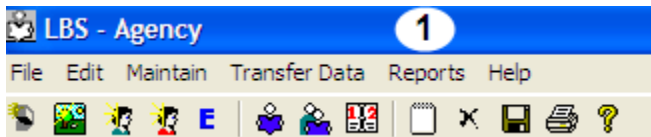
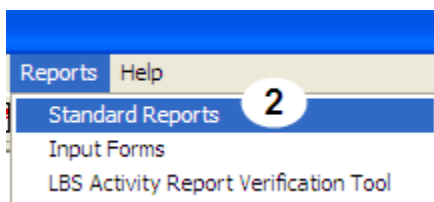


Creating LBS Activity Report in a PDF Format

This document will show you how to create the PDF file in your LBS-IMS Agency Client Application.



1. In the LBS Agency Application, click on Reports menu.



2. Choose Standard Reports.

Please, select a Report:

Report Name	Report ID	Version
LBS Activity Report	LBS-R001 - 01	Summary
Learner Training Support Report	LBS-R005	
Training Support Summary Report	LBS-R020	

Report Description:
LBS Activity Report

Report Criteria

Start Date: 01/04/2010

End Date:

Site Name:

Calendar: April 2010
Today: 03/08/2011

Buttons: Clear, Preview

3. On the LBS-Agency Reports Screen, ensure that LBS Activity Report is chosen.

4. Enter your start date.

Note: Your start date should always be the beginning of the fiscal year you are submitting the data on. In this example we chose April 1, 2010.

Please, select a Report:

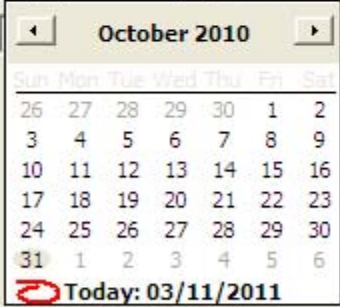
Report Name	Report ID	Version
LBS Activity Report	LBS-R001 - 01	Summary
Learner Training Support Report	LBS-R005	
Training Support Summary Report	LBS-R020	

Report Description:
LBS Activity Report

Report Criteria

Start Date: 04/01/2010

End Date: 10/31/2010

Site Name: 

Clear Preview

5. Your end date should always be the month you are reporting on, which normally is the previous month. In this example we chose October 31, 2010.

Please, select a Report:

Report Name	Report ID	Version
LBS Activity Report	LBS-R001 - 01	Summary
Learner Training Support Report	LBS-R005	
Training Support Summary Report	LBS-R020	

Report Description:
LBS Activity Report

Report Criteria

Start Date: 04/01/2010

End Date: 10/31/2010

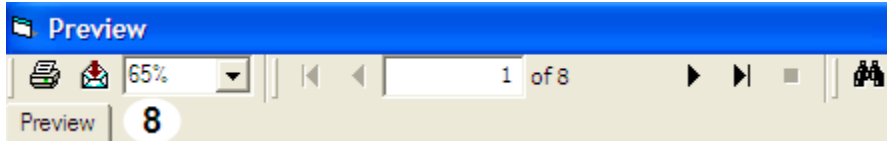
Site Name: Upcot

Clear Preview

Note: Make sure you create a PDF File for each of your sites.

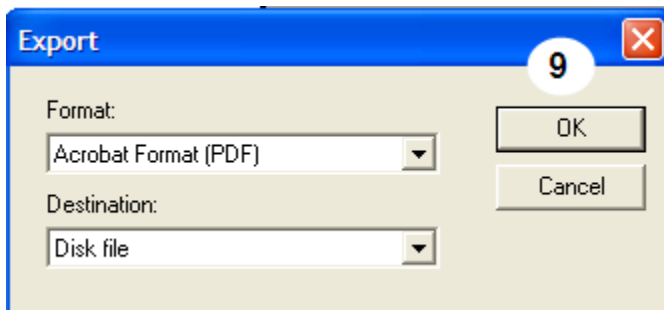
6. Choose your Site Name. In this example we chose Upcot.
7. Click on the Preview button.

The Activity report will then open.



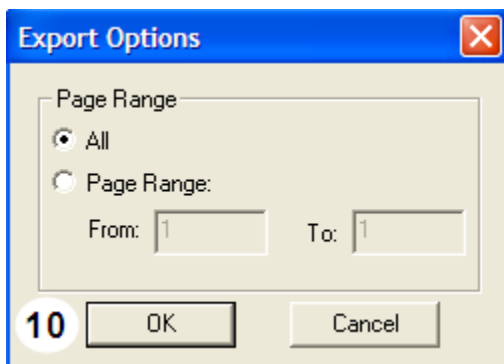
8. From the top left hand corner choose Export (the Envelope Icon).

The export dialog box will appear, the Format should be kept as PDF.
The Destination selected should be "Disk file" (which means Hard Drive).



9. Click on the OK button.

In the Export option Dialogue box, keep "All" checked for Page Range.



10. Click on the OK button.

Once you have saved the file, remember the location that you have saved it in, as you will be using this file to upload it to the ministry.

For this instruction please refer to the document (Submitting LBS Activity Reports to the Ministry).