

## The Virginia Learning Center



VIRGINIA DEPARTMENT OF  
SOCIAL SERVICES



### **Pulling a F&C (Families and Children) Organization Report**

1. On the VLC, click on Administer, Reporting, and then Reports Console.
2. Type in "Organization" and click Search.
3. Click on Organization Listing.
4. Click on Select
5. Under Organization, search for "External" and then select VDSS – Dept of Social Services – External Entities.
6. For User Activity, make sure to check "Include sub-organizations."
7. Under Layout, select "SDAS – F&C List (Shared)."
8. Click "Run Report."
9. Export to Excel.
10. Upload in the following Sharedrive Path: TM-DSS-LTD Systems Data and Support-SDAS Team Workspace > Documents > Reports > Data > F&C Report.