

# MASTER REPORT 2019 WHAT TO CHECK TO RUN A CLEAN REPORT

## User Fields

- Last
- First
- Middle
- Salutation
- Login ID
- Email
- Account Status
- Primary Location
- All Locations (select to find users in secondary sites)
- Roles
- Profile
- Position
- Continuing Training Status
- Address
- City
- State
- ZIP
- Daytime Phone
- Evening Phone
- Group
- Approval Date
- Registration Date
- Inactive Date
- User Notes

This shows you what boxes you should check to get a clean report.

If you want to see a person's email or other info you will need to click on those boxes.

This format is saved so you don't have to keep checking boxes each time you want to run a report.

## 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): 2409: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/DMV 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/DMV and Credit Pkg (inactive)
- ESR-Davenport: 2409: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
- ESR-Davenport: Employee w/DMV and Credit Pkg (2944) (inactive)
- ESR-Davenport: Volunteer Pkg (inactive)
- ESR: Credit Only Pkg

## **MASTER REPORT 2019 WHAT TO CHECK TO RUN A CLEAN REPORT**

- ESR: Employee Pkg
- ESR: Employee w/Credit 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)

### **Required Documents**

- Combine all selected document types into one column - You must select the items below to combine**
- Safe Environment Policy

### **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

#### **Online**

- Annual Volunteer Safe Environment Online Training—2015
- Anti-Harassment Online Training Module 2.0
- Child Sexual Abuse Awareness Module 1.0
- Healthy Relationships for Teens/PGCA
- 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 - Part I: Awareness Prequestionnaire



## MASTER REPORT 2019 WHAT TO CHECK TO RUN A CLEAN REPORT

- Protecting God's Children - Part II: Communication and Timely Response Prequestionnaire
- 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 (Spanish Version 2)
- 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 Online Training Module 1.0
- Sexual Harassment Online Training Module 1.0 (Spanish)
- 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® Protecting God's Children® Re-certification Training for Adults
- Virtus® Protecting God's Children® Re-certification Training for Adults—2nd Edition
- Virtus® Protecting God's Children® Re-certification Training for Adults—3rd Edition
- Virtus® Protecting God's Children® Re-certification Training for Adults—4th Edition
- Virtus® Protecting God's Children® Re-certification Training for Adults—5th Edition
- Virtus® Protecting God's Children® Re-certification Training for Facilitators
- Virtus® Protecting God's Children® Re-certification Training for Facilitators—2nd Edition
- Virtus® Protecting God's Children® Re-certification Training for Facilitators—3rd Edition
- Virtus® Protecting God's Children® Re-certification Training for Facilitators—4th Edition
- Virtus® Protecting God's Children® Re-certification Training for Facilitators—5th Edition
- Vulnerable Adults Training Module
- Vulnerable Adults Training Module (Spanish)

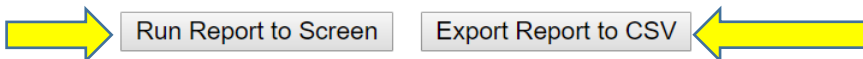
### Bulletins

Protecting God's Children for Adults

Show only users who are currently active

Show users who were active from: 07/01/2018  to: 06/30/2019 

Show all users\*



\* 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.

**Then Run Report to Screen or you can export to Excel.  
If you Export to CSV you will need to do a Save As: Excel Workbook to save your changes**