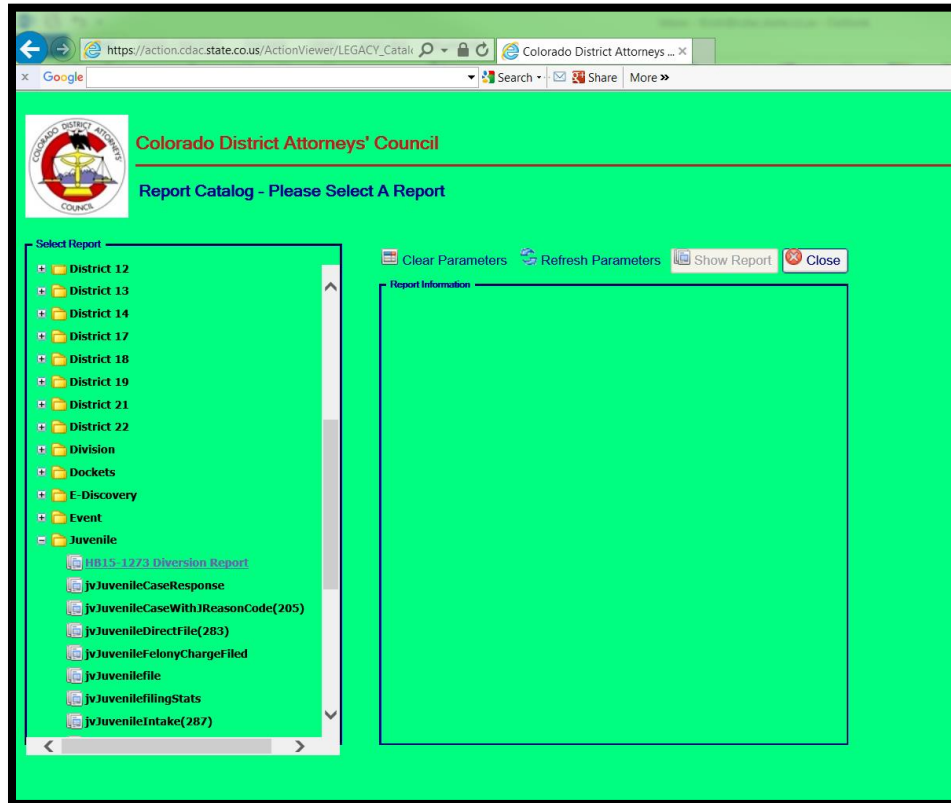**H.B. 15-1273 Action Generated Report**

Action Viewer: Reports located in the Juvenile Folder

1. Juvenile Report Name: **HB15-1273 Diversion Report**
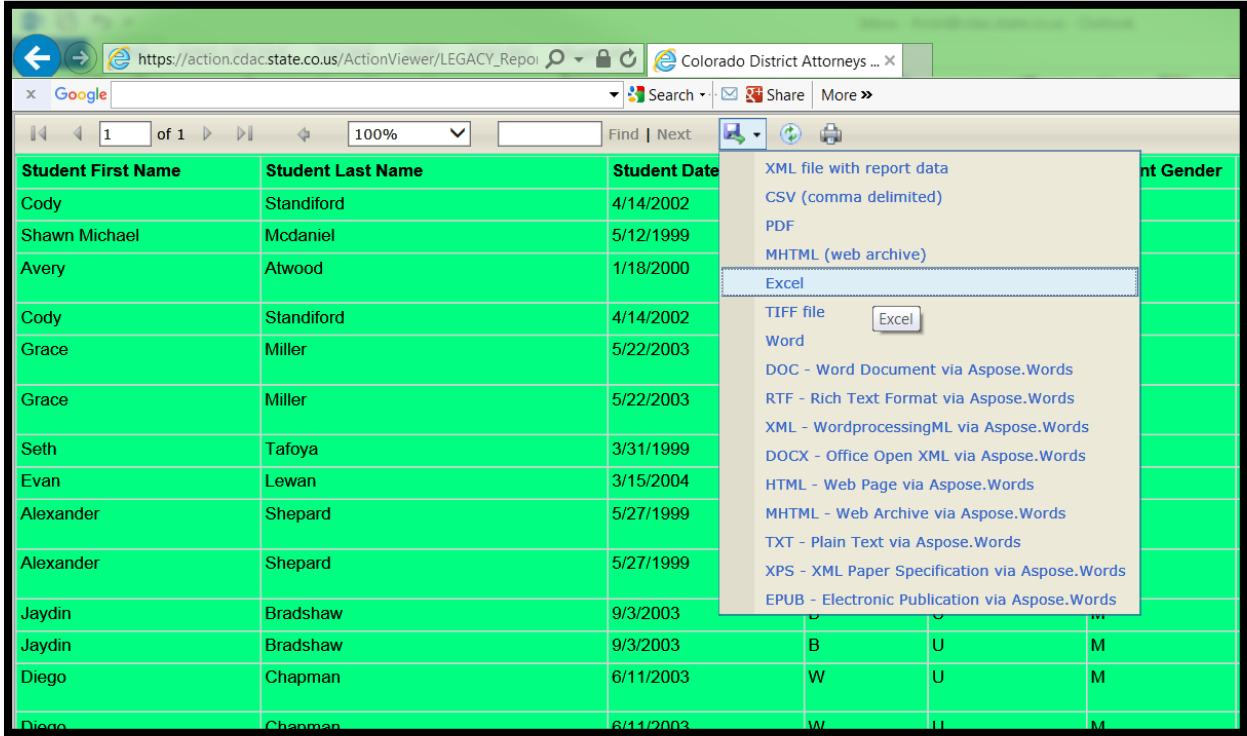

2. Select Court Locations
    Start and End Dates (dates will
    automatically fill-in for you)

    Click Run Report

3. Once Report is complete, click on the Export ICON and Select EXCEL from the drop down selection.

4. Open the Excel document to verify the data. Follow Web Portal Instructions to upload report.

*Note: The school column was added because DCJ wants only **public** schools. By including the school name from Action, DCJ can determine if the data meets their criteria. Unless of course, you want to manually go through the data and eliminate all of the rows that are **not** Public Schools.