How to run a Permanency Report

- Administer
- System
- Reports Console
- Type Listing in Search Text
- Organization Listing
- Hit Select
- Hit Select by Organization
- Type in External
- VDSS – Dept of Social Services – External Entities
- Include Sub-Organizations
- User Activity – Active
- Layout - SDAS Permanency (local)
- Hit Run Report
- Export to Excel
- Save in Sharepoint under TM-DSS-LTD Systems Data and Support-SDAS Team Workspace Permanency Report