

Instructions to export CMG statistics for end-of-year Safe Environment Report for parishes:

In CMG, on left hand side of page, choose **REPORTS**.

Choose **EXPORT BUILDER**. You will see the screen below. Select all the options check-marked below, then click **EXPORT**.

Once it's completed, **save** the Report to your computer and upload it to your parish STATISTICS REPORT where indicated.

**Submit your generated report as an excel spreadsheet, not a PDF.**

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|--|---|--|--|
| <input checked="" type="checkbox"/> First Name           | <input type="checkbox"/> Middle Name              | <input checked="" type="checkbox"/> Last Name            | <input type="checkbox"/> Maiden/Other Name             |
| <input type="checkbox"/> Address 1                       | <input type="checkbox"/> Address 2                | <input type="checkbox"/> City                            | <input type="checkbox"/> State                         |
| <input type="checkbox"/> ZipCode                         | <input type="checkbox"/> Phone                    | <input type="checkbox"/> Email                           | <input checked="" type="checkbox"/> Username           |
| <input type="checkbox"/> Diocese Name                    | <input checked="" type="checkbox"/> Site Name     | <input checked="" type="checkbox"/> Last Login           | <input type="checkbox"/> Site City                     |
| <input checked="" type="checkbox"/> Categories           | <input checked="" type="checkbox"/> USCCB Role    | <input checked="" type="checkbox"/> Certification Status | <input checked="" type="checkbox"/> Certification Date |
| <input checked="" type="checkbox"/> Certification Expire | <input type="checkbox"/> Certification Note       | <input type="checkbox"/> BG Provider                     | <input checked="" type="checkbox"/> BG Check type      |
| <input checked="" type="checkbox"/> BG Check Date        | <input type="checkbox"/> BG Check Expire          | <input type="checkbox"/> BG Check Notes                  | <input type="checkbox"/> MVR Check type                |
| <input type="checkbox"/> MVR Check Date                  | <input type="checkbox"/> Date Of Birth            | <input type="checkbox"/> Language                        | <input type="checkbox"/> Department                    |
| <input type="checkbox"/> Note                            | <input type="checkbox"/> Live Event Training Date | <input type="checkbox"/> Live Event Name                 | <input type="checkbox"/> Live Event Attendance         |
| <input type="checkbox"/> Live Event Training Location    | <input type="checkbox"/> Credit Check             | <input type="checkbox"/> Professional Licensure          |  |

**Select Users Curriculums**

- |   |   |
|---|---|
| <input type="checkbox"/> A. California Sexual Harassment Training (Enquireon 2019) - FOR MANAGERS & SUPERVISORS (Spanish) - San Diego (ES)              | <input type="checkbox"/> Coronavirus One-Minute Training Video Series: Proper Handwashing (EN)  |
| <input type="checkbox"/> A. California Sexual Harassment Training (Enquireon 2019) - FOR MANAGERS & SUPERVISORS - San Diego (EN)                        | <input type="checkbox"/> Coronavirus One-Minute Training Video Series: Proper Handwashing (SPANISH) (ES)                                |
| <input type="checkbox"/> A. California Sexual Harassment Training (Enquireon 2019) - FOR NON-SUPERVISORS (Spanish) - San Diego (ES)                     | <input type="checkbox"/> Coronavirus One-Minute Training Video Series: Taking Temperature (EN)  |
| <input type="checkbox"/> A. California Sexual Harassment Training (Enquireon 2019) - FOR NON-SUPERVISORS - San Diego (EN)                               | <input type="checkbox"/> Critical Incidents: Preparation and Response (EN)  |
| <input type="checkbox"/> A. Background Check (San Diego) (EN)   | <input type="checkbox"/> Cyber Awareness: Phishing, Ransomware, and Multimedia (EN)   |
| <input type="checkbox"/> A. Background Check for PARISH or PASTORAL CENTER Volunteers (San Diego) (EN)  | <input type="checkbox"/> Cyber Security eLearning Series (EN)   |
| <input type="checkbox"/> A. Background Check for SCHOOL Volunteers (San Diego) (EN)   | <input type="checkbox"/> Código de Conducta del Lugar de Trabajo (Workplace Code) (ES)  |
| <input type="checkbox"/> A. California Sexual Harassment Training (Enquireon) - FOR MANAGERS & SUPERVISORS (EN)   | <input type="checkbox"/> Defensive Driving Curriculum (EN)  |
| <input type="checkbox"/> A. California Sexual Harassment Training (Enquireon) - FOR NON-SUPERVISORS (EN)  | <input type="checkbox"/> Driving Administrator Curriculum (EN)  |
| <input type="checkbox"/> A. Prevención del Acoso Sexual (Sexual Harassment and the Church) (ES)   | <input type="checkbox"/> Entrenamiento Tecnológico para Padres (Technology Training for Parents) (ES)                                   |
| <input type="checkbox"/> A. Sexual Harassment and the Church (EN)   | <input type="checkbox"/> Fair, Kind & Free: Student Harassment and Discrimination Training (EN)   |
| <input type="checkbox"/> A. Verificación de antecedentes (Background Check) - San Diego (ES)  | <input type="checkbox"/> Manejar a la defensiva currículos (Defensive Driving) (ES)   |
| <input type="checkbox"/> A. Verificación de antecedentes (PARISH / PASTORAL Volunteer Background Check) - San Diego (ES)                                | <input type="checkbox"/> Parish Administrator Curriculum (EN)   |
| <input type="checkbox"/> A. Verificación de antecedentes (SCHOOL Volunteer Background Check) - San Diego (ES)   | <input type="checkbox"/> Parish Festival Curriculum (EN)  |
| <input type="checkbox"/> Anti-Bullying Training (Adults) (EN)   | <input type="checkbox"/> Parish Administrator Curriculum (EN)   |
| <input type="checkbox"/> Anti-Bullying Training (Elementary School): That's Really Not Ok (EN)  | <input type="checkbox"/> Playground Safety Training (EN)  |
| <input type="checkbox"/> Anti-Bullying Training (High School): Will You Do What's Right? (EN)   | <input type="checkbox"/> Preventing Youth Suicide: Adult Training (EN)  |
| <input type="checkbox"/> Anti-Bullying Training (Middle School): Stand Up (EN)  | <input type="checkbox"/> Preventing Youth Suicide: Student Training (EN)  |
| <input checked="" type="checkbox"/> B. Safe Environment Curriculum - San Diego (EN)   | <input type="checkbox"/> Previñiendo el Suicidio en los Jovenes: formación de adultos (Preventing Youth Suicide: Adult Training) (ES)   |
| <input checked="" type="checkbox"/> B. Safe Environment Curriculum for 5 Year RECERTIFICATION - San Diego (EN)  | <input type="checkbox"/> RECERTIFICATION Background Check- Parish Employees, Parish Volunteers, School Volunteers ONLY (San Diego) (EN) |
| <input checked="" type="checkbox"/> B. Currículo de Ambiente Seguro (Safe Environment) - San Diego (ES)   | <input type="checkbox"/> San Diego Demo (EN)  |
| <input checked="" type="checkbox"/> B. Currículo de Ambiente Seguro Ambiente RECERTIFICACIÓN (Safe Environment 5 Year RECERTIFICATION) - San Diego (ES) | <input type="checkbox"/> School Safety Intruder Videos (EN)   |
|   | <input type="checkbox"/> Technology Training for Parents (EN)   |