization’s start date.

See page 7  See page 8
**How to Run Master Report 2021**

Run Report to Screen:
Master Report

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Primary Location</th>
<th>Position/Title</th>
<th>Initial Training</th>
<th>Continuing Training</th>
<th>Background Check</th>
<th>Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Item 1</td>
<td>Item 2</td>
<td>Item 3</td>
<td>Item 4</td>
<td>Item 5</td>
<td>Item 6</td>
<td>Item 7</td>
<td>Item 8</td>
</tr>
</tbody>
</table>

Based on the boxes you marked will determine the outcome of your report. The checkboxes above are one’s you should have marked to get this report. You will see dates for each area. You can click on any of the hyperlinks to get to the actual VIRTUS account.

Training: for all employees and volunteers working with children or vulnerable adults, scout leaders, etc. that had Child Sexual Abuse Awareness 1.0 assigned Jan. 2, 2020 should have a training date of 1/2/20 or after. Anything before that they are not compliant. You will see a few here stated 1/30/18 that means their last required training was done in 2018.

New annual training was assigned Jan 4, 2021 so those in the following roles should show a date of Jan 4, 2021 or later to be compliant.

Priests • Deacons • Candidates for Ordination • Seminarians • Deacon Formation Aspirants • All parish and school employees working with minors and or vulnerable adults • Pastoral Associates • Principals • Administrators • School Teachers • DREs • Youth Ministers • Employed Coaches • School Aides • Spanish MFP Participants • Host Parents • Safe Environment Local Designees • Overnight Chaperones • Scout Leaders • Knights of Columbus Leaders

Background Check: This date should be current as well. You will see one with 20165 that means their next bgc is due in 2021. There should not be any dates older than 2016.

Document:
Policies Relating to Sexuality and Personal Behavior date should be 7/17/18 or newer
Those in these roles were assigned the “Electronic Communication Policy” Jan 5, 2021.

Priests • Deacons • Candidates for Ordination • Seminarians • Deacon Formation Aspirants • All parish and school employees working with minors and or vulnerable adults • Pastoral Associates • Principals • Administrators • School Teachers • DREs • Youth Ministers • Employed Coaches • School Aides • Spanish MFP Participants • Host Parents • Safe Environment Local Designees • Overnight Chaperones • Scout Leaders • Knights of Columbus Leaders
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Export Report to CSV:

Master Report

Download the report

Return to the report menu

VIRTUS Online

Administration

System Administration
- New User Signups
- Preregistered Users
- Users
- User Search
- Alias Search
- Roles
- Profiles
- Locations
- Groups

Master Report

Download the report

Click here to start the process
How to Run Master Report 2021

A window will pop up asking you where to download the file too. Select the area and then “save”

Master Report

Download the report

You might see it loading at the bottom of your screen.
How to Run Master Report 2021

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
<th>L</th>
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<tbody>
<tr>
<td></td>
<td>Last</td>
<td>First</td>
<td>Email</td>
<td>Primary Location</td>
<td>All Locations</td>
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<td>Training</td>
<td>Background Check</td>
<td>Document</td>
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<td>money only</td>
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<td>Davenport - Webinar Training Only</td>
<td>Davenport - Webinar Training Only</td>
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<td>10/29/2018</td>
<td>10/29/2018</td>
<td>9/8/2017</td>
<td></td>
<td></td>
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</tbody>
</table>

This is how it will open. A mess right? You will need to format it, to make it user friendly.

Once you format it and make lines, add data, highlight etc. This is a good working document. Don’t skip the next step. Very important.
When you are done, click on “save as” you will get a pop up screen on where you want to save it. You will see it says “CSV” in “save as type”, you need to change this to “excel workbook” if you don’t, it will lose all the formatting, notes and editing you did to your report and will need to start over.
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After I choose excel workbook, you will click Save and you will save it in the proper format in the folder you linked it too.