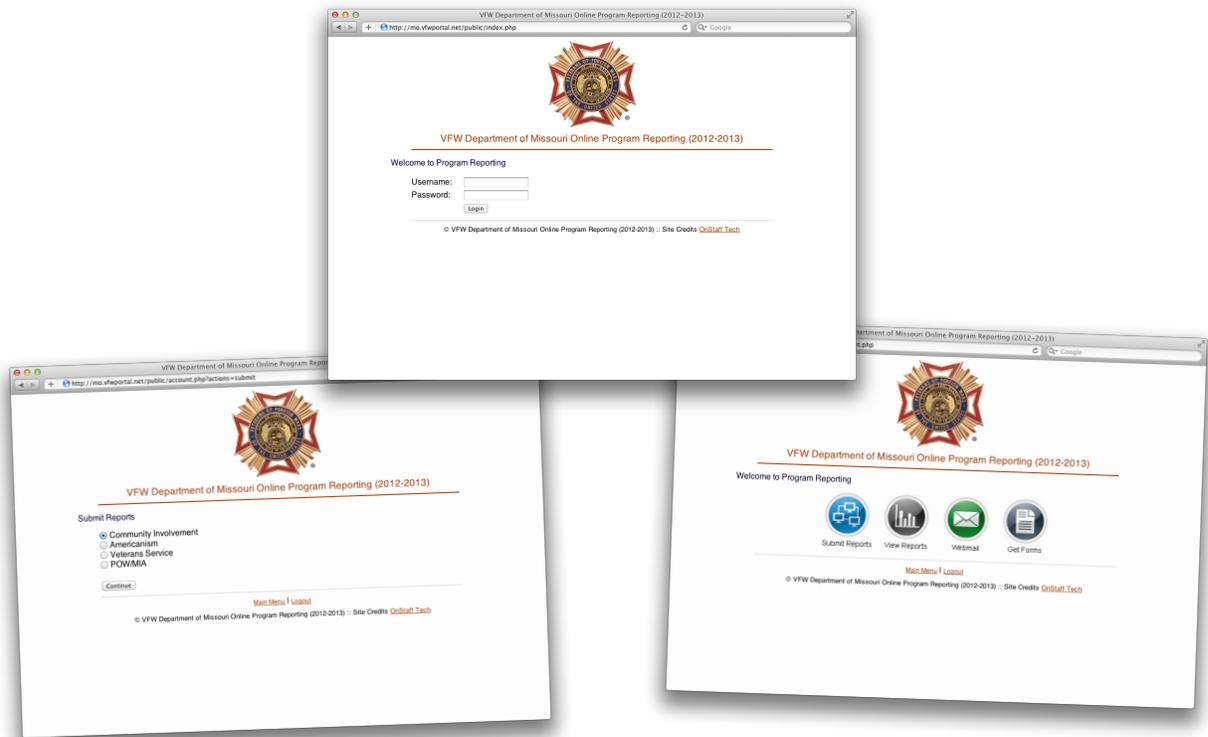# Online Reporting

Department of Missouri

OnStaff Tech
April 22, 2012

Accounts

Post Reporting

Posts submit reports, view the current reports and a snapshot of all-state totals, access the department webmail and form links.

District Commanders

District Commanders view all reports entered by their district and a snapshot of all-state totals and DPR items, access the department webmail and form links.

Program Directors

Program Directors view all reports and DPR items across the entire organization, access the department webmail and form links.

Computer Requirements

- Internet Access
  - Dial-Up, High Speed, Free Wi-FI, 3g, 4g
- Computer Browser
  - Internet Explorer 9
  - Firefox 11
  - Chrome 18
  - Opera 11
  - Safari 5

Post Reporting

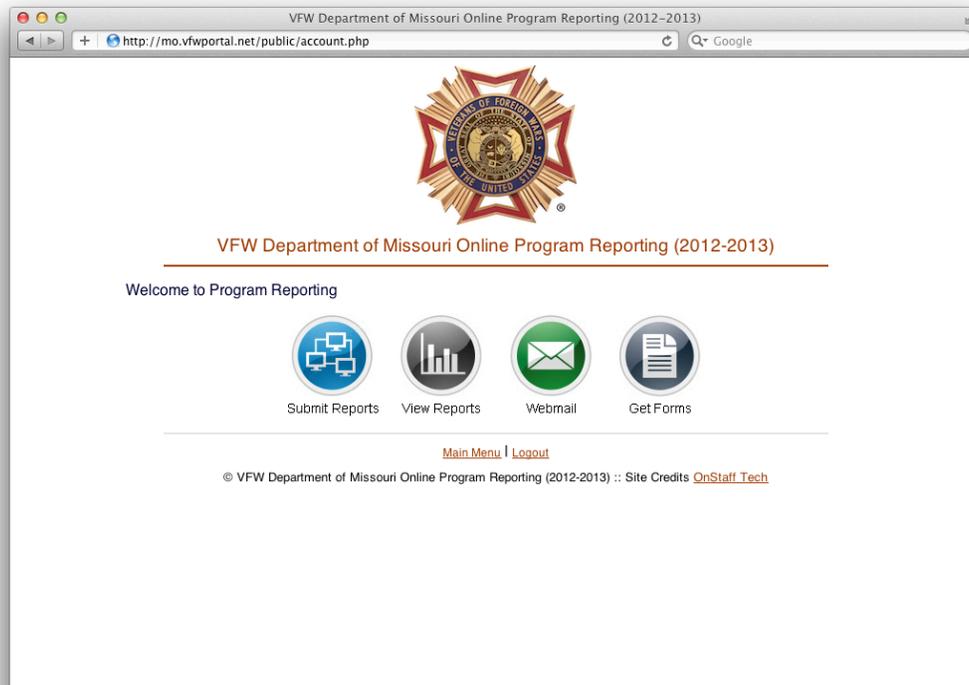To begin enter <u>your</u> Post number and the default password
Example:

1234 post1234

Click Login

*If you get an "Invalid Username or Password", check you entered the correct post information

Post Account

Welcome
- Submit Reports
  - Click to submit new reports
- View Reports
  - Click to view your reports
- Webmail
  - Click for webmail access
- Forms
  - Click for Department forms access

*At any time click Main Menu to return to this menu, or Logout to logoff the system

Submit Reports

Click the project type you would like to report

Click Continue

Submit Reports

Enter all the required information for the report, some items on the report will be a pop-up menu or will automatically be calculated when you enter the data in the field.
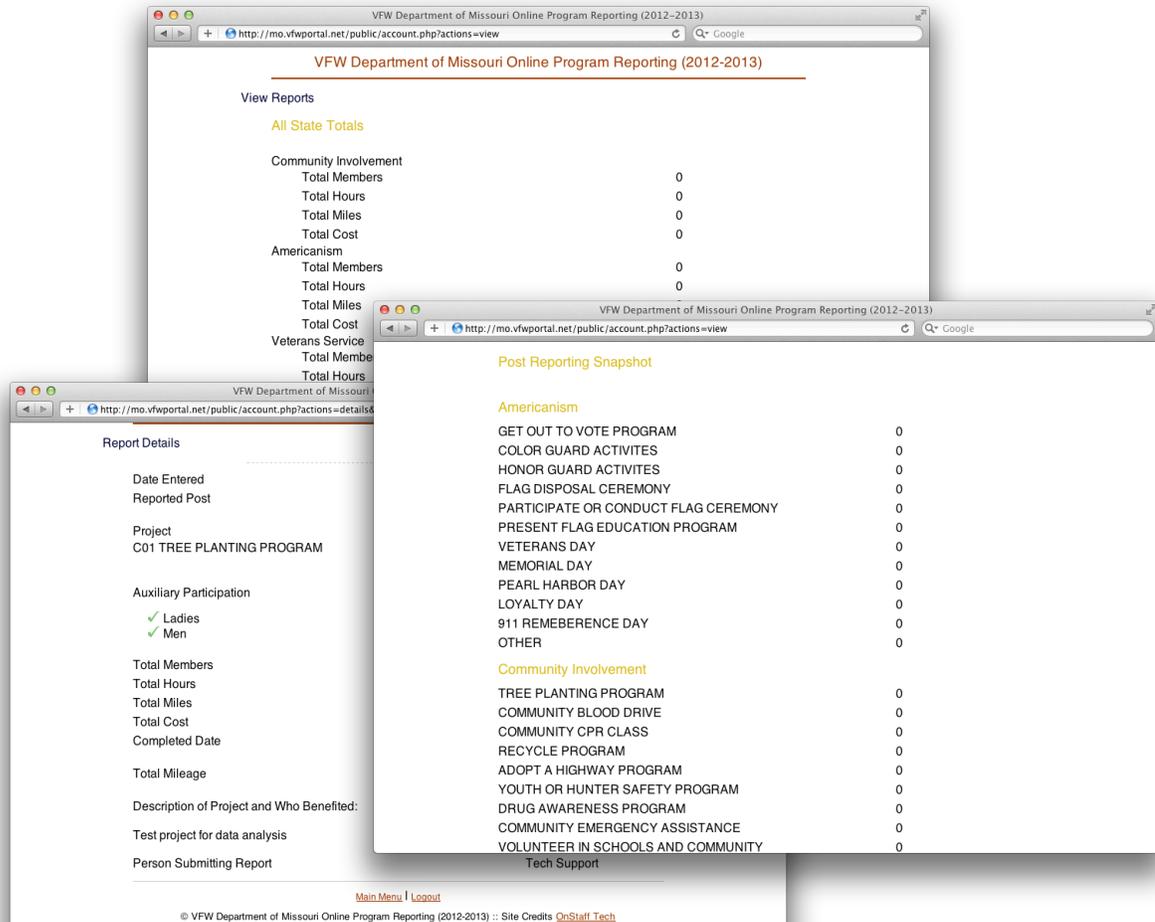
Click Submit only once to avoid duplicate reports

Submit Reports

The system will display "Successfully Added" to let you know the report was saved permanently. If you get an error on report submission please try to enter the report again.

Click Continue at the bottom to quickly add another report

View Reports

Your reports are displayed in a snapshot view at the top of the page and each report at the bottom. Click on the report name for the actual details regarding that report.

*Tip: you can print any view by going to File -> Print

District

To begin enter <u>your</u> District number and the default password
Example:

dist1cmdr d1
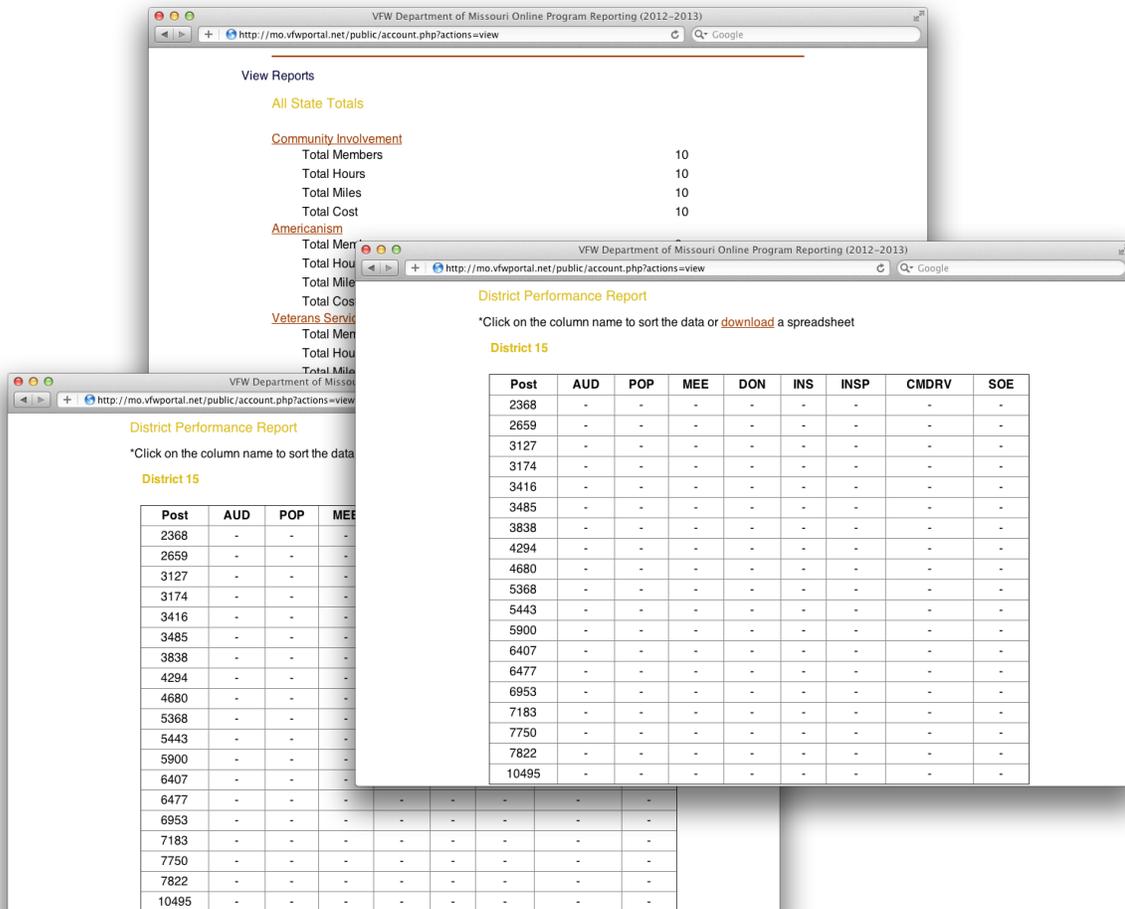
Click Login

District Account

Welcome

- View Reports
  - Click to view your district reports
- Webmail
  - Click for webmail access
- Forms
  - Click for Department forms access

*At any time click Main Menu to return to this menu, or Logout to logoff the system

View Reports

Your district reports are displayed in a snapshot view by totals at the top of the page and each DPR item by post at the bottom. Click on the report name for the actual details regarding that report or DPR item.

Where applicable click "Download" to generate a Excel CSV File.

*Tip: you can print any view by going to File -> Print

View Reports

Your district reports or DPR data can be viewed by totals or each report can be viewed by selecting the post number. All data can be sorted anytime by clicking on that column name. Click on the report name for the actual details regarding that report or DPR item.

Where applicable click "Download" to generate a Excel CSV File.

*Tip: you can print any view by going to File -> Print

Directors

To begin enter <u>your</u> Program number and the default password
Example:

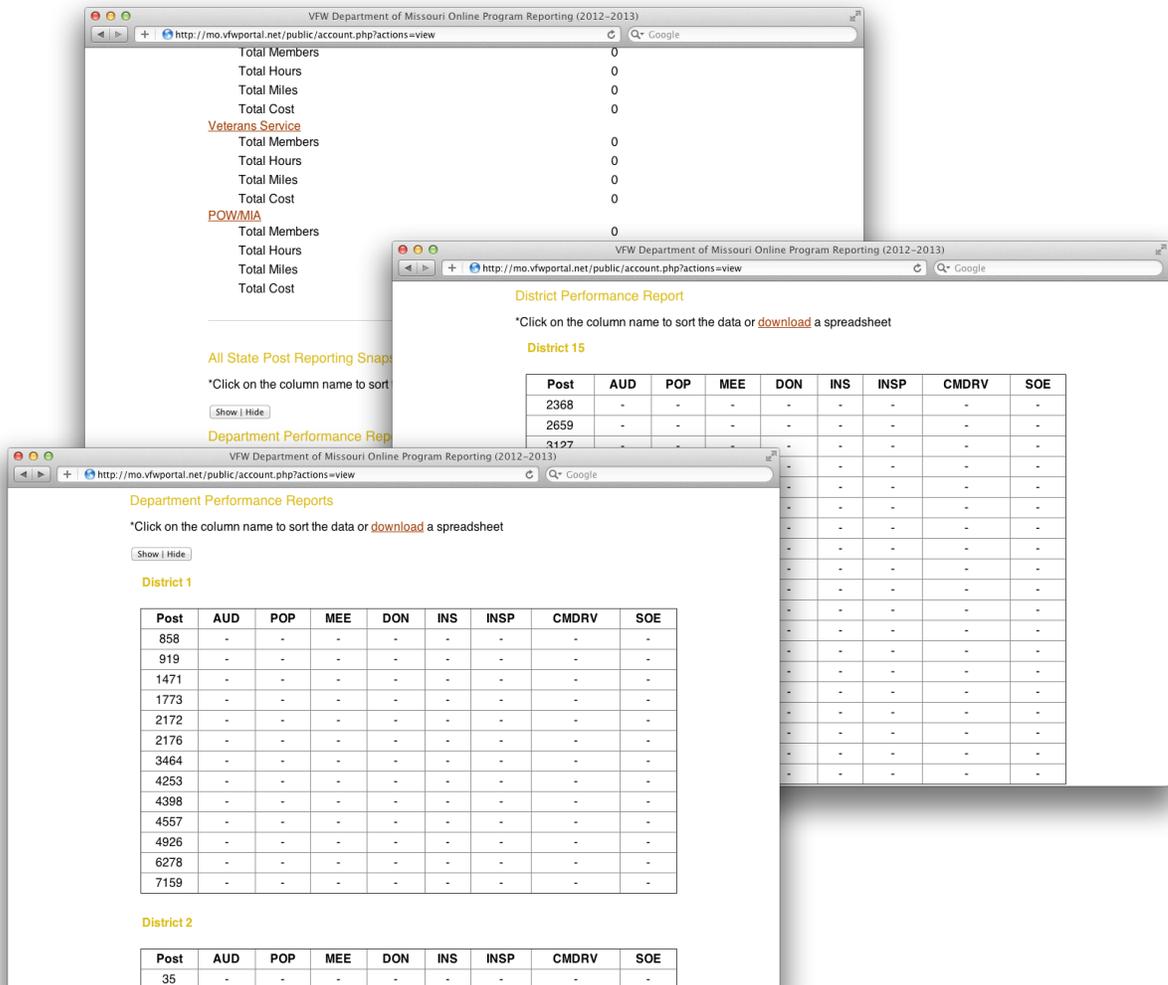**progrd prog**

Click Login

Director Account

Welcome

- View Reports
  - Click to view all-state reports
- Webmail
  - Click for webmail access
- Forms
  - Click for Department forms access

*At any time click Main Menu to return to this menu, or Logout to logoff the system

View Reports

Your reports are displayed in a snapshot view by totals at the top of the page and each DPR item by post at the bottom. Click on the report name for the actual details regarding that report or DPR item.

Where applicable click "Download" to generate a Excel CSV File.

*Tip: you can print any view by going to File -> Print

View Reports

Your reports or DPR data can be viewed by totals or each report can be viewed by selecting the post number. All data can be sorted anytime by clicking on that column name. Click on the report name for the actual details regarding that report or DPR item.

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