

CRS GUI (VISUAL CRS) SITE INSTRUCTIONS FOR RUNNING THE 2009 NATIONAL GPRA REPORT

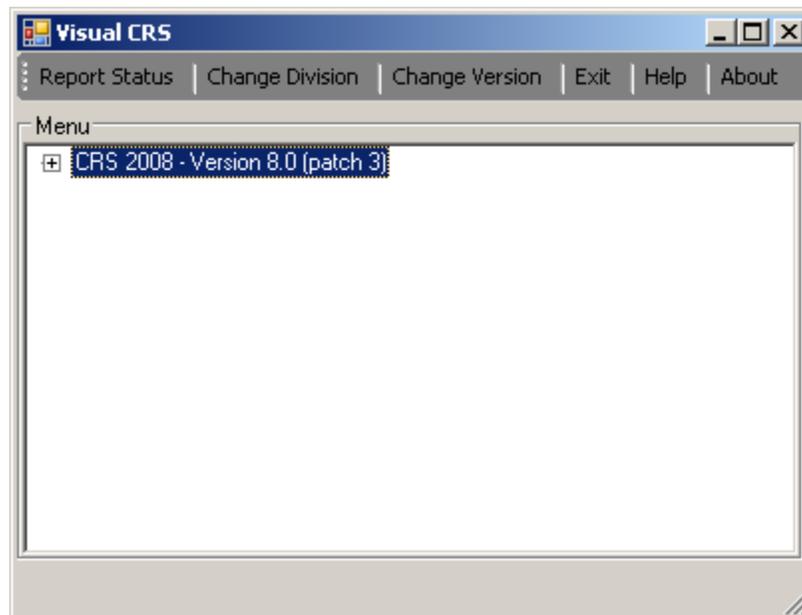
These instructions provide specific information about the menu options you must choose in order to generate the correct output for the 2009 National GPRA Report. **(Please note that you will not be able to generate the correct 2009 report unless you have installed CRS Version 8.0, Patch 3.)**

To run your National GPRA “quarterly” report:

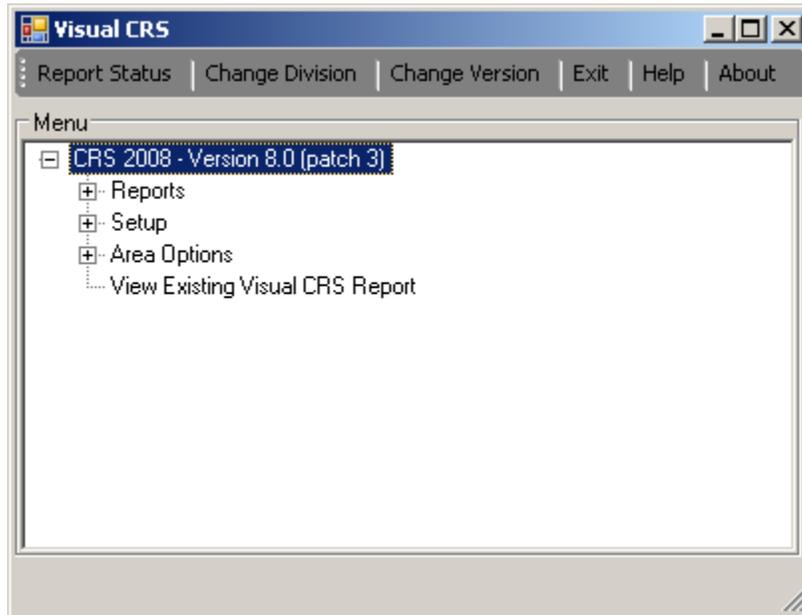
1. Login to Visual CRS.
2. At the Select CRS Product window menu, select **CRS 2008-Version 8.0 (patch 3)** from the dropdown list.



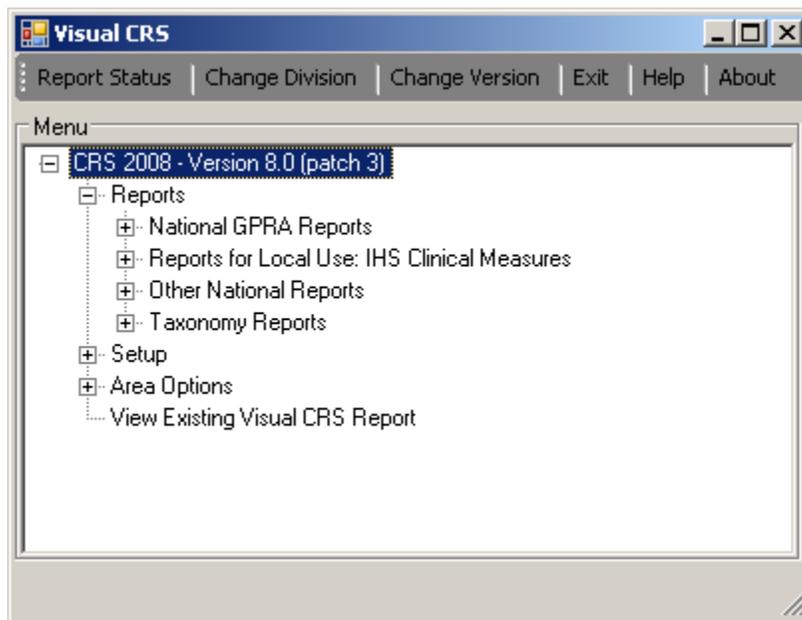
The Visual CRS window is displayed.



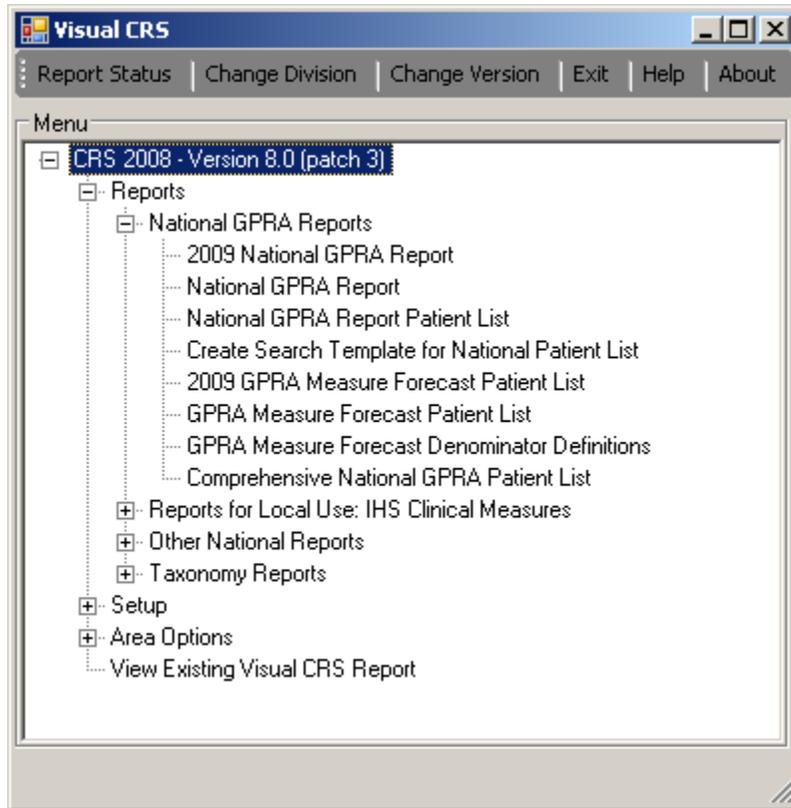
3. In the Visual CRS window, expand the CRS 2008 Version 8.0 (patch 3) menu.



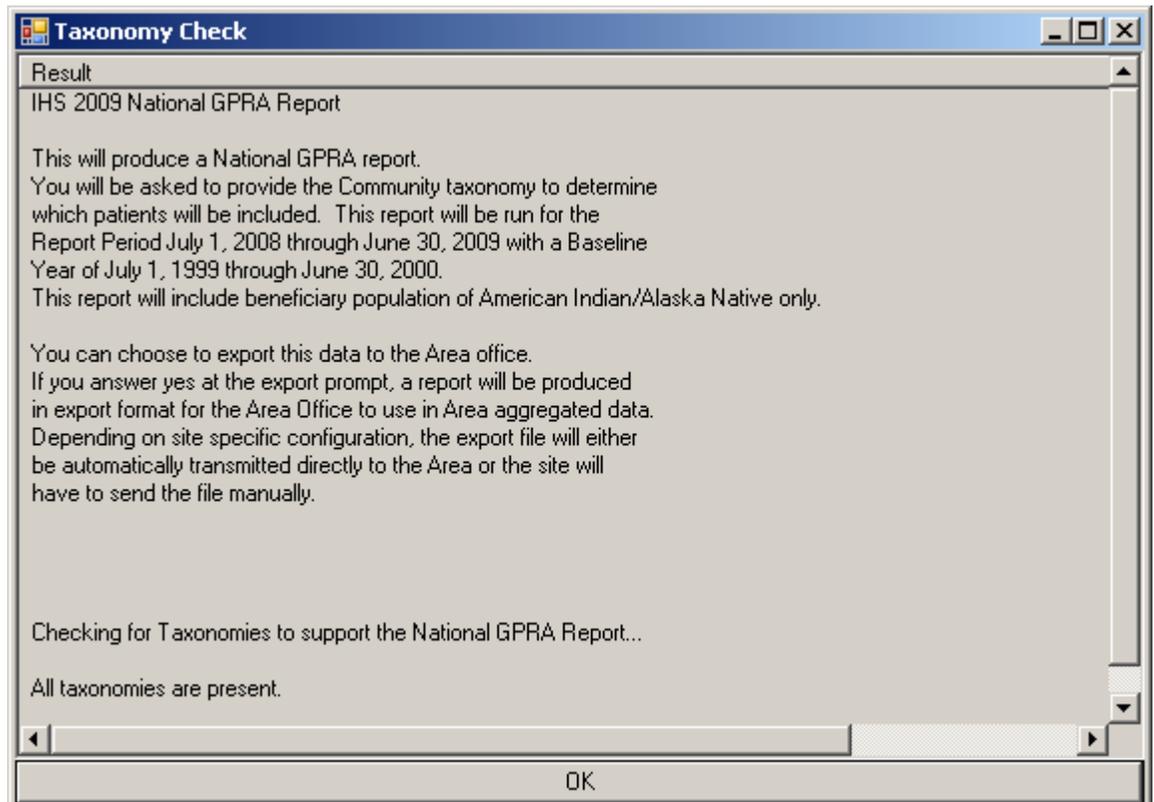
4. Expand the Reports menu.



5. On the Reports menu, expand the National GPRA Reports.

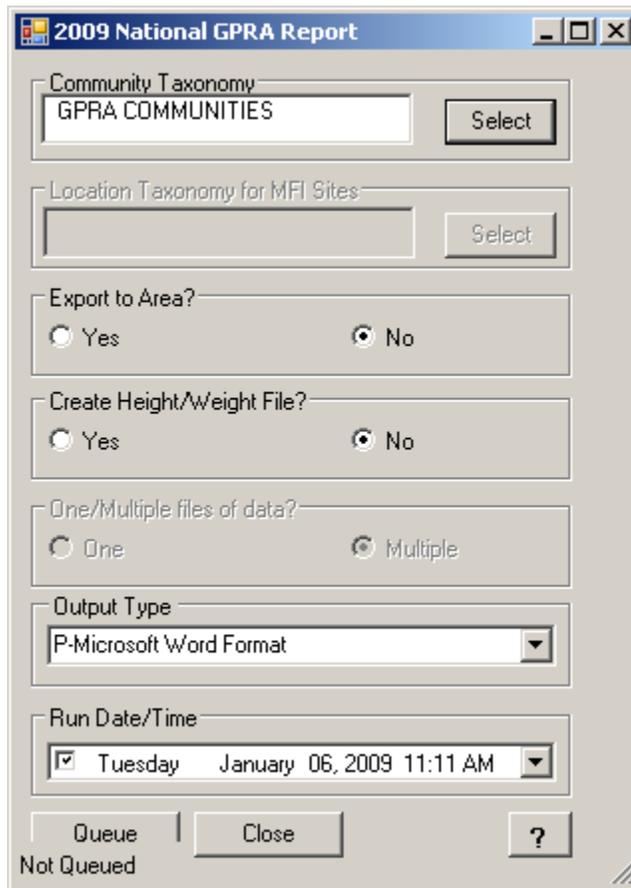


6. On the National GPRA Reports menu, click **2009 National GPRA Report**
Information about the export file is displayed.



7. Click **OK** at the bottom of the window.

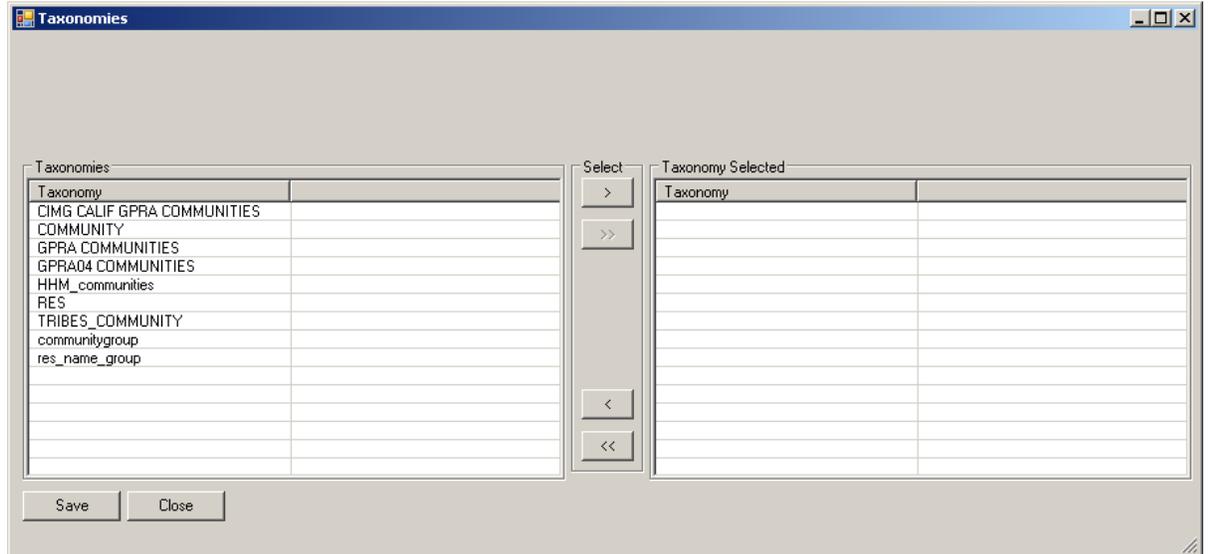
The 2009 National GPRA Report window is displayed.



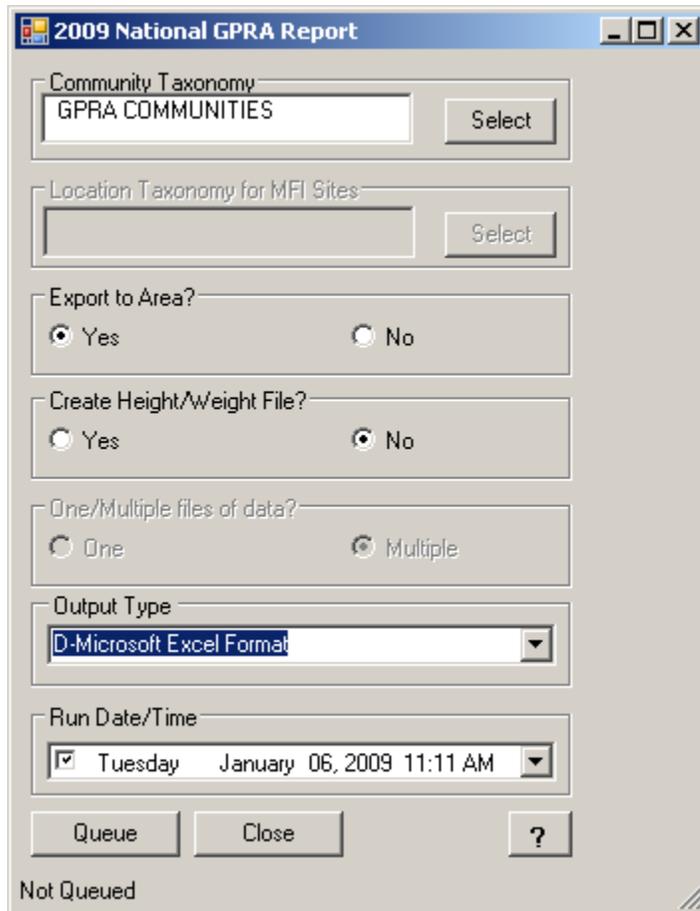
The screenshot shows a Windows-style dialog box titled "2009 National GPRA Report". It contains several sections for configuration:

- Community Taxonomy:** A text box containing "GPRA COMMUNITIES" and a "Select" button.
- Location Taxonomy for MFI Sites:** An empty text box and a "Select" button.
- Export to Area?:** Radio buttons for "Yes" and "No", with "No" selected.
- Create Height/Weight File?:** Radio buttons for "Yes" and "No", with "No" selected.
- One/Multiple files of data?:** Radio buttons for "One" and "Multiple", with "Multiple" selected.
- Output Type:** A dropdown menu currently showing "P-Microsoft Word Format".
- Run Date/Time:** A dropdown menu showing "Tuesday January 06, 2009 11:11 AM".
- Buttons:** "Queue", "Close", and a help icon "?".
- Status:** "Not Queued" is displayed at the bottom left.

8. In the 2009 National GPRA Report window, if the name of your GPRA Community Taxonomy is listed continue with Step 9.
 - a. If the taxonomy displayed is not your community taxonomy, in the 2009 National GPRA Report window click **Select**.
 - b. In the Taxonomies window, select your community taxonomy in the Taxonomies list, click the right arrow (>) to move it to the Taxonomy Selected list, highlight it, and click **Save**.



9. Under "Export to Area?" Select **YES**
10. Under "Create Height/Weight File?", Select **NO**
11. Under "Output Type", select either **D-Microsoft Excel Format** or **B-Both Microsoft Word and Excel Format**.
12. For the Run Date/Time, set the date/time to run the export at night or on the weekend, because the output file may be very large.



13. Click **Queue** to run the report.

The following message appears:



14. Click **OK**

15. The name of the export file that will be created begins with "BG08" and will be written to a directory on your server. Normally this is the "pub" drive.

NOTE: When you select Y at Export, the CRS software will automatically create a file that begins with "BG08" and has a filename extension with a number but no letter in the PUB directory (example: BG08505901.12). This file is different from any local files you may create, such as a delimited file. You will need to transmit this file to your Area Office for inclusion in the Area Aggregate report. (Make sure you double check the date of the file and select the most current file before sending)

If you chose to create the height/weight file, it will automatically create a file that begins with "HW" in the PUB directory. Do not export this file to the Area Office.