

# To export CMG statistics for end-of-year Safe Environment Report for Parishes:

In CMG, on left hand side of page, choose Reports.

Then choose Export Builder. You will see the screen below.

Choose all the options see below, then generate report.

Once, it's complete, save it to your computer and email it to [lginella@sdcatholic.org](mailto:lginella@sdcatholic.org).

## Select Users Data

- |   |  |   |  |
|---|--|---|--|
| <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"/> ZipCode               |
| <input type="checkbox"/> Phone                    | <input type="checkbox"/> Email                         | <input type="checkbox"/> Username             | <input type="checkbox"/> Diocese Name          |
| <input checked="" type="checkbox"/> Site Name     | <input type="checkbox"/> Site City                     | <input type="checkbox"/> Categories           | <input checked="" type="checkbox"/> USCCB Role |
| <input type="checkbox"/> Certification Status     | <input checked="" type="checkbox"/> Certification Date | <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 Notes       | <input type="checkbox"/> MVR Check type        |
| <input type="checkbox"/> MVR Check Date           | <input type="checkbox"/> Date Of Birth                 | <input type="checkbox"/> Department           | <input type="checkbox"/> Note                  |

## Select Users Curriculums

- |  |  |
|--|--|
| <input type="checkbox"/> A. Background Check (San Diego) (EN)  | <input type="checkbox"/> Building Safety Curriculum (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. 2018 California Sexual Harassment Training (Enquiron) (EN)                                   | <input type="checkbox"/> Defensive Driving Curriculum (EN)   |
| <input type="checkbox"/> A. California Sexual Harassment Training (Enquiron) - FOR MANAGERS & SUPERVISORS (EN)           | <input type="checkbox"/> Driving Administrator Curriculum (EN)   |
| <input type="checkbox"/> A. California Sexual Harassment Training (Enquiron) - FOR NON-SUPERVISORS (EN)                  | <input type="checkbox"/> Entrenamiento Tecnológico para Padres (Technology Training for Parents) (ES)              |
| <input type="checkbox"/> A. Sexual Harassment Training (Enquiron)- California (EN)                                       | <input type="checkbox"/> Manejar a la defensiva currículos (Defensive Driving) (ES)                                |
| <input type="checkbox"/> A. Sexual Harassment Training - Spanish (Enquiron)- California (ES)                             | <input type="checkbox"/> NUEVO: Manejar a la defensiva currículos (NEW Defensive Driving) (ES)                     |
| <input type="checkbox"/> A. Sexual Harassment and the Church (EN)  | <input type="checkbox"/> Parish Administrator Curriculum (EN)  |
| <input type="checkbox"/> A. Sexual Harassment and the Church (Spanish) (ES)  | <input type="checkbox"/> Parish Festival Curriculum (EN)   |
| <input type="checkbox"/> A. Verificación de antecedentes (Background Check) - San Diego (ES)                             | <input type="checkbox"/> Playground Safety Training (EN)   |
| <input type="checkbox"/> A. Verificación de antecedentes (PARISH / PASTORAL Volunteer Background Check) - San Diego (ES) | <input type="checkbox"/> RECERTIFICATION Background Check- Parish Employees, Parish Volunteers, School Diego) (EN) |
| <input type="checkbox"/> A. Verificación de antecedentes (SCHOOL Volunteer Background Check) - San Diego (ES)            | <input type="checkbox"/> San Diego Demo (EN)   |
| <input type="checkbox"/> Anti-Bullying Training (Adults) (EN)  | <input type="checkbox"/> School Safety Intruder Videos (EN)  |
| <input type="checkbox"/> Anti-Bullying Training (Elementary School): That's Really Not Ok (EN)                           | <input type="checkbox"/> Technology Training for Parents (EN)  |
| <input type="checkbox"/> Anti-Bullying Training (High School): Will You Do What's Right? (EN)                            | <input type="checkbox"/> Workplace Safety (EN)   |
| <input type="checkbox"/> Anti-Bullying Training (Middle School): Stand Up (EN)   | <input type="checkbox"/> Youth Camp Safety (EN)  |
| <input checked="" type="checkbox"/> B. Safe Environment Curriculum - San Diego (EN)                                      | <input type="checkbox"/> Youth Ministry Curriculum (EN)  |
| <input type="checkbox"/> B. Currículo de Ambiente Seguro (Safe Environment) - San Diego (ES)                             | <input type="checkbox"/> v. For Office Use ONLY (San Diego) (EN)   |