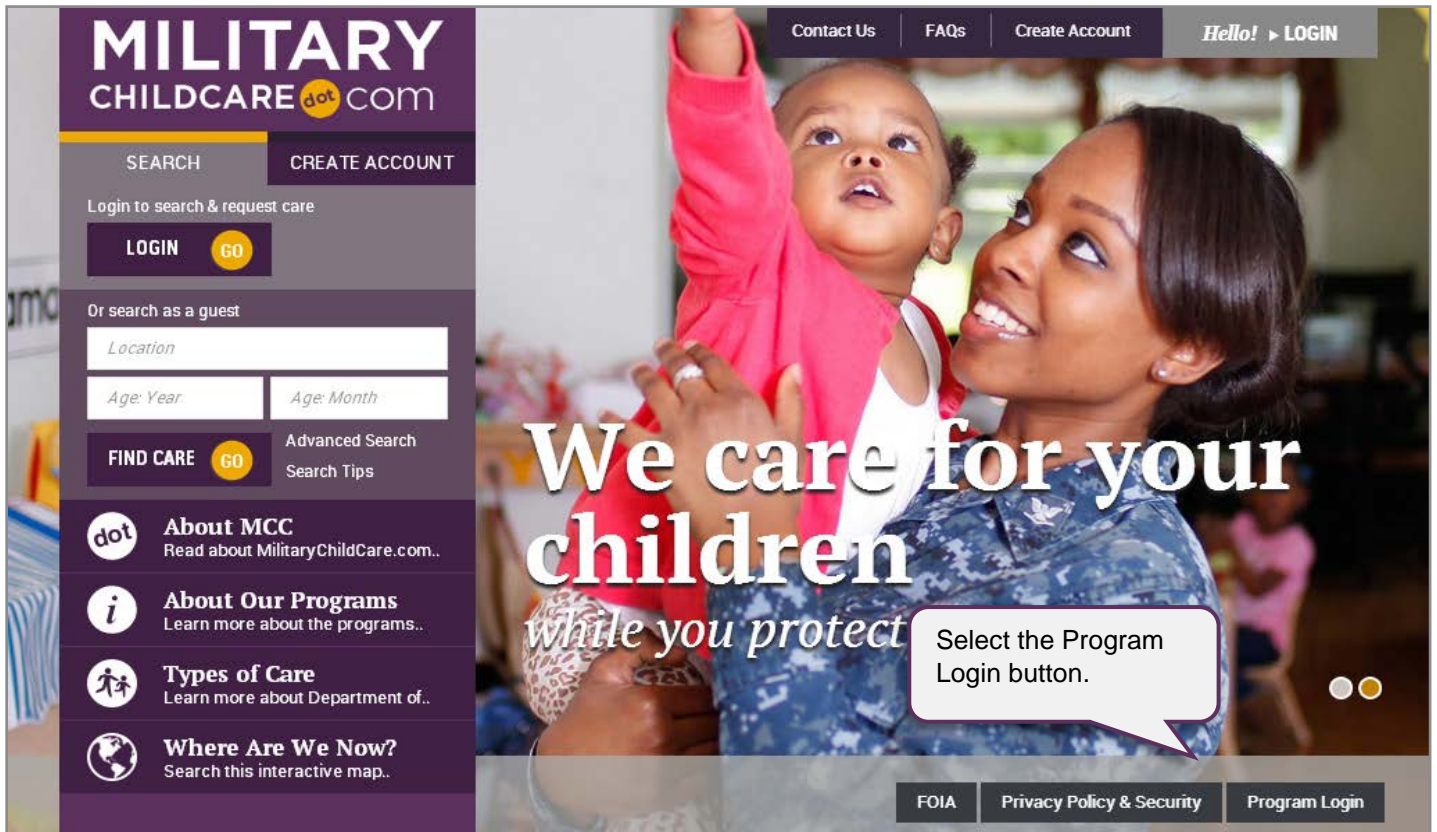


Waitlist Export Report Overview

This handout provides instructions on how to generate a Waitlist Export Report. The Waitlist Export Report includes active requests from the waitlist (active, offered, accepted, or declined) and associated details such as sequence number, RFC date, priority, sponsor name, child name, and child date of birth. Household phone number, email, and associated Family Type can also be added to the report. The results of this report mimic the waitlist view and can serve as the program’s emergency toolkit during a temporary system outage.

Logging in and Navigating to Reports

Follow the steps below to log onto the Program Section of MCC and access reports.



Step	Description
1	Go to www.MilitaryChildCare.com . <ul style="list-style-type: none"> Select the Program Login button at the bottom right corner of the home page.
2	Log onto the Program Section of MCC. <ul style="list-style-type: none"> Select the banner to acknowledge terms of use. Enter your username and password or login using your CAC.
3	Access the Reports. <ul style="list-style-type: none"> Select the Management tab on the task bar. In the Management drop-down menu, select Reports.

Waitlist Export Report

To generate a report, you must first navigate to the appropriate report screen.

The screenshot shows the 'Reports' section of the Military ChildCare.com interface. On the left, a 'SELECTION' menu is open, showing 'Offer Reports' as the selected category. The main area displays a table of reports. The table has columns for 'Description' and 'Action'. The 'Offer Performance Report: Detail' row is highlighted, and a callout box points to the 'View Report' icon in its 'Action' column.

Report Name	Description	Action
No Offer Made Report	The Offer Reports details on the request of each offer, whether the DoD performance metric was met, and made.	[View Report Icon]
Offer Performance Report: Detail	The Offer Performance Report Detail identifies the number of children for whom no offer has been made within 90 days of the date care needed (DoD metric). The report also identifies the number of children with active requests, for whom no offer has been made and the date care needed has passed. Children with more than one active request, where no offer has been made are counted only once in this report (i.e., duplication is removed).	[View Report Icon]
Offer Performance Report: Summary	The Offer Performance Report Summary identifies the number and percentage of Met, Not Met, and Open requests by installation. Met is defined as: an offer is made within 90 days after the date care needed (DCN) by at least one program in the installation. Open is defined as: No offer has been within 90 days from DCN by any program in the installation. Not Met is defined as: No offer has been made by 91 days from the DCN by any program in the installation.	[View Report Icon]

Step	Description
1	<p>Access the appropriate report by taking one of the following actions:</p> <p>1a. Select a report menu option on the left-hand side of the screen, then select the name of the report that appears below.</p> <p>1b. Select the View Report icon next to the report you want to view.</p>

Generate Waitlist Export Report

After navigating to the Waitlist Export Report, use the criteria selection and checkboxes to identify what to include in the report.

The screenshot shows the 'Waitlist Export Report' interface. At the top right, there are links for 'Export PDF' and 'Export XLS'. Below this, a grey banner reads 'Please select relevant reporting criteria and click the "Generate Report" button.' An information icon on the left states: 'This report includes active reports with the following details: sponsor name, child name, and program type, and program.' Below this is a selection area with dropdown menus for 'Branch' (Navy), 'Region' (1 Selected), 'Installation' (1 Selected), 'Program Type' (2 Selected), and 'Program' (Select). To the right of these are checkboxes for 'Show' each category. Below the dropdowns is a 'Group By' dropdown set to '-- Select --' and a yellow 'Generate Report' button. At the bottom is a table with columns: Sequence, RFC Date, Priority, Sponsor, Child's Name, Category, Request, Age, Care Option, Care Type, Date of Birth, and Program. The table contains several rows of data.

2. Select relevant checkboxes to include additional columns on the report

3. Select the Generate Report button

1. Select relevant criteria/filters

4. Select "Group by Care Option"

Sequence	RFC Date	Priority	Sponsor	Child's Name	Category	Request	Age	Care Opt	Care Typ	Date Car	DOB	Program
2015-...				a ...	PR			Infant ...	Full Da...	2016-...	2016-...	NS Ma
2015-...				y ...	PR			Infant ...	Full Da...	2016-...	2016-...	NS Ma
2015-...	2		maggi...	Paxton...	PR			Infant ...	Full Da...	2016-...	2016-...	NS Ma
2015-...	1D		Christ...	TBD D...	PR	ACTIVE	IN	Infant ...	Full Da...	2016-...	2016-...	NS Ma
2015-...	1C		Cornes...	Christ...	PR	ACTIVE	IN	Infant ...	Full Da...	2016-...	2016-...	NS Ma
2015-...	1D		Shann...	TwinB ...	PR	ACTIVE	IN	Infant ...	Full Da...	2016-...	2016-...	NS Ma
2015-...	1D		Shann...	TwinA ...	PR	ACTIVE	IN	Infant ...	Full Da...	2016-...	2016-...	NS Ma
2015-...	1C		Marlen...	Unbor...	PR	ACTIVE	IN	Infant ...	Full Da...	2016-...	2016-...	NS Ma

Step	Description
1	<p>Use the dropdown menus to choose relevant report criteria/filters.</p> <ul style="list-style-type: none"> Selections must be made in sequential order: Branch, Region, Installation, Program Type, and Program. Once you make a selection, the options in the subsequent menus will update based on that selection. Select an area outside of the dropdown menu to exit a particular dropdown.

Waitlist Export Report

Step	Description
2	Select the relevant Show checkboxes to include additional columns on the report other than default columns.
3	Select the Generate Report button.
4	<p>Organize report results.</p> <ul style="list-style-type: none"> Select the Group By drop-down menu to organize report results by the columns displayed, which will vary based on which Show checkboxes you selected. Select the column headings to sort the order of the data. Ascending or descending sort order will be indicated by a blue up or down arrow next to the column heading. Selecting multiple column headings while holding down the Shift key allows results to be sorted by multiple columns.

The screen shot below is an example portion of a Waitlist Export Report based on typical filter selections: Branch, Region, Installation, Program Type, and Program. In this example, the report has also been grouped by age.

Sequen	RFC Dat	Priority	Sponso	Child's f	Categor	Reques	Age	Care Op	Care Ty	Date Ca	DOB	Program	Family T
Category: IN													
94	2015-...	1D	Gary ...	Carl K...	IM	ACTIVE	IN	Infan...	Full D...	2015-...	2015-...	CDH ...	Active
95	2015-...	1D	Thom...	Denni...	IM	ACTIVE	IN	Infan...	Full D...	2016-...	2015-...	CDH ...	Active
128	2015-...	2	Josep...	Roger...	IM	ACTIVE	IN	Infan...	Full D...	2016-...	2015-...	CDH ...	Other
139	2015-...	3	Frank...	Rober...	IM	ACTIVE	IN	Infan...	Full D...	2016-...	2015-...	CDH ...	Active
	2015-...	1C	Kenn...	Raym...	PR	ACTIVE	IN	Infan...	Full D...	2016-...	2015-...	CDH ...	Dual .
	2015-...	1C	Geor...	Harol...	PR	ACTIVE	IN	Infan...	Full D...	2016-...	2015-...	CDH ...	Singl.
	2015-...	1D	Edwa...	Jame...	PR	ACTIVE	IN	Infan...	Full D...	2016-...	2016-...	CDH ...	Active
	2016-...	1D	Eric L...	Steph...	PR	ACTIVE	IN	Infan...	Full D...	2016-...	2015-...	CDH ...	Active
	2015-...	1F	Eric H...	Donal...	PR	ACTIVE	IN	Infan...	Full D...	2016-...	2015-...	CDH ...	DoD .
	2015-...	1F	Richa...	Edwa...	PR	ACTIVE	IN	Infan...	Full D...	2016-...	2016-...	CDH ...	DoD .
	2015-...	1F	Carl R...	Jerry ...	PR	ACTIVE	IN	Infan...	Full D...	2016-...	2014-...	CDH ...	DoD .
Category: PTD													
30	2015-...	1D	Scott ...	Gary ...	IM	ACTIVE	PTD	Preto...	Full D...	2016-...	2014-...	CDH ...	Active
31	2016-...	1D	Peter...	Donal...	IM	ACTIVE	PTD	Preto...	Full D...	2016-...	2014-...	CDH ...	Active