

Reports & Compliance — pick a report, narrow it, export it

Nine report types plus the TWC preset. Drafts to verify, never to file blind.

1 What this page is for

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Getting numbers out of the dashboard as a file. Choose a report type, narrow by program, cohort, stage and dates, read the summary line, and press **Export CSV**.

THE REPORT TYPES AND THEIR COLUMNS

REPORT	COLUMNS
Leads	Name, Phone, Program, Source, Received, Response (min), Stage, Owner
Enrollment	Name, Program, Cohort, Stage, Tuition, Enrolled (inquiry month)
Completions	Name, Program, Stage, Certified, Employer
Withdrawals	Name, Program, Stage reached, Reason, Owner
Certification	Name, Program, Testing org, Registered, Result, Certified
Job Placement	Name, Program, Employer, Employed within (days)
Attendance	Name, Cohort, Program, Present, Absent, Tardy, Make-Up, Rate
Tuition Status	Name, Program, Tuition booked, Payment status
TWC Reporting	Program, Enrolled, Completed, Withdrawn, Certified, Employed, Placement rate

THE TWC PRESET

Presses the right type and dates for a Texas Workforce Commission report in one click. Verify every figure before filing.

2 Step by step

Produce a certification list for a program

1. Report type **Certification**.
2. Program: choose it. Dates: the period.
3. Read the summary line, then **Export CSV**.

Produce the TWC figures

1. Press **TWC preset**.
2. Adjust the dates if needed.
3. Export CSV and check each program row against Certification & Testing and Outcomes.

3 If something looks wrong

The table is empty.

The filters exclude everyone. Clear the stage filter first; it is the usual culprit.