

STARS Training Report–Attendance

Instructions for running the No Shows, Attended and Registered report are outlined below:

I. Open STARS

1. Open your Internet browser (Internet Explorer).
2. In the address line, type: <http://stars.bsc-cdhs.org/>
3. Press the Enter key. You are now in the STARS web site.
 - ACS agencies should select **ACS, Online Applications, STARS Registration**. The STARS login screen appears.
 - Voluntary agencies should select **Voluntary Agencies, Online Applications, STARS Registration**. The STARS login screen appears.
 - Local Social Services Districts should select **Local Districts** and then **STARS Registration**. The STARS login screen appears.

II. Login

1. In the STARS login screen, enter the User ID and Password assigned to you.
2. Click **Login**. That will take you to the STARS Main Menu.

III. Running the No Shows, Attended and Registered Report

To run the No Shows, Attended and Registered report:

1. In the STARS Main Menu, click on **Reports** and select **No Shows, Attended and Registered**.
2. Apply the report filters:
 - All Agencies are selected by default. Select the name of your **Agency or site** using the corresponding drop-down. Only records in the selected agency will be filtered.
 - The default **From** and **To** start date range is from Jan. 1st to Dec. 31st of the current year. Using the drop-down calendars, you may adjust the start date range. Only records for trainings that have a start date between the dates you specify will be filtered.
 - Click **Apply**.
 - All Courses are selected by default. You may select an individual **Course** by using the corresponding drop-down. Only records for the selected course will be filtered.
3. Click **Generate Report**. The report preview appears with a report toolbar across the top of the screen. The report will provide you with a list of all staff registered in STARS from the selected agency/site who have either registered for, attended, or registered and not shown up for a the selected training class(es).
 - **Exporting--**To export the report into another file format, such as Microsoft Word, click the Export button. A screen titled “Export the Report” appears with export options. Select File Format by using the corresponding drop-down. By using the Excel (data only) choice, you can export the information to a spread sheet which can then be sorted and filtered to assist you in

organizing the information. Page Range is All by default. To specify a page range, select the Pages radio button and type in the From: and To: page numbers. Then click **OK**. The File Download screen appears with options for opening or saving the report file. Choose the desired option.

- **Printing**--To print the report, click the **Print** button. A screen titled "Print the Report" appears with print options. The Page Range is set to page one by default. To print all pages, select the All radio button. To specify a page range, select the **Pages** radio button and type in the From: and To: page numbers. Then click **OK**. The report will open up in Adobe Reader or Report Viewer. Click **Print** to send the report to your printer.
- **Navigation**--Navigational arrows appear to the left of the current page number. The leftmost arrow takes you to the first page. The rightmost arrow takes you to the last page. The inside arrows take you to previous and next pages.
- **Searching**--The Find text box button is used to forward search on characters within the report. Enter the characters into the text box and click on the binoculars located on the right side of the text box. The closest match will be highlighted in the report.
- **Viewing**--To change the magnification of the report for viewing, use the drop-down to select the percentage.

4. Click **Home**

IV. Logoff

1. Click **Logoff**.
2. Close your browser (Internet Explorer).