



Selection Officer Training Handouts Generating Reports


- Reports can be generated to monitor your progress.

Print off a copy of your SNAP decisions for January VTAC worklist.

Equity: Reports

<p>Outstanding case management</p> <p>Select the case management group and then click Generate Report</p> <p>CHOOSE ---- ▾</p> <p style="text-align: center;">Generate report</p>	<p>Outstanding sel. dec. by plan</p> <p>Select the academic plan and group, then click Generate Report</p> <p>128003L ▾</p> <p>CHOOSE ---- ▾</p> <p style="text-align: center;">Generate report</p>	<p>Outstanding sel. dec. by portfolio</p> <p>Select the portfolio and group, then click Generate Report</p> <p>ADCOM ▾</p> <p>CHOOSE ---- ▾</p> <p style="text-align: center;">Generate report</p>	<p>Selection decisions made by plan</p> <p>Select the group, then click Generate Report</p> <p>CHOOSE ---- ▾</p> <p style="text-align: center;">Generate report</p>	<p>Selection decisions made by portfolio</p> <p>Select the group, then click Generate Report</p> <p>CHOOSE ---- ▾</p> <p style="text-align: center;">Generate report</p>	<p>SNAP school report</p> <p>Click Generate Report to produce the SNAP School Report</p> <p style="text-align: center;">Generate report</p>
<p>ESP SNAP report</p> <p>Click Generate Report to produce the ESP SNAP Report</p> <p style="text-align: center;">Generate report</p>	<p>ESP SEAS report</p> <p>Click Generate Report to produce the ESP SEAS Report</p> <p style="text-align: center;">Generate report</p>	<p>ESP Refugee report</p> <p>Click Generate Report to produce the ESP Refugee Report</p> <p style="text-align: center;">Generate report</p>	<p>SNAP Eligibility letter</p> <p>Click Generate Report to produce the SNAP Eligibility letter extract</p> <p style="text-align: center;">Generate report</p>	<p>SNAP Ineligibility letter</p> <p>Click Generate Report to produce the SNAP Ineligibility letter extract</p> <p style="text-align: center;">Generate report</p>	<p>Refugee letter</p> <p>Click Generate Report to produce the Refugee letter extract</p> <p style="text-align: center;">Generate report</p>



Once complete print out a report of all selection decisions made for your program/s and keep these in a safe location for when the VTAC database opens.

The VTAC database opens on 2nd January.

For every SNAP applicant you have made an offer for in the EDP you MUST rank them number 1 on the VTAC system.

For every SNAP applicant you have made an offer for in the EDP, you MUST make a corresponding offer in the VTAC system irrespective of that applicants ENTER score.

If you cannot find the SNAP applicant in the VTAC system, this means they have removed your program from their preferences.

Access to Equity Database for selection officers opens 12th November for SNAP and RAS decisions.

The Equity Database closes for SNAP/RAS decisions on the 23rd November. You will not be able to access the database for SNAP and RAS after this date (unless by prior arrangement with your PAM).