

The Virginia Learning Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES



How to Run an Organizational Report

Must be in External to run report

Click on Administer > System > Reporting > Reports Console

Type Organization in the search text

Select Organization Listing

Click Select

Type Social Services External in Organization box

Select VDSS-Dept of Social Services – External Entities

Click include sub-organizations

Click on Run Report

Click on  next to Table

Check/Uncheck the Columns you want to show/Hide

Hit OK

Export to Excel Top Right