

## General Program Report - Email -Phone- Mailing List-Z1

**Development Version:** Crystal Reports XI, Service Pack 2

**First Issuance Date:** 4/24/07

**Modified (1/16/08):** Formerly the General Program Report-Mailing List. Added phone number and e-mail address.

**Parameters:** Location Level (Site, Career Center, Region), Local Office, Career Center, Region, Program, Fiscal Year, Report End Date, Case Manager (if you wish), Select Which Customers.

**Parameter List of Values Updated:** 1/26/08.

**Key Features:** The General Program Report-Mailing List is intended for exporting data to be used in a mail merge file. It can be used for most programs which are not specific to a career center. The report can be run by region, career center, or site. If you wish, you may run the report so that it shows only those program enrollees assigned to a specific case manager. The {?Select Which Customers} parameter allows the user to select one of the following:

1-All Customers

2-All Customers who are active in the program who do not yet have a job.

3-Active customers enrolled in training who have completed, but who do not yet have a job.

4-Active customers enrolled in training who are in pending status, and who do not yet have a job.

The report is shows all customers who are program participants during the report period, including carry-ins and new customers. Because the report does not rely on services delivered during the report period, but instead selects customers who have not yet been terminated or who are terminated during the report period, it will include customers who may not have received services recently, but who were not terminated from the program at a more appropriate time. **Note that if customers are enrolled and exited from the program multiple times during the report period, that the report will only be based on data related to the current status; this situation is only likely to arise for the JSJR Program.**

The report is organized by fiscal year, but should not be run for previous fiscal years, except for the prior year and then only if the current date is between July and December of the current fiscal year, since records may be archived after 18 months. The user can select a report end date within the fiscal year to allow the user to look at data as of the end of a month instead of year-to-date. Data for the previous months or the previous fiscal year will reflect the status of customers as of the report end date (either the selected report end date or the end of the selected fiscal year).

Training program status (course enrollment) is based on the customer's status as of the report end date.

**Exporting:** Before exporting, the user should suppress the three report header sections by right clicking on the gray area to the left and clicking on "Suppress (No Drill-Down)". The user should also suppress the report footer in the same way. For the best export, choose the regular Excel export (not data only) and choose "Group Header #1" as the guide for column width. Once exported to Excel, columns can be resized if necessary to show the entire field by clicking on the boundary between lettered cells at the top of the spreadsheet.

**Report Run Times:** Anywhere from 12 seconds to 3 to 5 minutes.

**Report Feedback:** This report has been tested for accuracy; however, we encourage your feedback--if you get unexpected results or have other suggestions, please contact the report developer below.

**Report Developer:** Linda Bass, lbass@detma.org, 617-864-1570.

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**Print Date:** 1/31/08 6:43:11PM

**Data Date:** 1/28/08 6:32:41PM

**WIA Title I - Adult**

**Fiscal Year 2007**

**All Customers**

**Report Period: 7/1/06 to 4/27/07**

**Selected Location Level: Career Center**

**Selected Location: Region/LO/Career  
Center Name**



<u>App ID</u>	<u>Phone</u>	<u>E-Mail</u>	<u>First Name</u>	<u>Last Name</u>	<u>Address 1</u>	<u>Address 2</u>	<u>City, State</u>	<u>Zip</u>
99999999	(555) 555-5555		First Name	Last Name	Address 1		City, State	22222
<b>Total: 49</b>								