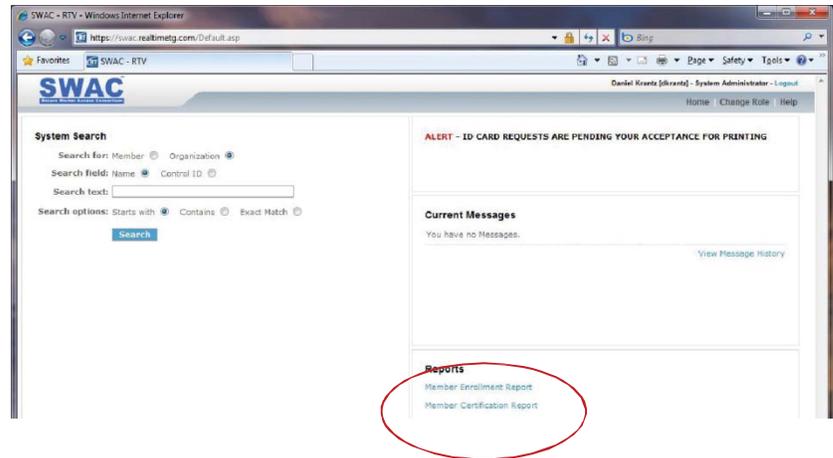


System Reporting

Summary

This *Customer Support Bulletin* describes how to use system reports designed to make administering your SWAC participation easy. It provides detailed instructions regarding the use of these reports to track member enrollment and financial transactions, and extract members that meet specific criteria or work site requirements.

All reports are accessed from links located in the bottom right portion of the **Home** page.



The following standard reports are accessible to all authorized system users:

- Member Enrollment Report** – Provides enrollment details including membership status, certification level and detailed transaction information for given date and company selections.

Member Certification Report – Generates a list of members that satisfy the user-selected certification criteria (e.g. access level) for a selected date range. **PLEASE NOTE:** An individual’s certification must meet the selected criteria for the entire date range selected in order to be listed on the report output.

PLEASE NOTE: SWAC does not represent or guarantee that system reports will satisfy the requirements of any specific agency. Please verify the current requirements with participating agencies to assure your organization’s compliance with security reporting or reimbursement.

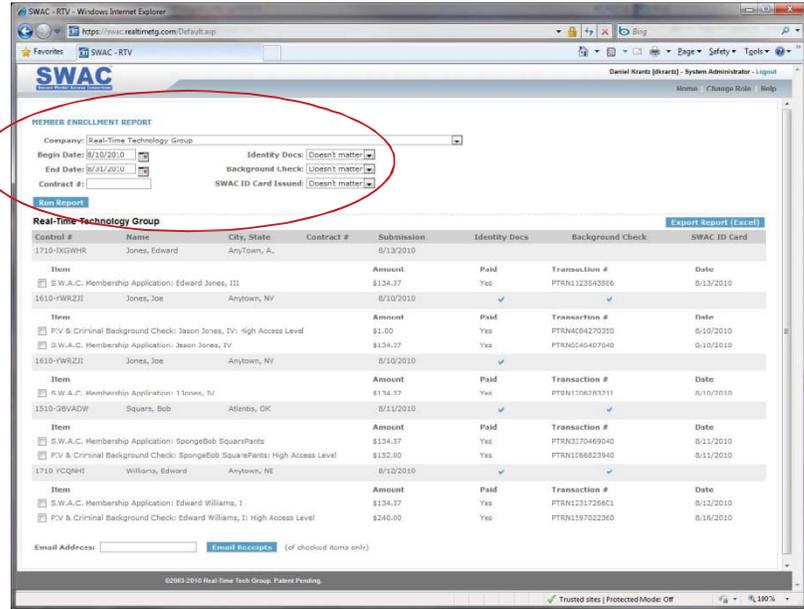
Member Enrollment Report

To access this report, click the **Member Enrollment Report** link at the bottom right of the Home page.

Select the required report parameters, i.e. **Company**, **Begin Date** and **End Date** from the selection menus and click **Run Report**.

You can also filter this report by entering a partial or full **Contract #** that may have been entered by individuals submitting applications sponsored by your organization.

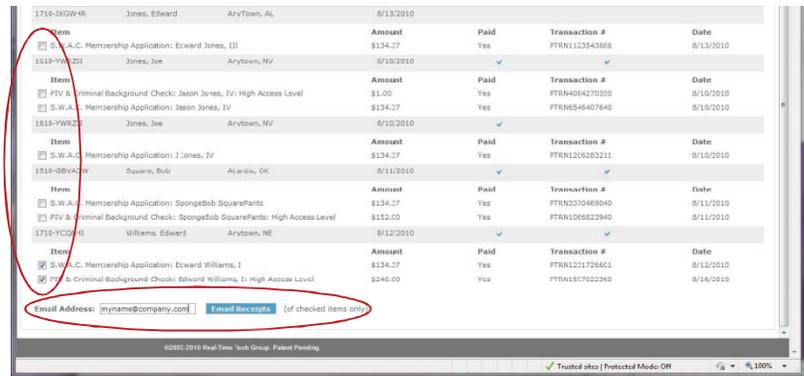
Additional filters relating to the status of program requirements such as presentation of **Identity Documents**, completion of **Background Check**, and finally, the issuance of a **SWAC Membership ID card** are also provided for your convenience.



How to Email Duplicate Receipts from the Member Enrollment Report

Run the **Member Enrollment Report** for the desired period and report parameters. Please see instructions provided above.

After locating the desired transactions, select the checkbox to the left of each individual transaction for which a receipt is desired. At the bottom of the report output, enter an email address to which SWAC will send the selected transaction receipts.



Member Certification Report

To access this report, click the **Member Enrollment Report** link at the bottom right of the Home page.

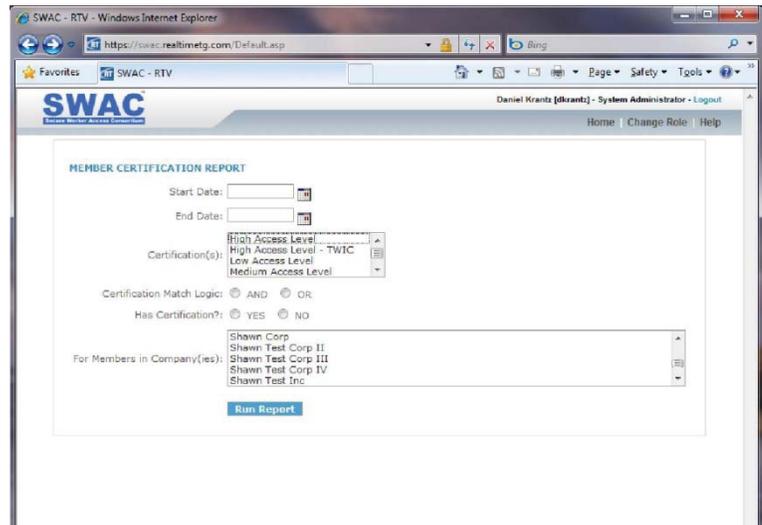
Select the required date range during which all individuals must be certified, i.e. **Begin Date** and **End Date**.

Select the desired **Certification(s)** for analysis. Use CTRL and Click to select more than one certification.

For **Certification Match Logic**, select **'AND'** if all certifications selected must be met, select **'OR'** if any of the selected certifications will satisfy your requirements.

For the question **Has Certification?**, select **'YES'** if the certifications selected are required to satisfy the report criteria, select **'NO'** when searching for individuals whose certifications will not be valid during any part of the selected date range.

Select one or more of the companies listed and click **Run Report** to generate the results.



Control #	Last Name	First Name	Organization	Certification	Eff Date	Exp Date
1510EUZPJE	Krantz	Daniel	Real-Time Technology Group	High Access Level	10/27/2009 1:19:21 PM	10/27/2010 1:19:21 PM
1610CCVMLV	Wood	Shawn	Real-Time Technology Group	High Access Level	10/27/2009 3:59:02 PM	10/27/2010 3:59:02 PM
1610CCVMLV	Wood	Shawn	Real-Time Technology Group	High Access Level	5/20/2010 8:16:48 PM	5/20/2011 8:16:48 PM
1710ALBISC	Hanson	George	Real-Time Technology Group	High Access Level	8/6/2010 9:39:32 PM	8/6/2011 9:39:32 PM
1710YCQNH	Williams	Edward	Real-Time Technology Group	High Access Level	8/9/2010 4:09:28 PM	8/9/2011 4:09:28 PM
1610YWRZJI	Jones	Joe	Real-Time Technology Group	High Access Level	8/10/2010 5:16:24 PM	8/10/2011 5:16:24 PM
1610YWRZJI	Jones	Joe	Real-Time Technology Group	High Access Level	8/10/2010 5:52:57 PM	8/10/2011 5:52:57 PM
1510GBVADW	Square	Bob	Real-Time Technology Group	High Access Level	8/11/2010 6:15:40 PM	8/11/2011 6:15:40 PM
1710YCQNH	Williams	Edward	Real-Time Technology Group	High Access Level	8/16/2010 2:33:33 PM	8/16/2011 2:33:33 PM