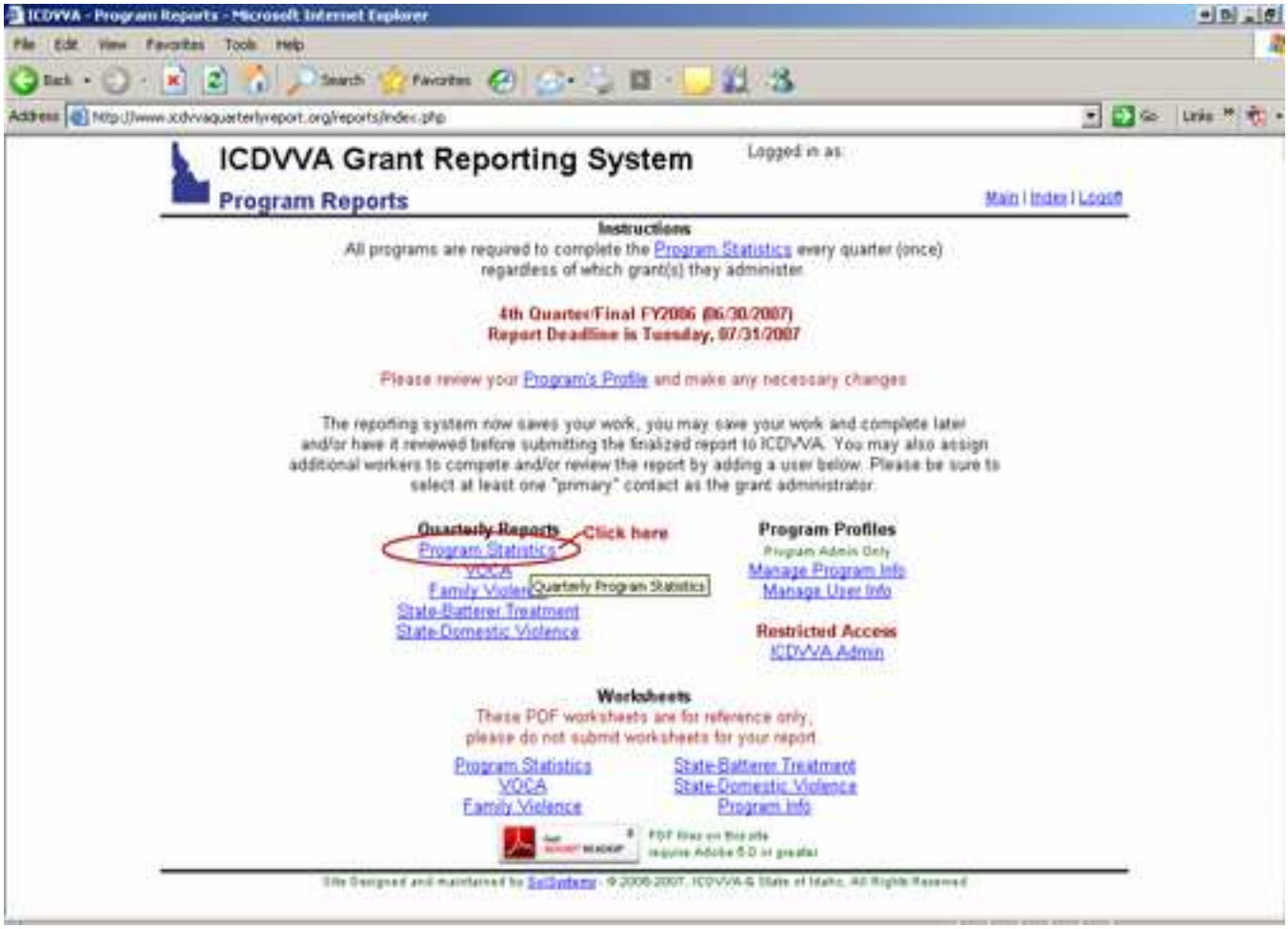
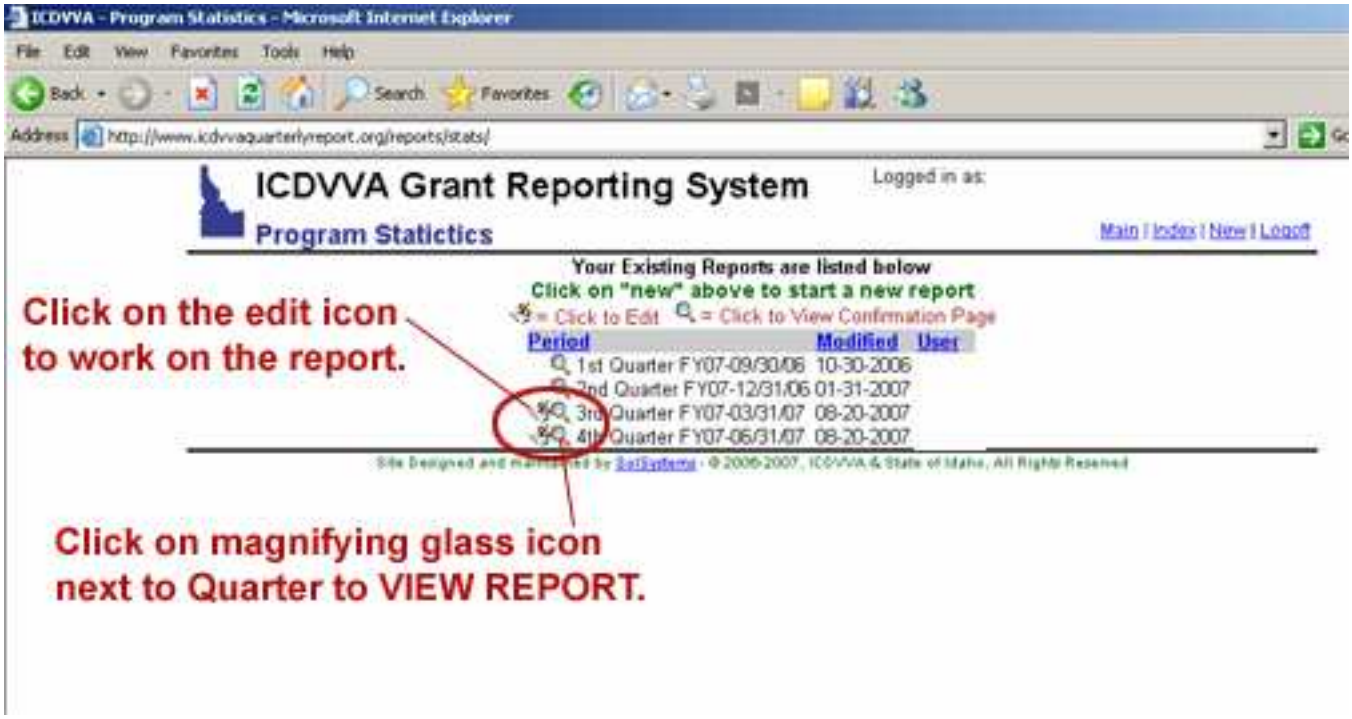
This Help Document is for the Program Statistics only and to demonstrate how the process works for all Quarterly Reports. The other reports will have different information, but the process is the same.

Login to http://www.icdvvaquarterlyreport.org
Username: _____
Password: _____

Click on Program Statistics (under Quarterly Reports)

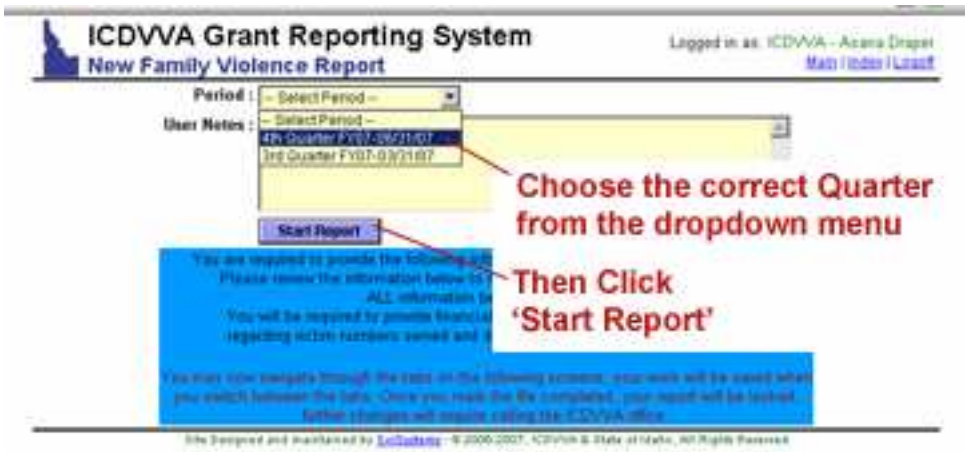


System will display the Quarters for this report. If just the magnifying glass is next to the Quarter this indicates that the report has been completed. If the edit AND magnifying glass icons are next to the Quarter this indicates that the report is unfinished and can be edited. Click on the magnifying glass icon next to the quarter you want to view or click on the edit icon work on and complete the report.

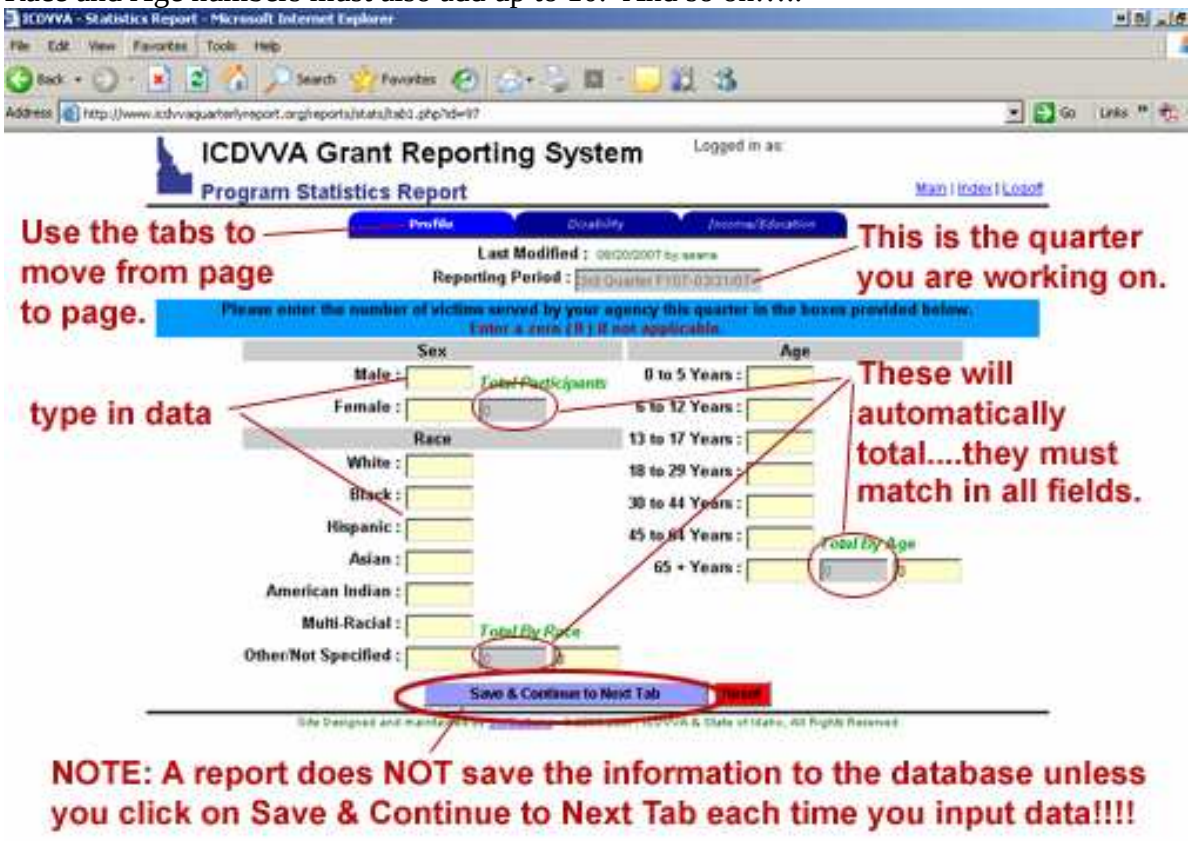


If the Quarter you need to report on is NOT on the list, Click New in the upper left corner.

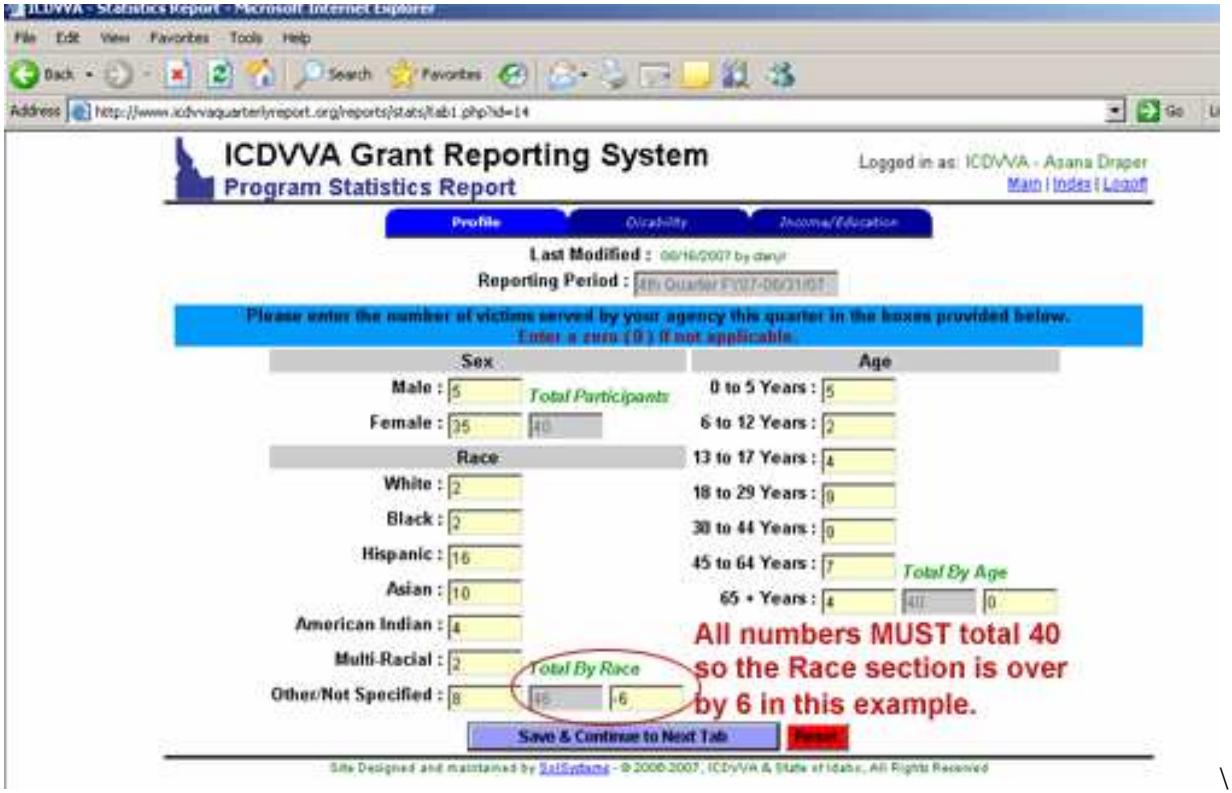
Choose the correct Quarter from the dropdown menu and then click ‘Start Report’.



The first tab will show you general statistics about victims served. The totals must match or you will receive an error. So, if you had 10 victims served, the Male/Female numbers must add up to 10. The Race and Age numbers must also add up to 10. And so on…..



If your total victims served numbers do not match, you will see a plus or minus and a number that is over or under.



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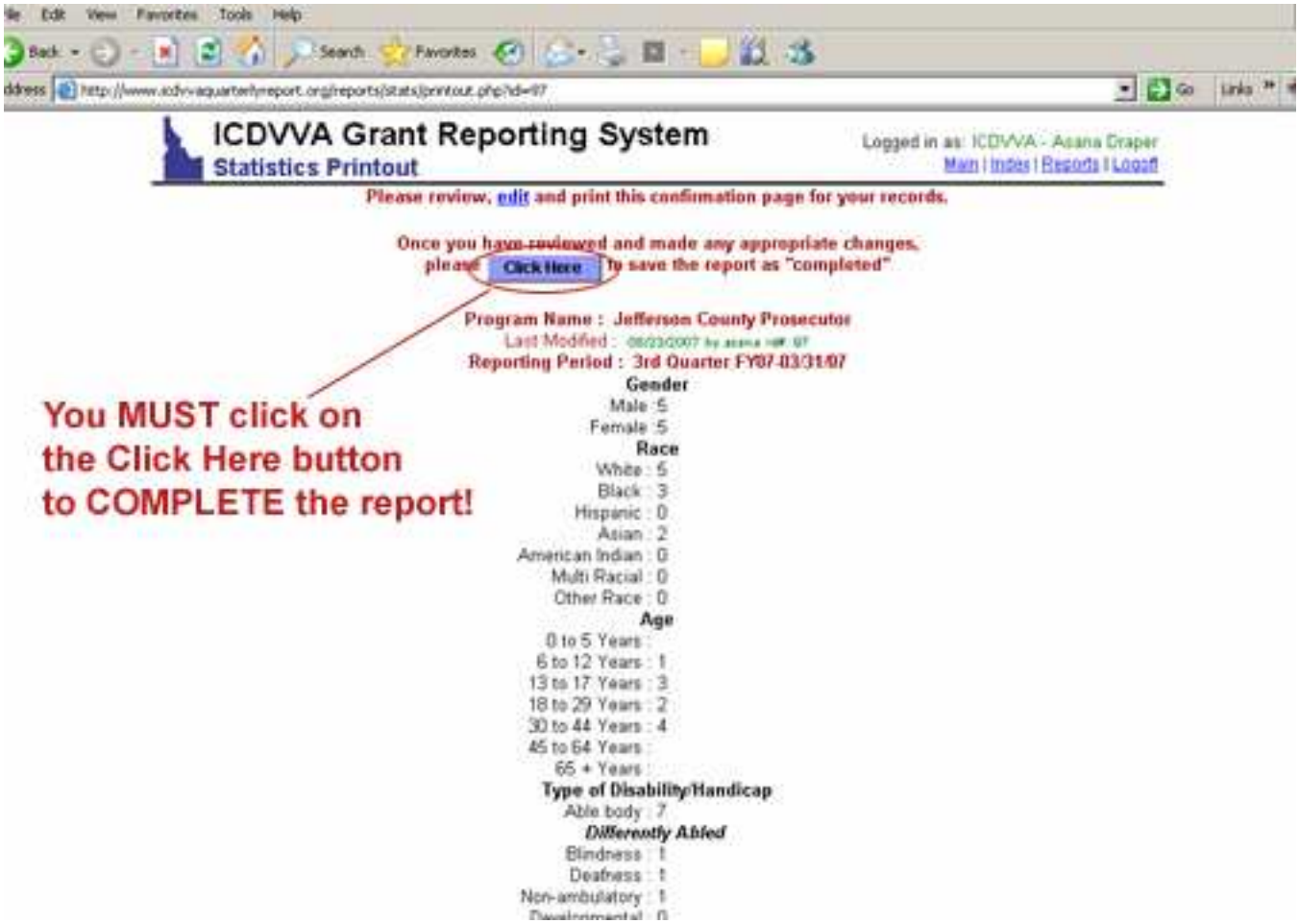
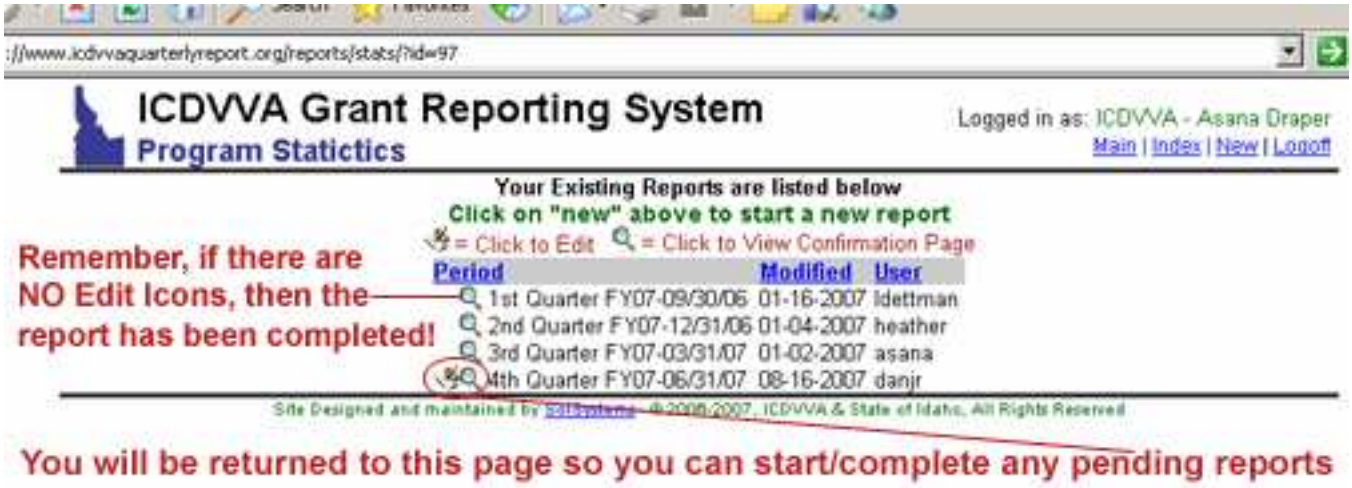
After saving, you will be redirected to the Disability Stats. Again, all categories must add up to 10 (or whatever your Victims Served total is).

After saving, you will be redirected to the Income/Education Stats. Again, all categories must add up to 10 (or whatever your Victims Served total is).

Click Save & Finish when you have entered all information on every tab.

When you are sure you have completed the report for the quarter, REMEMBER to click the button that says “Click Here” to save the report as “completed”.



You will then be returned to the list of quarters for the report you were working on. If there is NO edit icon next to the magnifying glass icon, then the report is complete. If there IS an edit icon, then you still need to complete the report!