

CRS GUI (Visual CRS) Area Office Instructions for Running the FY 2016 4th Quarter National GPRA/GPRAMA Report

Task Summary:

Step	Action	For details, see page
1.	Run the Area Aggregate 4 th Quarter National GPRA/GPRAMA Report	2
2.	Send the files to the National GPRA Support Team	7

Requirements

All direct IHS facilities and urban facilities are required to run and export their FY 2016 4th quarter data for the National GPRA/GPRAMA Report. Tribal facilities are encouraged to export their National GPRA/GPRAMA data for national reporting.

Note: To generate the correct FY 2016 reports using Visual CRS, **CRS version 16.1 and Visual CRS version 16.1** must be installed.

To generate the Area reports, you must have the BGPZAREA security key assigned to you. If you do not have this key, please ask your site manager to assign it to you OR ask someone at your facility who has the security key to perform this step for you.

Step 1: Run the Area Aggregate 4th Quarter National GPRA/GPRAMA Report

Note: These instructions assume that all FY 2016 National GPRA/GPRAMA Report files have been uploaded from the sites. If this is not the case, select the **UPL** Area Option and upload all files first.

1. Login to Visual CRS 16.1.
2. In the main CRS window, click **Area Reports** in the **Area Options** group.



Figure 1: Area Reports

3. If not already selected, click the **AREA National GPRA/GPRAMA Report- Includes GPRA Dev** tab.

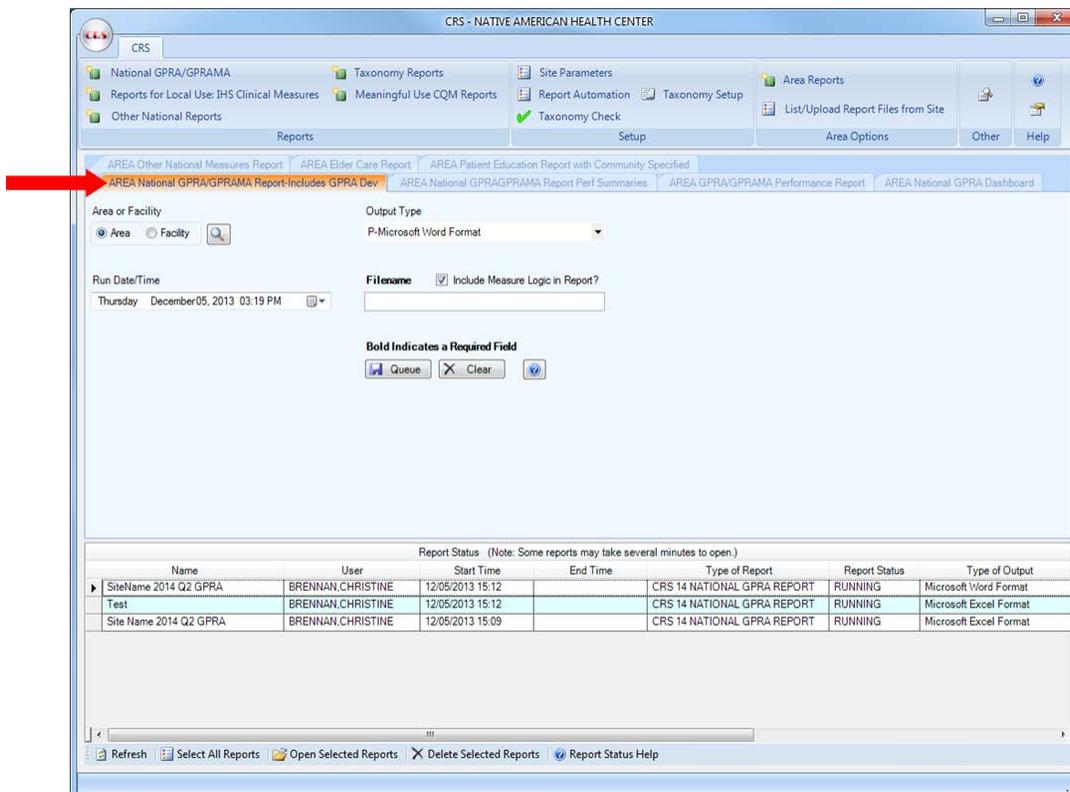


Figure 2: Selecting the **AREA National GPRA/GPRAMA Report Includes GPRA Dev**

- Under **Area or Facility**, click **Area** and click the search button to the right of the Area or Facility selection window.

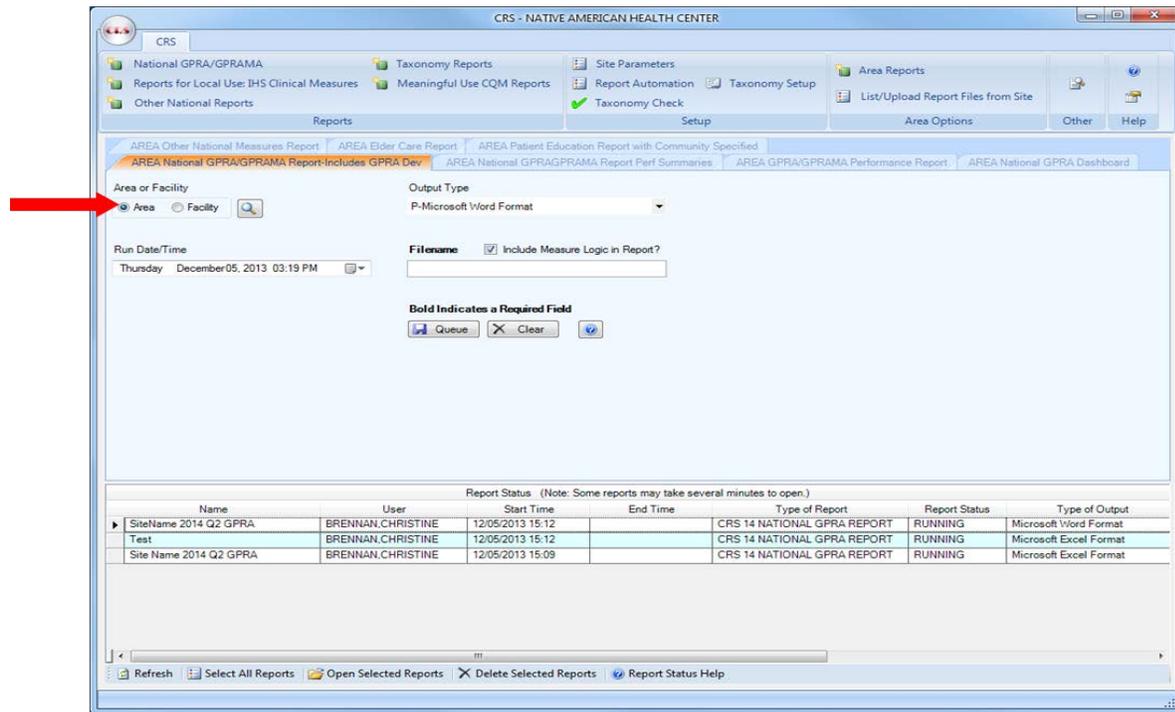


Figure 3: **Area or Facility** option

- Click on the facilities to include in the Area aggregate and click the right arrow button to move the facilities to the **Items Selected** section. Once all the correct facilities have been selected, click **OK**.

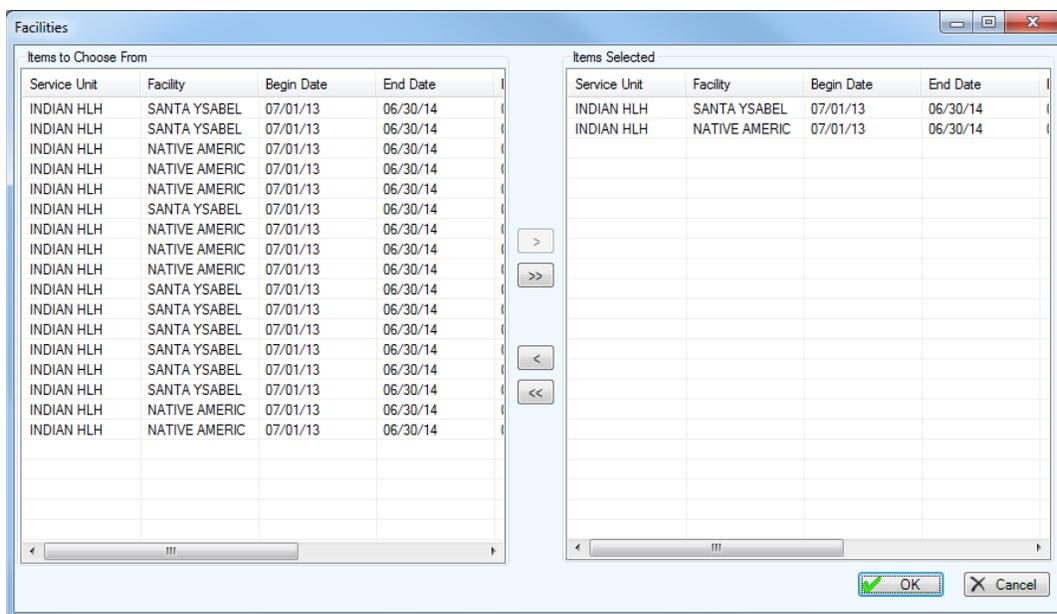


Figure 4: **Facilities** dialog

- Under **Output Type**, select either **D-Microsoft Excel Format** or **B-Both Microsoft Word and Excel**.

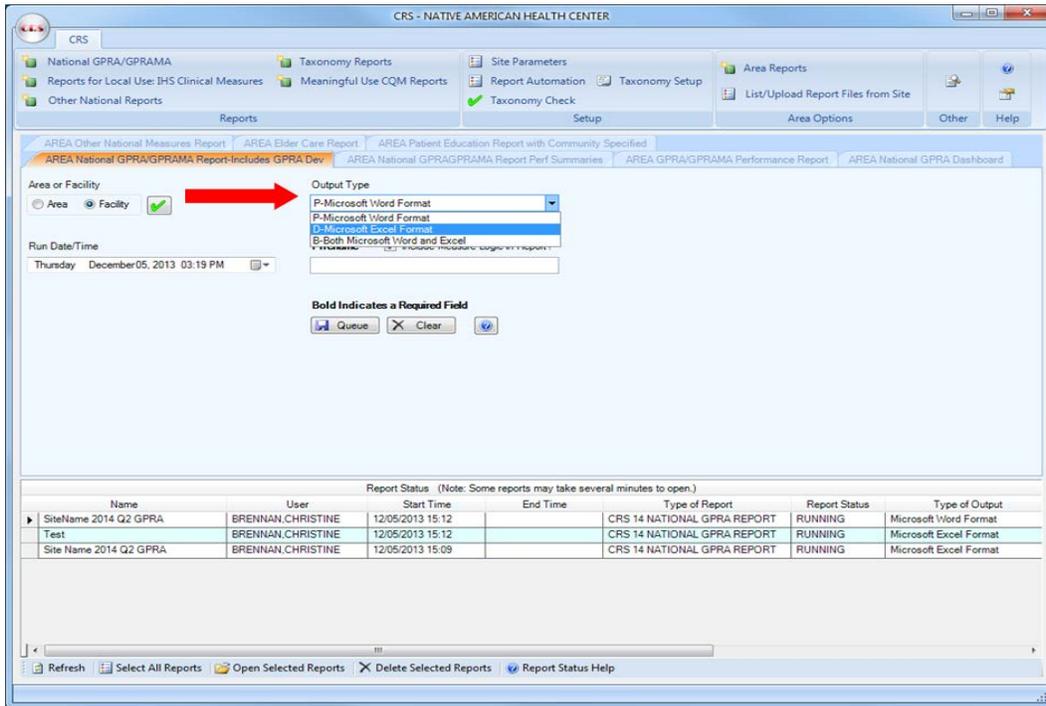


Figure 5: **Output Type** selection

- Under **Run Date/Time**, select the date and time for the report to run.

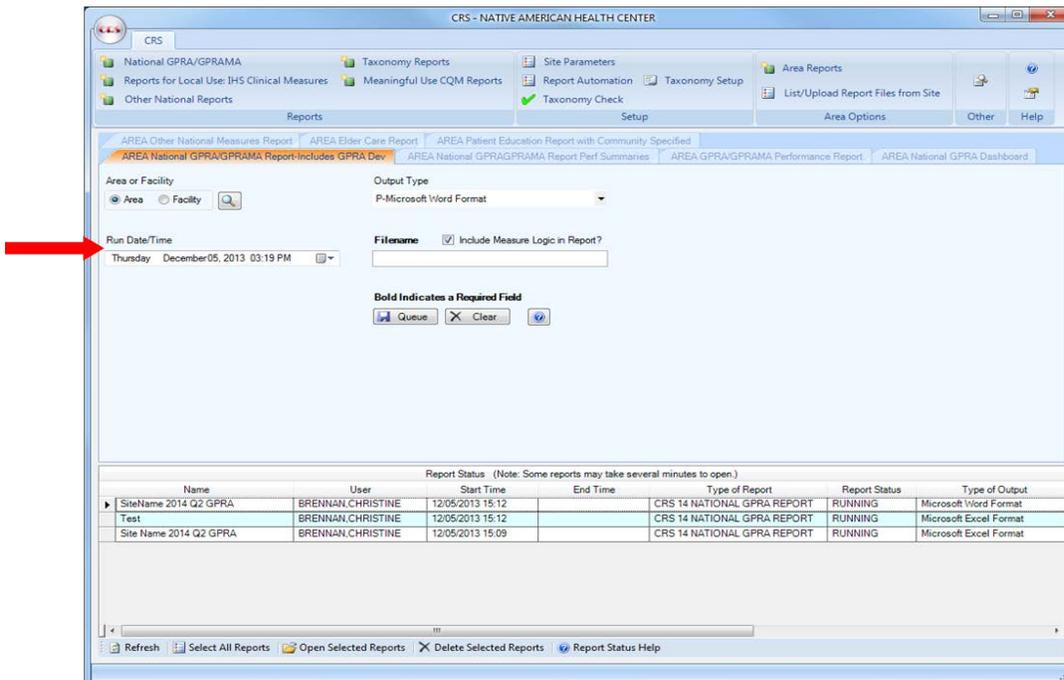


Figure 6: Selecting the **Run Date/Time**

- To include the measure logic in the GPR/GPRAMA Report, make sure the **Include Measure Logic in Report** box is checked. If you do not want the measure logic included, uncheck the box.

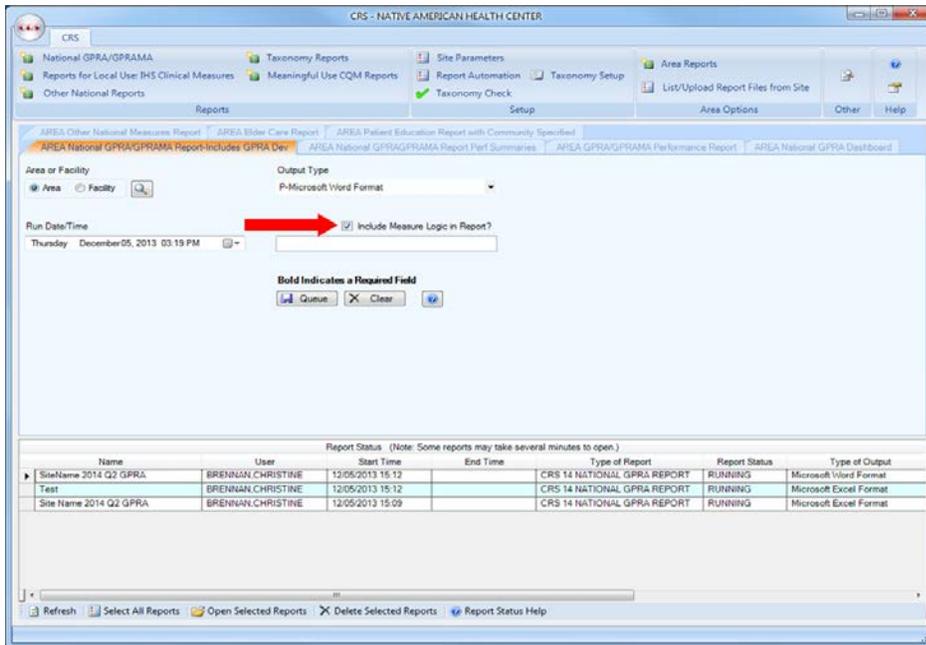


Figure 7: Include Measure Logic in Report checkbox

- In the **Filename** text box, type the name of the summary text file to be created to accompany the CRS GPR files.

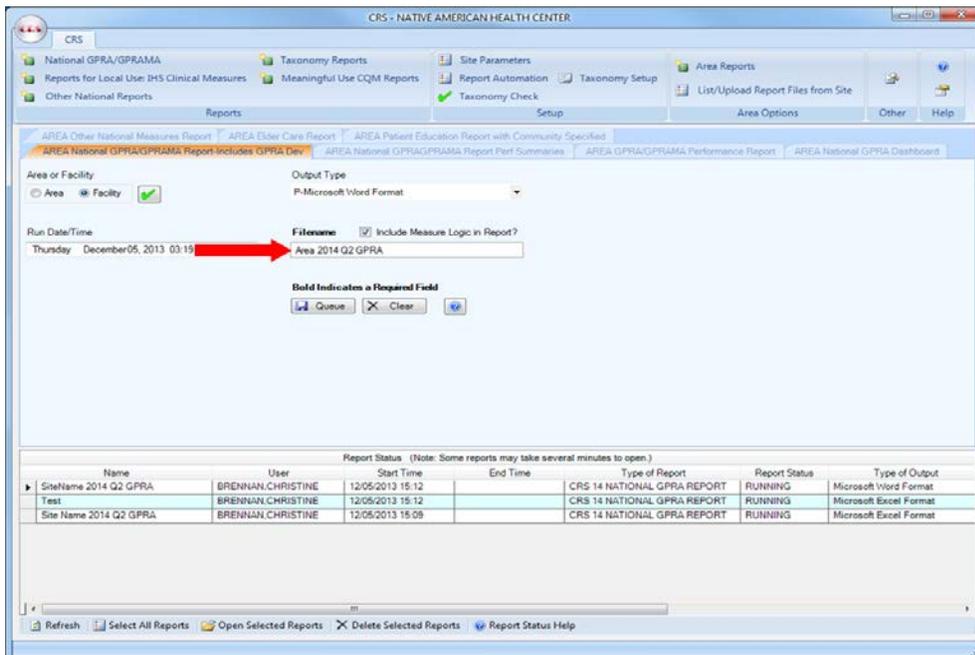


Figure 8: Selecting the Filename

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

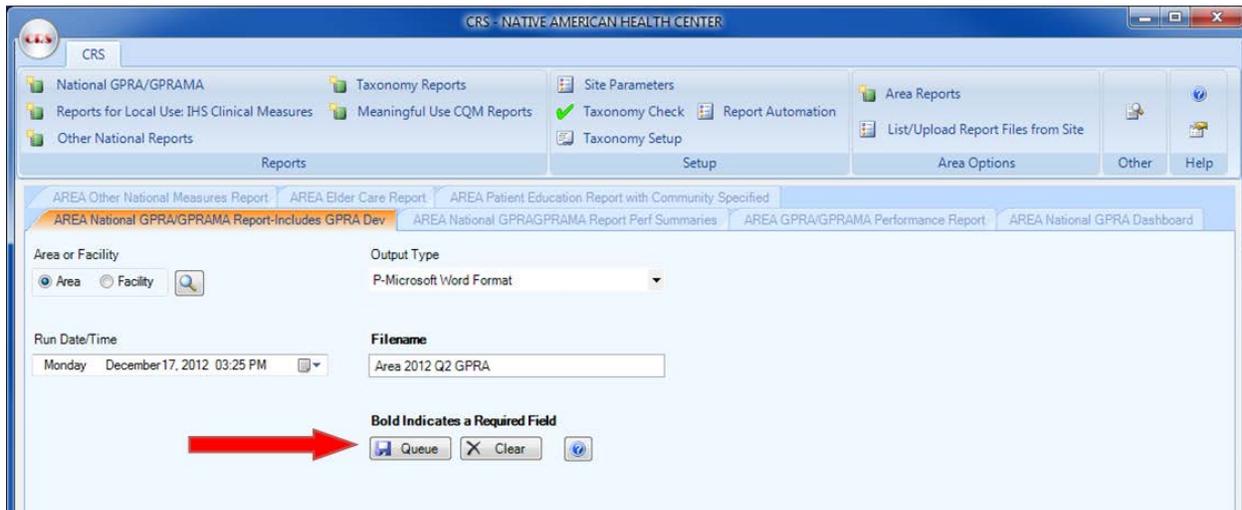


Figure 9: **Queuing** the report

11. A pop-up window will appear stating that the report has been queued. Click **OK**.

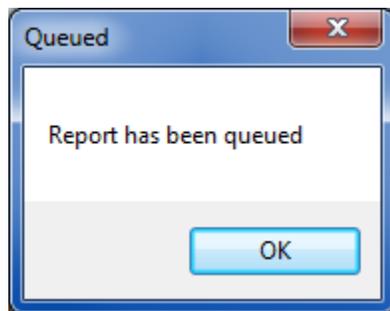


Figure 10: **Queued** dialog

12. Check the status of the report in the **Report Status** window at the bottom of the screen. Once completed, double click on the report to open it.

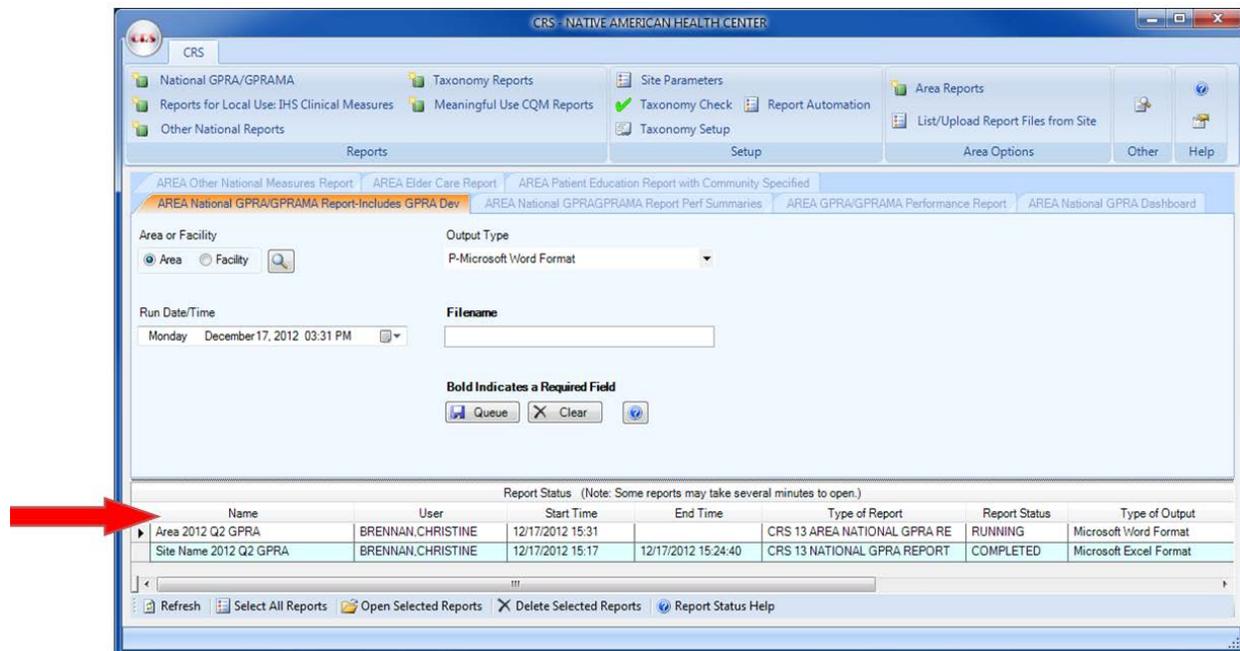


Figure 11: Report Status window

Step 2: Send Files to the National GPRA Support Team

Send the following files to the *National GPRA Support Team* (caogpra@ihs.gov) no later than *July 22, 2016*.

1. CRSGPRANT1.txt, file 1 of 8 containing National GPRA/GPRAMA data.
2. CRSGPRANT2.txt, file 2 of 8 containing National GPRA/GPRAMA data.
3. CRSGPRANT3.txt, file 3 of 8 containing National GPRA/GPRAMA data.
4. CRSGPRANT4.txt, file 4 of 8 containing National GPRA/GPRAMA data.
5. CRSGPRADEVNT1.txt, file 5 of 8 containing National GPRA/GPRAMA data.
6. CRSGPRADEVNT2.txt, file 6 of 8 containing National GPRA/GPRAMA data.
7. CRSGPRADEVNT3.txt, file 7 of 8 containing National GPRA/GPRAMA data.
8. CRSGPRADEVNT4.txt, file 8 of 8 containing National GPRA/GPRAMA data.
9. Delimited Area Aggregate National GPRA/GPRAMA Report file, text file for the National GPRA/GPRAMA Area Aggregate Report with the name you assigned to it.