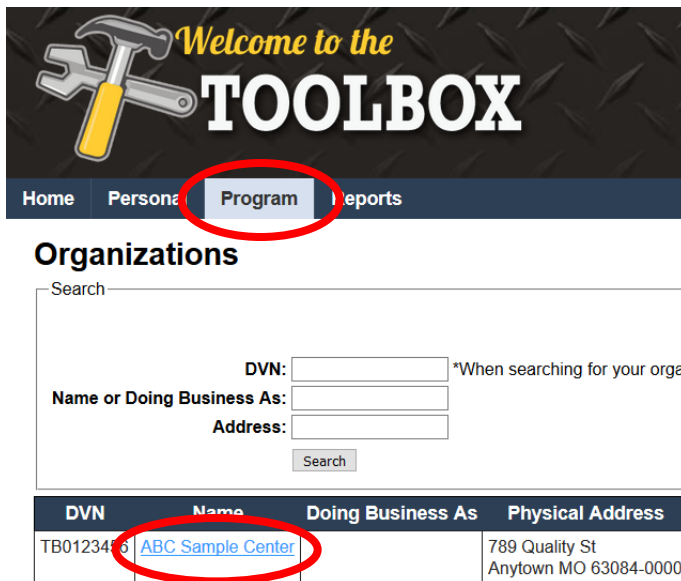


Running a Program Clock Hours Training Report

NOTE: You must have a personal Toolbox account and Program Level Access to the program in order to run a Program Training report. If you are uncertain if you have Program Level Access, contact OPEN at (573) 884-3373 for assistance.

- 1) Log in to your personal Toolbox account using the username and password you created.
<https://www.openinitiative.org/toolbox/Account/Login>
- 2) After you are logged in, click the **Program** tab between your Personal and Reports tabs. Clicking on the name of the organization in the Program tab will take you to the program's information.



Welcome to the **TOOLBOX**

Home Personal **Program** Reports

Organizations

Search

DVN: *When searching for your orgar

Name or Doing Business As:

Address:

DVN	Name	Doing Business As	Physical Address
TB0123456	ABC Sample Center		789 Quality St Anytown MO 63084-0000

- 3) You will find the **Manage Staff** link at the bottom of that screen. Click that link to view the staff members currently associated with the program. See 'How to manage staff' instruction guide for assistance in updating the staff list. (Program Level Access guides available [here](#).)

Accreditation:

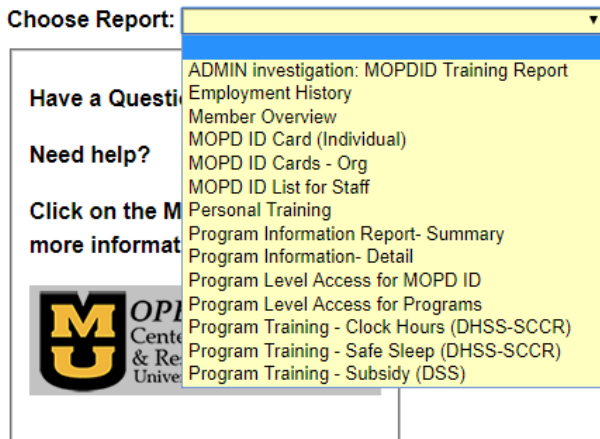
Accrediting Organization	CCR and R Area	Expiration Date	
NAEYC		12/31/2010	<input type="button" value="View/Edit"/>

[Cancel](#) | [Manage Staff](#)

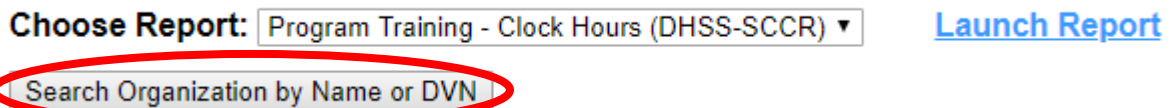
- 4) Once you have verified the staff list is correct, select the **Reports** tab. *Note: Only those staff members currently associated with the program will appear on the program reports.*



- 5) Click on the drop down arrow in the box next to **Choose Report** in the middle of the page. Select the **Program Training** Report that is appropriate for your organization's status.



- 6) Click the **Search Organization by Name or DVN** button.



- 7) The **Search Organizations** box will appear. You can choose to search by **Name** or **DVN**. Click the **Search** button and the program list will appear. Click the **Select** button to choose the organization.
Note: Less is more when searching. For best results, we recommend searching by DVN only.

X CLOSE

Search Organizations

Name or Doing Business As : *When searching for your organization using these fields, less is more. name of your organization and search.

DVN (9 digits) :

Select	Name	DVN	Doing Business As	Physical Address	Mailing Address
<input type="button" value="Select"/>	ABC Sample Center	TB0123456		789 Quality St Anytown Missouri	

- 8) Click on the drop down arrow next to **Select Year**, and select the year for which you wish to run the report. *Note: Only years that have training data are options. If OPEN has not yet received training data for a particular year, that year will not be listed as an option.*

DVN: TB0013713

Select Year:
 2017
 2016
 2015
 2014
 2012

Have a Question?

Need help?

- 9) Click **Launch Report** and wait for the report to launch. Some browsers may ask you if you wish to open or save the download – select open and you can save after the report has opened.

Choose Report: Program Training - Clock Hours (DHSS-SCCR) **Launch Report**

You have selected organization 'OPEN Initiative' (13713)
 DVN: TB0013713

Select Year: 2017

Please do not hesitate to contact OPEN if you have any questions or if you need any assistance with running a program training report.

OPEN Initiative
573-884-3373
openinitiative@missouri.edu