

Mailing List - No Service within N Number of Days-Export to Excel-B

Development Version: Crystal Reports XI, Service Pack 2

First Issuance Date: 2/5/2007.

Modification (4/1/07): Changed to propercase; separated first and last names; separated city/state and zip. Added Applicant ID.

Parameters: Career Center; Start Date; Number of Days (since last service).

Parameter List of Values Updated Date: N/A

Key Features: This report is designed for exporting to Excel for use in creating mailing lists and/or mail merges. This report identifies customers whose most recent service occurred between the selected start date and N number of days before the report run date (data date). The most recent service is drawn from both supportive (general) and job services that are OSCCAR approved. Customers whose most recent service is entered employment have been excluded from the report, but customers who entered employment during the specified period, but who have received a service since then, are included--they might have lost the job or needed career center support to retain the job. Customers who have a recorded outcome of "Deceased" have been excluded from the report.

The selected start date will limit the customers shown to those who have received a service sometime since that date. The user then enters a number indicating the number of days that have elapsed since the customer's last service. If the user enters a "0", the report will return all customers who have received a service since the start date, but whose last service is not an entered employment. Thus, the report can be used both for contacting people who have not recently used the centers to encourage their return, and also to contact people to determine whether they have recently entered employment and to collect placement information.

Exporting: Before exporting, the user should right click on the gray area to the left of the report and select suppress (no drill-down) for the following report sections: Report Header (RHa, this page); Report Header b (RHb, top of next page); and the report footer (last page, where the total number of customers is shown). When exporting, choose Export to Excel (data only) and on the options page, choose Group Header #1 as the report section for determining column width and uncheck "Export page header and page footer".

Report Run Times: About 5-30 minutes, depending upon the date range selected.

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.

