



DIOCESE OF SPRINGFIELD IN ILLINOIS

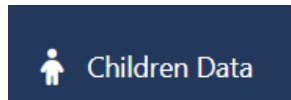
OFFICE FOR SAFE ENVIRONMENT

Instructions to Export Reports from CMG for Safe Environment Audit

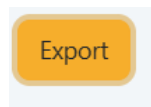
Report 1: Student Training Data

If you are using CMG to record your student training data:

1. Click "Children Data" on the left side of the screen



2. Click Export at the top of screen.



3. Fill in the data. Click Export.

Export Data ×

Training Date From

Training Date To

Leave the dates blank to export all records

[Close](#) [Export](#)

4. This will produce an excel form you can filter to fill out the audit form.



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If you are using Virtus to record your student training data:

1. Once logged in, select the Educators tab.






2. From the Educators tab, choose Detailed Report from the left side of the screen.





3. Fill in the appropriate dates and location (if necessary). Click "Go"


Please confirm the audit period by checking the dates below

From:  **To:** 

Location: 

Parish/School type: 

Grade of children: 

Lesson number: 

4. Use the data from the generated report to complete the audit form.

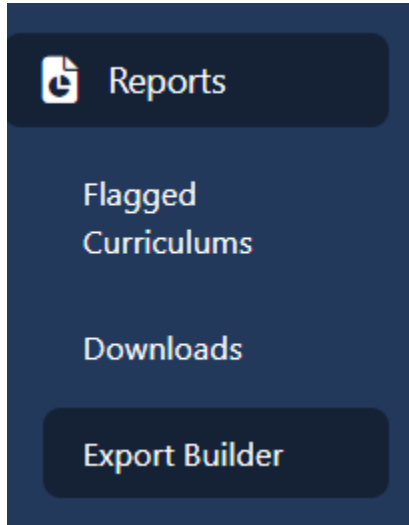


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Report 2: Educator, Employee, Volunteer Compliance (Note: Catechists are considered Volunteers. There is no way to build a report just for them. Please subtract them from your overall count for your audit).

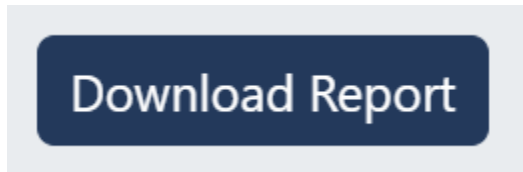
1. Select Reports, Export Builder on the left side of the screen.



2. Select the information you want in your report. For the Audit, select "First Name", "Last Name", "USCCB Role", and "Certification Status".
3. Select Export.



4. Once Done, click Download Report.



5. This will export an excel spreadsheet of all your users. You filter this spreadsheet by USCCB Role to sort your volunteers, employees, educators, etc. You can then sort Cert_Status to get count those in compliance who have "Yes".