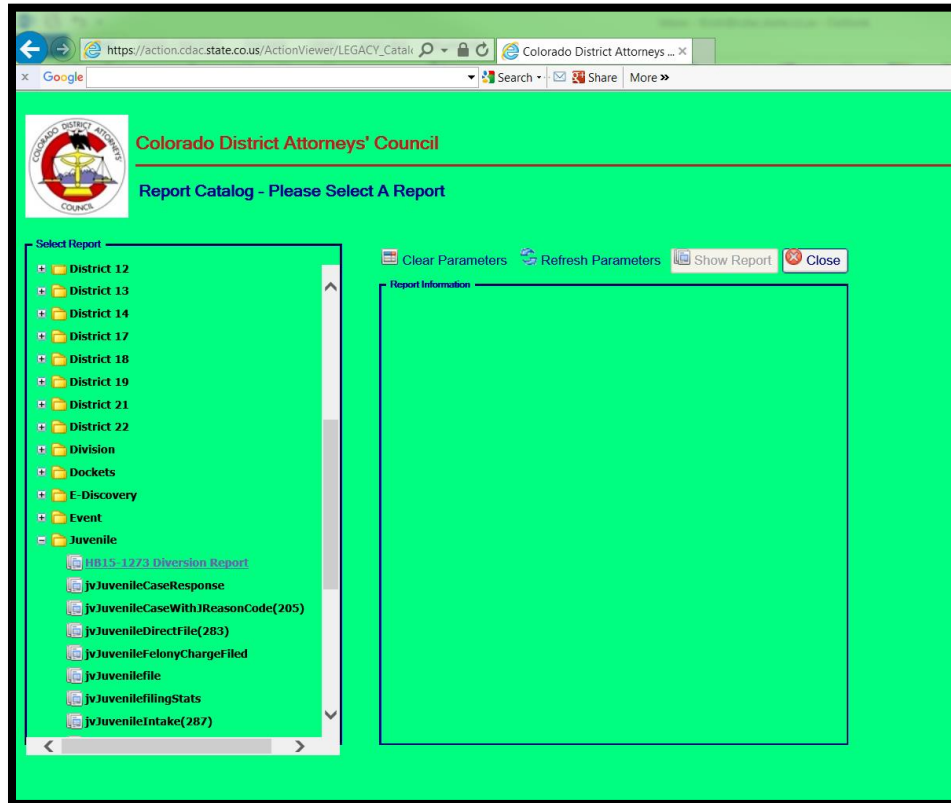


H.B. 15-1273 Action Generated Report

Action Viewer: Reports located in the Juvenile Folder

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

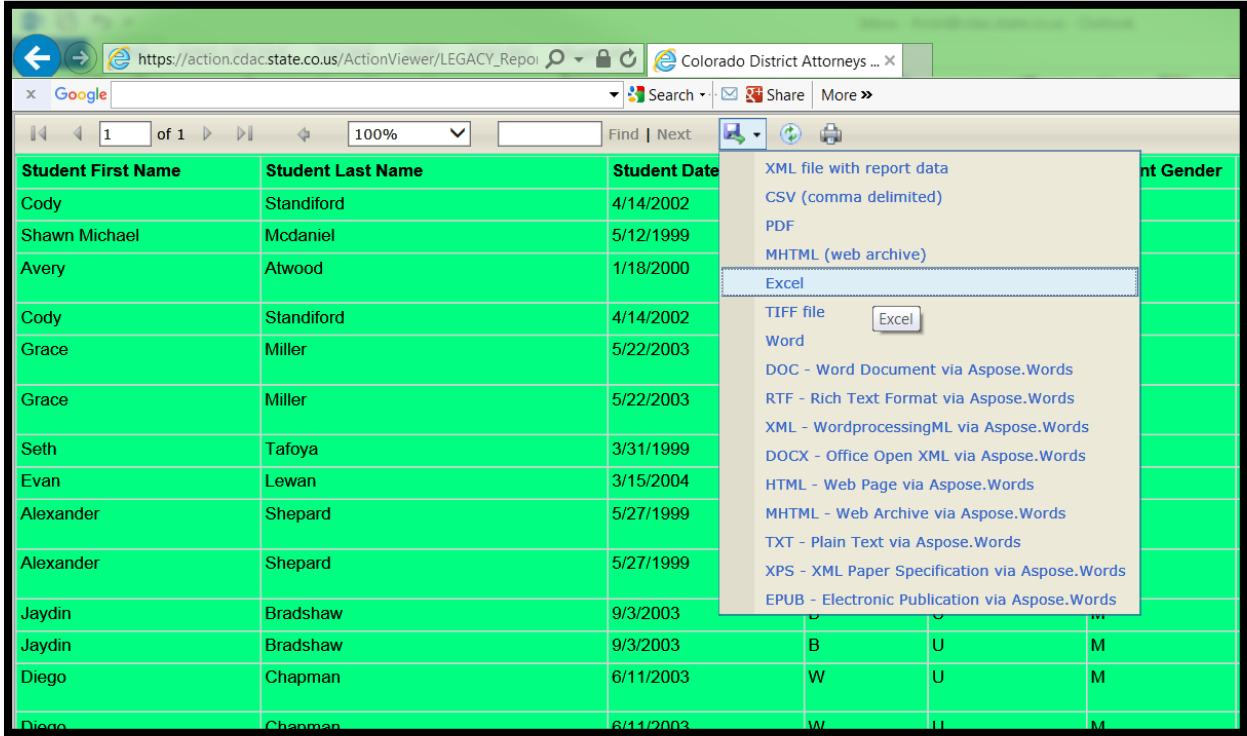


2. Select Court Locations
Start and End Dates (dates will automatically fill-in for you)

Click Run Report

The screenshot shows the "Report Information" form. At the top, there are buttons for "Clear Parameters", "Refresh Parameters", "Show Report", and "Close". Below the buttons, a description states: "Description: HB 15-1273 is a report that can be exported to Excel. This report will meet the HB 15-1273 requirements." The form contains three input fields: "Court Location (Optional)" with a dropdown menu showing "039 - Mesa" and "All Court Locations"; "Start Date (MM/DD/YYYY)" with the value "8/1/2015"; and "End Date (MM/DD/YYYY)" with the value "7/31/2016".

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



- 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.