

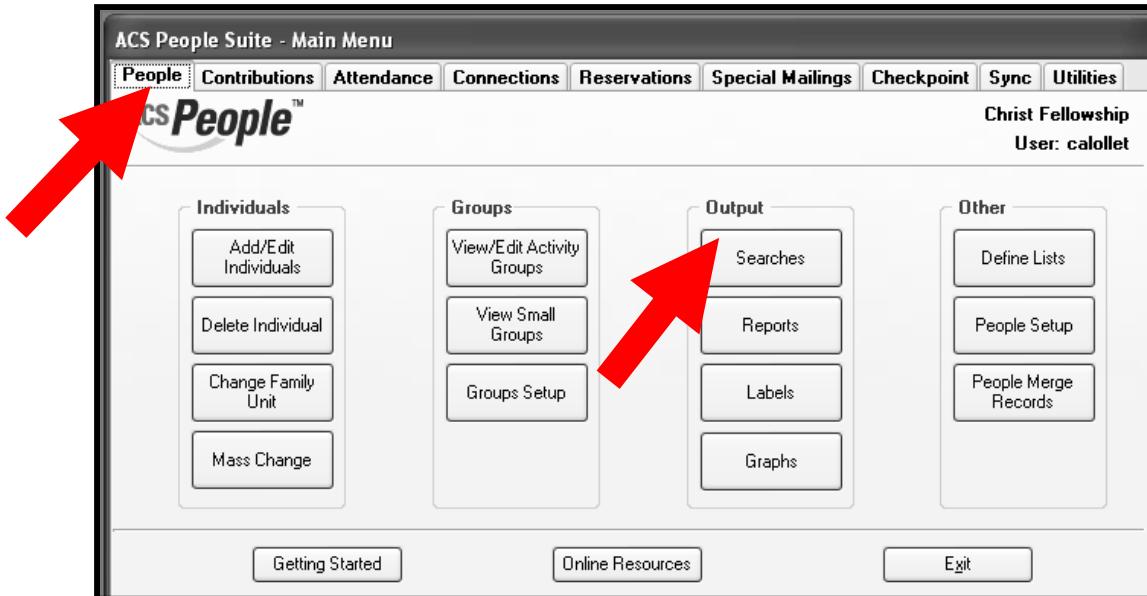
# CF STUDENT

# DLA REPORT

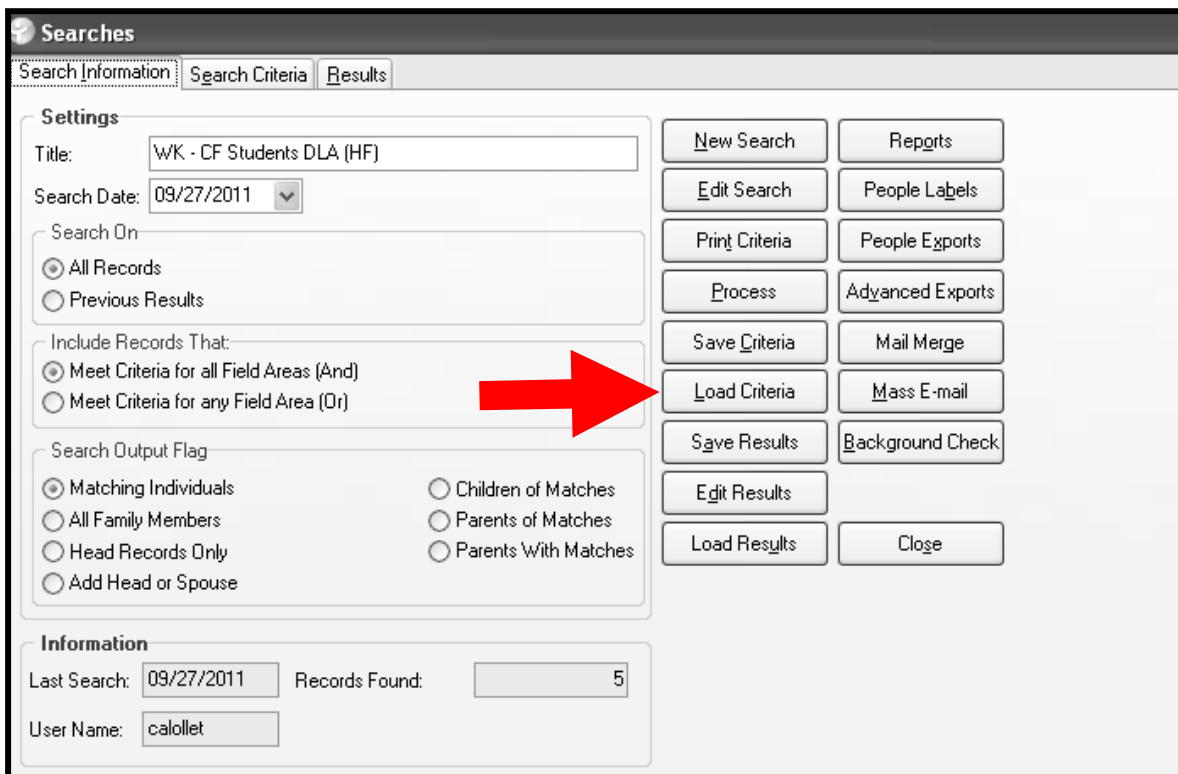
## ACS Training Guide

## PROCESSING A SEARCH

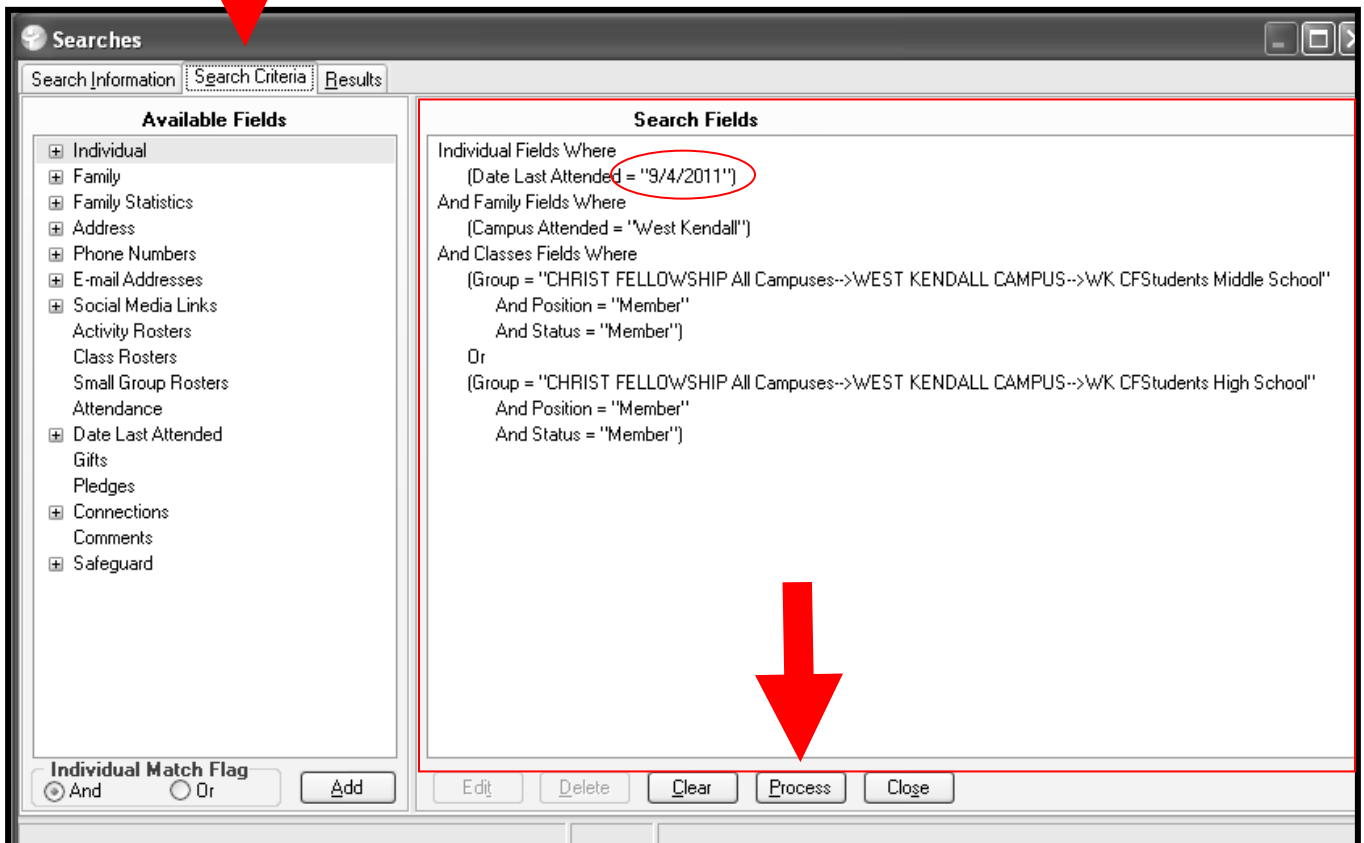
- Click on the “People Tab” after logging into ACS.
  - Click on the “Searches” button.



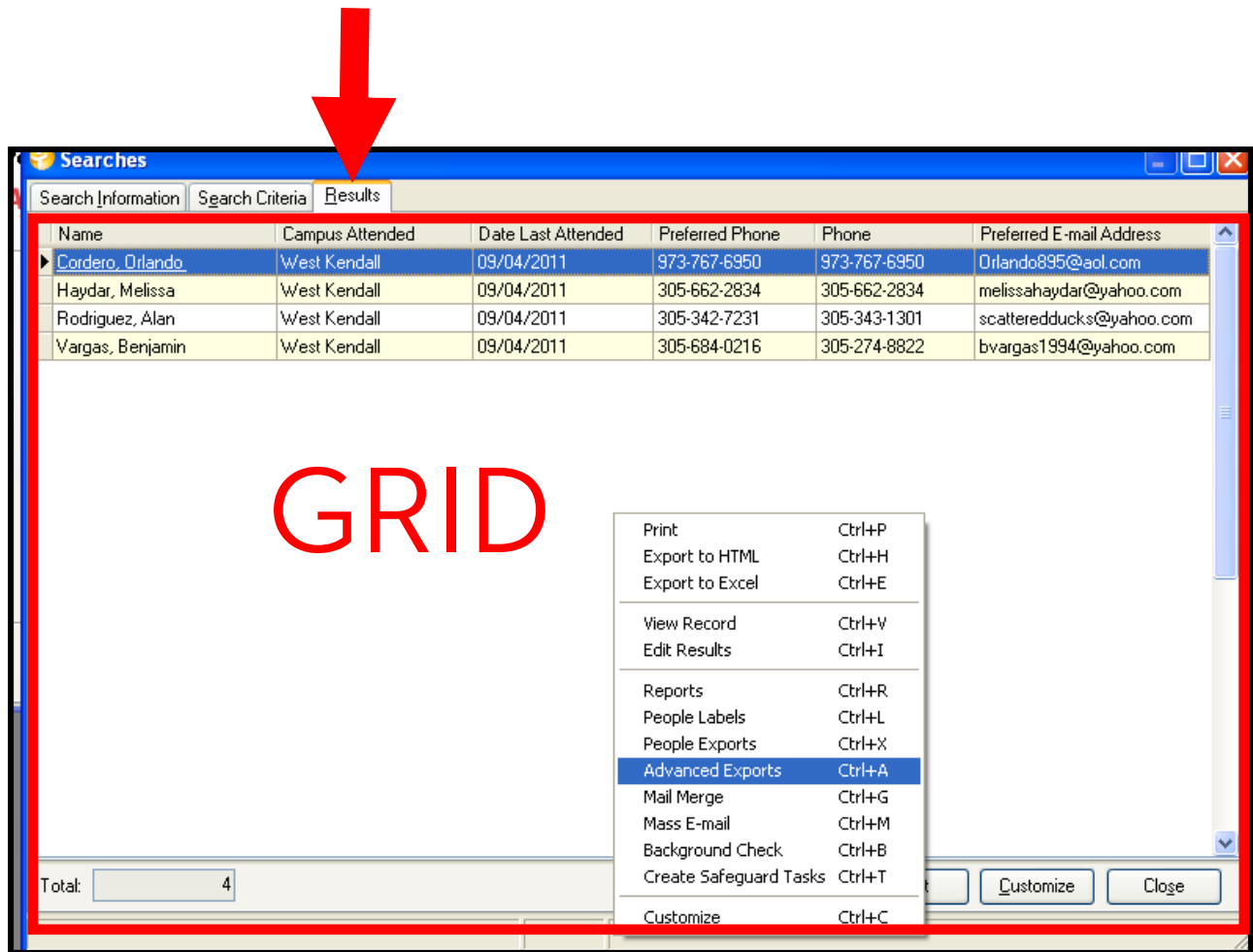
- Click on the “Load Criteria” button.
  - Find the DLA Report for your Campus, they are listed below:
    - PB - CF Students High School DLA
    - PB - CF Students Middle School DLA
    - HS - CF Students DLA
    - DT - CF Students DLA
    - RD - CF Students DLA
    - WK - CF Students DLA
  - Click, “Load”



- After loading the criteria, click on the “Search Criteria” tab.
- Look under the “Search Fields” section.
    - Double click the date and change it to:
      - 2 weeks ago from this past Sunday (PB ONLY uses Date Range bc they have Saturday/Sunday services)
    - Click the “Process” button.



→ When it is finished processing, click on the “Results” tab to see your results.



The screenshot shows a window titled "Searches" with three tabs: "Search Information", "Search Criteria", and "Results". The "Results" tab is active, displaying a table with the following data:

Name	Campus Attended	Date Last Attended	Preferred Phone	Phone	Preferred E-mail Address
Cordero, Orlando	West Kendall	09/04/2011	973-767-6950	973-767-6950	Orlando895@aol.com
Haydar, Melissa	West Kendall	09/04/2011	305-662-2834	305-662-2834	melissahaydar@yahoo.com
Rodriguez, Alan	West Kendall	09/04/2011	305-342-7231	305-343-1301	scatteredducks@yahoo.com
Vargas, Benjamin	West Kendall	09/04/2011	305-684-0216	305-274-8822	bvargas1994@yahoo.com

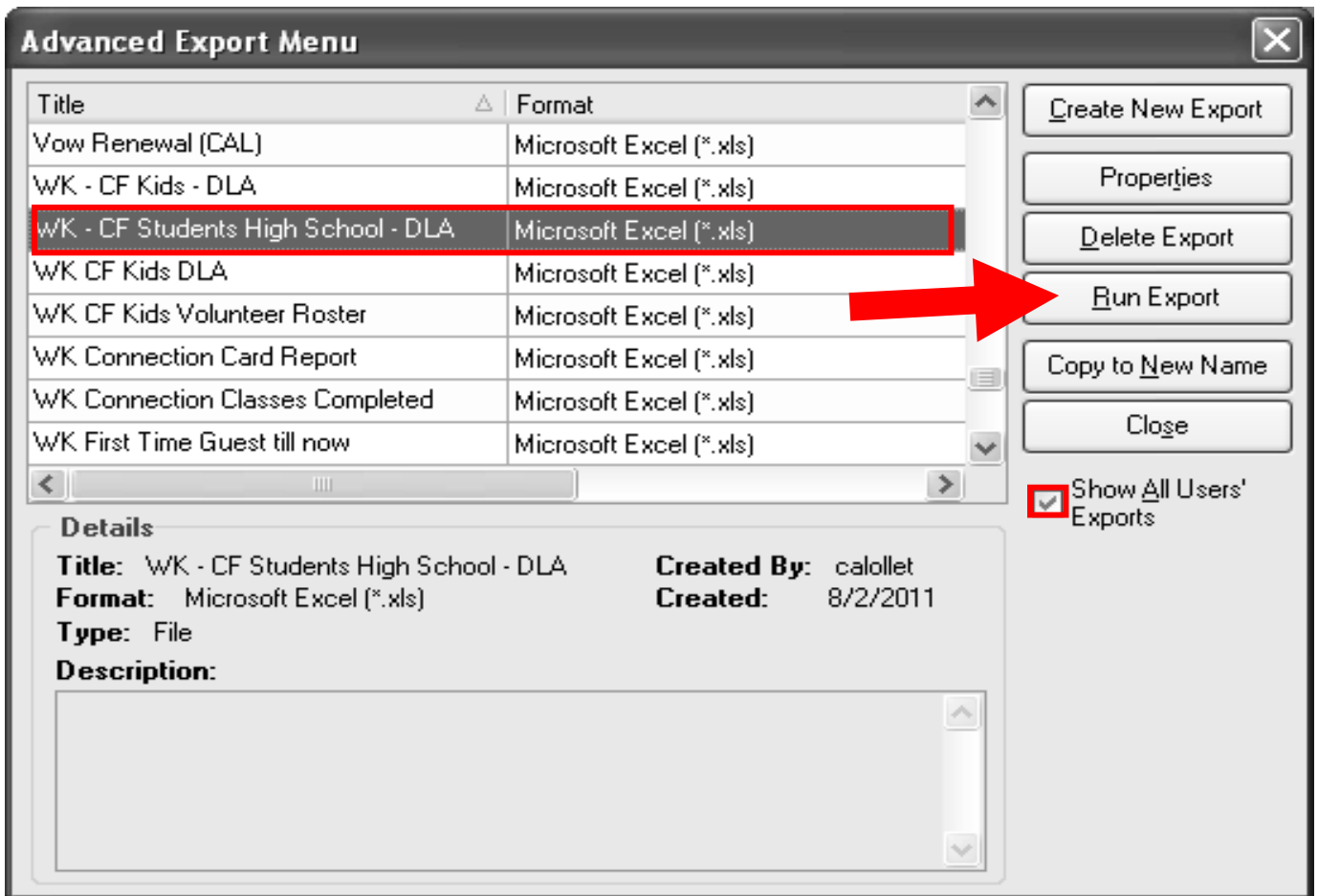
A right-click context menu is open over the grid, listing various actions with their keyboard shortcuts. The "Advanced Exports" option is highlighted. At the bottom left, a "Total:" label is followed by a text box containing the number "4". At the bottom right, there are "Customize" and "Close" buttons.

**GRID**

→ Right click anywhere on the grid.

→ Select “Advanced Exports” from the menu.

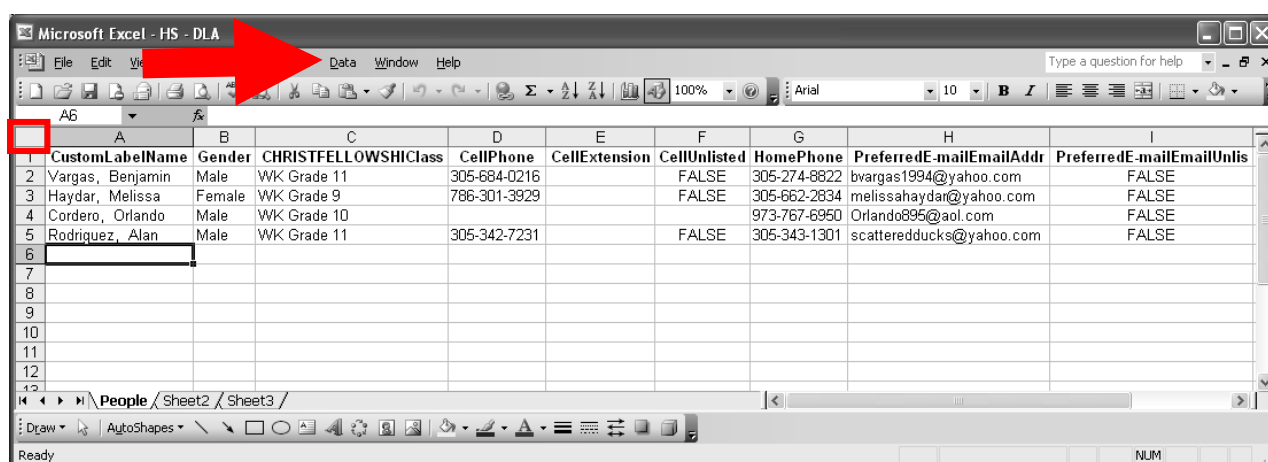
- Make sure “Show All User’s Exports” has a checkmark inside the box.
- Select the name of the export for your campus; **it should match the name of the DLA Search.**
  - Click on the Run Export button.



- A box like the one on the right will appear.
  - Click “OK”



- An excel document will open that looks like this one below:
- To format all cells to the correct width, click the top left empty cell (next to A and 1), then double click on the line between columns A and B.
  - Delete the following columns:
    - Cell Extension
    - Cell Unlisted
    - Preferred Email Email Unlisted
  - Sort the document
    - Click the top, left, empty cell (next to A and 1) to select all cells.
    - Select “Data” from the toolbar.
      - Sort
      - Choose from the menu how you would like to sort it.



- Open Google Doc that the Data Manager has created for you.
- Create a new worksheet on the bottom of the Google Doc for each DLA Report.
    - Click on the arrow next to the name of last week’s worksheet.
      - Select “Duplicate” from the menu.
    - Click on the arrow next to the name of the new worksheet.
      - Select “Rename” from the menu and rename it to DLA - (Sunday’s date)
      - Delete all rows from 3 down.
    - Click on the arrow next to the name of the new worksheet.
      - Select “Move Left” so that the sheet is the newest one on the left.
  - Copy all information from the excel to put on the Google Doc, except row headers.
    - Use Control+C to copy and Control+V to paste in Google Docs.
    - When finished copying the 2 Week data, copy row 2 (DLA - 2 Week (2 week search date) and put it on the row after the 2 Week data.
      - Relabel it DLA - 4 Week (put the 4 week search date)
      - Do the same after the 4 week data.

- After everything is on the Google Doc, it should look like the picture below.
- To email it to everyone who sees the document, click the arrow next to the “Share” button.
  - Select “Email Collaborators” from the menu.
  - In the message box, type, “DLA is ready for this week.”
    - Check the box that says, “Send a copy to myself”
    - Click “Send”

The screenshot shows a Google Docs spreadsheet with the following data:

	A	B	C	D	E	F	G	H
	Name	Gender	Class	Cell Phone	Home Phone	Email	Caller	Follow Up Notes
2	<b>DLA - 2 Week (9/11/11)</b>							
3	Stephens, Christian	Male	HS Grade 7	305-491-8473	305-245-0128	chrisedwards1234@gmail.com	Gloria	
4	Hines, Demarco	Male	HS Grade 9		305-244-7425		Jeff R.	
5	James, Kyrah	Female	HS Grade 8		305-609-1086	kyrahjames@yahoo.com	Latoya	
6	Zarzabal, Emmanuel	Male	HS Grade 9		305-248-6551		Jaden	
7	Zarzabal, Jovanny	Male	HS Grade 10		305-248-6551		Jaden	
8	Graham, Marissa	Female	RD Grade 6		786-243-9444		Gloria	
9	Johnson, Marina	Female	HS Grade 6		786-243-9444	loray_chris@bellsouth.com	Latoya	
10	Clampitt, Bryan	Male	HS Grade 7		305-248-2274		Jeff R.	
11	Perez, Isabelle	Female	HS Grade 9		561-703-8455	izzy10@bellsouth.net	Jo	
12	Cepeda, Veronica	Female	HS Grade 12	786-837-3669	786-459-1228	vcepeda26@yahoo.com	Wendy	
13	Munoz, Alondra	Female	HS Grade 10		305-484-8829		Wendy	
14	Howard, Diamante	Male	HS Grade 6		305-281-0642		Latoya	
15	<b>DLA - 4 Week (8/28/11)</b>							
16	Meneses, Gabriella	Female	HS Grade 12		786-217-8600	adricecilia73@yahoo.com	Jo	
17	Valleyo, Johnny	Male	HS Grade 11	786-800-0973	786-382-5389		Danny	
18	<b>DLA - 8 Week (7/31/11)</b>							
19	Strowbridge, Travis	Male	HS Grade 6		305-971-5231		Jeff D.	
20								
21								