



How to Run a No Show Report:

Must be in External to run report

Click on Administer > System > Reporting > Reports Console

Type Progress in the search text

Organization Report – Training Progress

Click on Select

Click on Select next to the Organization search bar

Type in External > Search

Select VDSS – Dept of Social Services – External Entities

Include sub – organizations

Change User Activity to Active

Change Progress Status to Blank

Enter the dates Start and End

Click on Run Report

Click on  next to Table

Check/Uncheck the Columns you want to Show/Hide (You need to select Progress Status)

Hit OK

Click on Filter

Filter Column > Progress Status

Comparison > Contains

Value > Type No Show

Click Add

Export to Excel Top Right