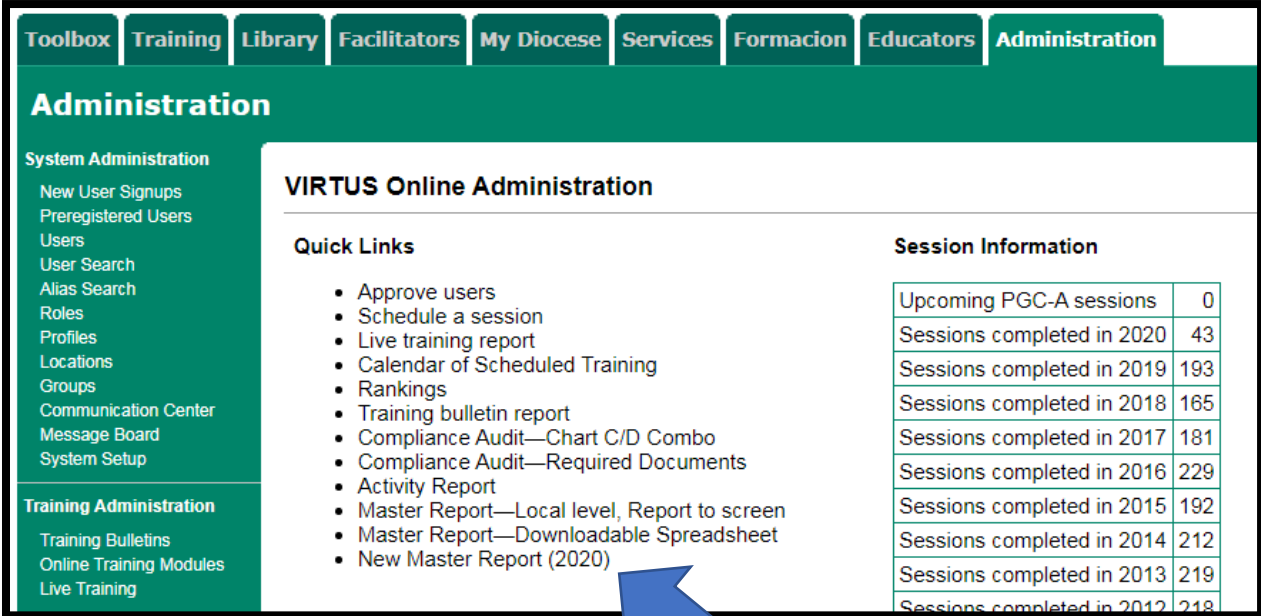


DIOCESE OF WINONA-ROCHESTER

VIRTUS® - HOW TO RUN NEW MASTER REPORT

(Also, to be used for a Training Bulletin Report)

Administration Tab Click on New Master Report (2022)



Administration

System Administration

- New User Signups
- Preregistered Users
- Users
- User Search
- Alias Search
- Roles
- Profiles
- Locations
- Groups
- Communication Center
- Message Board
- System Setup

Training Administration

- Training Bulletins
- Online Training Modules
- Live Training

VIRTUS Online Administration

Quick Links

- Approve users
- Schedule a session
- Live training report
- Calendar of Scheduled Training
- Rankings
- Training bulletin report
- Compliance Audit—Chart C/D Combo
- Compliance Audit—Required Documents
- Activity Report
- Master Report—Local level, Report to screen
- Master Report—Downloadable Spreadsheet
- New Master Report (2020)

Session Information

Upcoming PGC-A sessions	0
Sessions completed in 2020	43
Sessions completed in 2019	193
Sessions completed in 2018	165
Sessions completed in 2017	181
Sessions completed in 2016	229
Sessions completed in 2015	192
Sessions completed in 2014	212
Sessions completed in 2013	219
Sessions completed in 2012	218

After all selections are made on the report below, you have two options to review the report:

1. Run Report to Screen
2. Export Report to CSV. This option is optimal as you can download and manipulate the results. If you want to save this report, make sure to save in the Excel format.

If you run the report as listed below and you have kept, the VIRTUS® website updated for your location(s) the information you receive is what is needed to complete the Safe Environment Audit report to the Office of Safe Environment the end of May each year.

Locations: Select the location you want the report. If there are more than one; select one then press the 'Ctrl' key and the additional locations desired.

Roles: Leave this as 'All Roles'

Profiles: Leave as 'All Profiles'

Continuing Training: Leave as 'All Training Statuses'

Master Report

Filters

Location: -- All Locations --
All Saints Church-Madison Lake (Madison Lake)
All Saints Church-New Richland (New Richland)
All Saints School-Madison Lake (Madison Lake)
Assumption Church-Canton (Canton)
Blessed José Sanchez Del Rio High School Seminary-Mankato (Mankato)
Cathedral of the Sacred Heart-Winona (Winona)

Role: -- All Roles --
* Candidate for ordination
* Deacon
* Educator
* Employee
Facilitator
Local VIRTUS Coordinator

Profile: -- All Profiles --
Administrator
Basic User
Deacon
Default
Facilitator
Faith Formation Director

Continuing Training: -- All Training Statuses --
Not Required
Required: Bulletins
Required: Printed
Childrens Program Only
Completed: Access
Completed: No Access

The choices with the BLUE checkmarks are recommendations. **Once selected they remain set (static) unless you change them.**

User Fields

- Last
- First
- Middle
- Nickname
- Salutation
- Login ID
- Email
- Account Status
- Primary Location
- Primary Location ID
- All Locations (select to find users in secondary sites)
- Roles in primary location only (select to limit roles to only those in the user's primary location)
- Roles Linked to Location
- All Roles
- Profile
- Language
- Position/Title
- Facilitator Tab
- Educator Tab
- Continuing Training Status
- Contact with minors
- Contact with vulnerable adults
- Address
- Address 2
- City
- State
- ZIP
- Daytime Phone
- Evening Phone
- Group
- Approval Date
- Registration Date
- Last Login
- Inactive Date
- User Notes
- Database ID*
- External ID
- External ID 2
- External ID 3
- Caution Flag

* include this field if you will be sending the report to VIRTUS Support

Background Checks

Combine all selected background check types into one column - You must select the items below to combine

- LexisNexis: National Criminal Background Check (inactive)
- s2Verify: Employee/Volunteer
- s2Verify: Re-screening Package
- s2Verify: Volunteer/Employee

[I want to show another background check grouping](#)

Required Documents

Combine all selected document types into one column - You must select the items below to combine

- Attestation of Cleric Ministering in DOWR
- Code of Conduct
- Code of Conduct (inactive)
- Code of Conduct (inactive)
- Code of Conduct (old) (inactive)
- Declaration (inactive)

[I want to show initial training separate from continuing training](#)

Training

Combine all selected training types into one column - You must select the items below to combine

Live

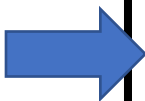
- CLERGY ONLY April 2022 Recertification Training
- CLERGY ONLY October 2021 Recertification Training
- Protecting God's Children for Adults
- Protecting God's Children for Facilitators
- Protecting God's Children for Parents

Online

- A Plan to Protect God's Children 4.0_Winona-Rochester
- Bloodborne Pathogens (2020)
- Keeping the Promise Alive 3.0
- Keeping the Promise Alive 3.0 (Spanish)
- Protecting God's Children® Online Awareness Session 3.0 (Spanish)
- Protecting God's Children® Online Awareness Session 4.0 (Español)_Winona-Rochester
- Protecting God's Children® Online Awareness Session 4.0_Winona-Rochester
- Protecting God's Children® Online Awareness Session 3.0
- Virtus® Protecting God's Children® Re-certification Training for Facilitators_Winona

Bulletins

- Protecting God's Children for Adults
- Show only users who are currently active
- Show only users who are currently active (including pending users)
- Show only users who are currently pending
- Show users who were active from: to: (e.g. audit period)
- Show facilitators only
- Show only users who are inactive
- Show all users (including inactive users)*



To run a VIRTUS Training Bulletin report to see who is behind on their monthly bulletins click the box "Protecting God's Children for Adults".