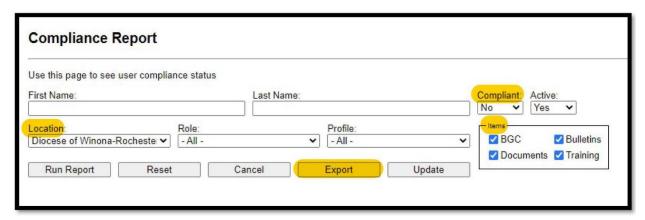# VIRTUS Complaince Report

This report is found on the **Administration** tab in the white section under **Quick Links** – **Compliance Report.**

This report shows (Items):

1. Who needs a **BGC** (Background Check Run/Re-run)
2. Who is behind on monthly training **Bulletins**
3. Who needs to e-sign **Documents** (Code of Conduct)
4. Who needs **Training** (Recertification)

In the example above, I have selected Location, Diocese of Winona-Rochester and all four **ITEMS** boxes are checked. Change the **Compliant** box to **NO** so you only see those missing something**.**

This is the report that was received by clicking on the **Export** button (some columns from the report so it would fit here):

user_first	user_last	roles	user_active	compliance	issues
Missy	Blank	Employee	Y	N	BGC
Ann	Fister	Employee,	Y	N	BGC,COC
Henry	Johnson	Volunteer	Y	N	Bulletins,Training,COC
Jordan	Stander	Volunteer	Y	N	Bulletins,Training,COC
William	Socker	Volunteer	Y	N	Training
Patrick	Zander	Employee	Y	N	Training
James	Stockett	Volunteer	Y	N	Training

In this report you can see what ITEMS the employees/volunteers at your location need to complete to be compliant with Safe Environment. For example, **Henry Johnson** is behind on his **bulletins**, needs to **recertify** and e-sign the **Code of Conduct**. This report, when columns are not deleted, gives you the user's email address.