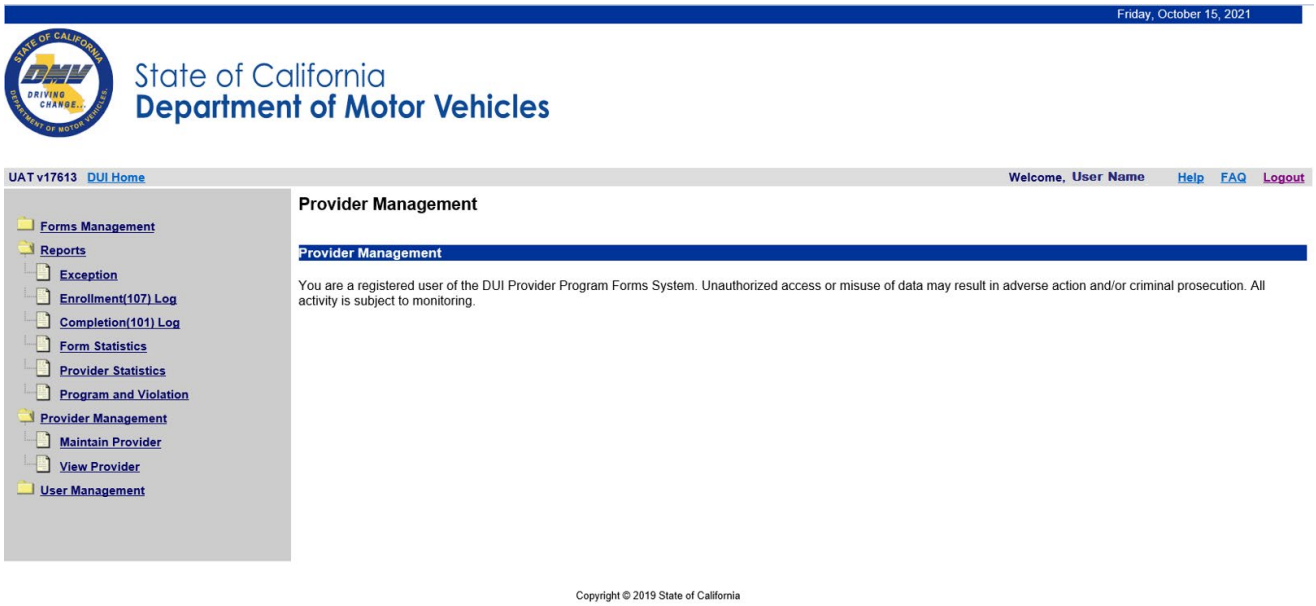
DUI Provider Program Forms – Reports

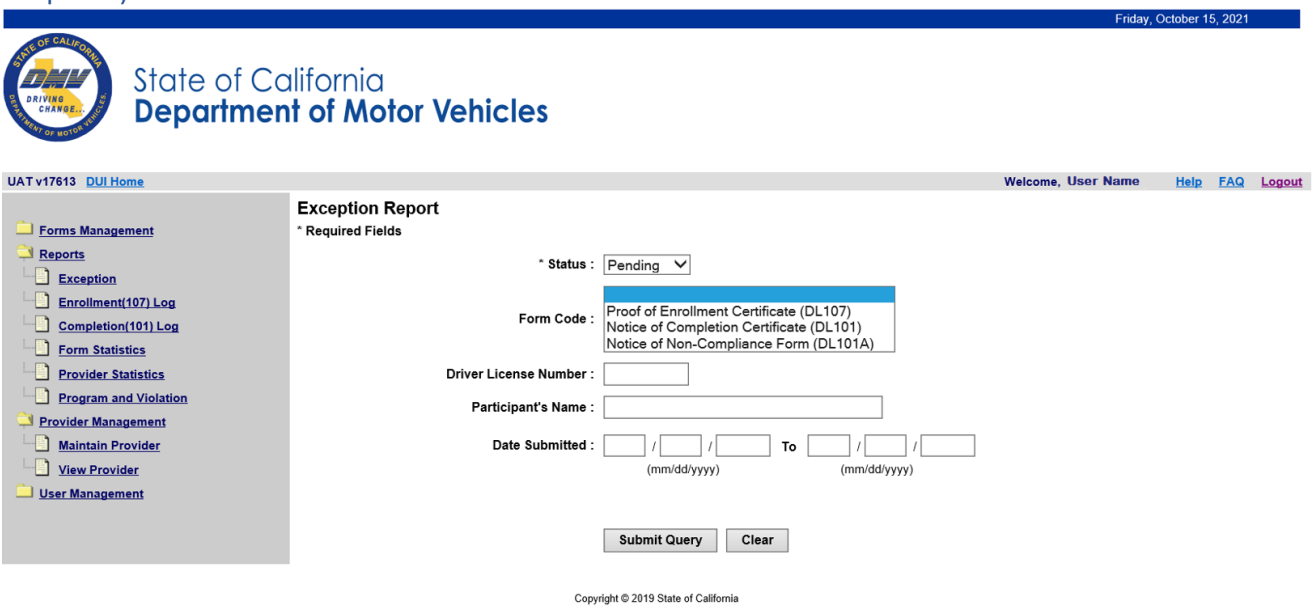


In the left navigation it shows the list of reports. Access is based on the user authority.

The following is a brief description of each report:

1. **Exception Report** – This is the report that LOD DSMAU will run to resolve any transactions that are not fully updated in the DL Mainframe System.
2. **Enrollment (107) Log** – This report is the current log that is sent by the Provider to DADP on a periodic basis. The DUI Provider Program Forms System allows you to run and print the Enrollment Log online.
3. **Completion (101) Log** - This report is the current log that is sent by the Provider to DADP on a periodic basis. The DUI Provider Program Forms System allows you to run and print the Completion Log online.
4. **Form Statistics Report** – This report will provide you with the total number of Forms submitted over a period of time.
5. **Provider Statistics Report** – This report will provide you with the total number of Providers that are Active and Inactive in the DUI Provider Program Forms System.
6. **Program and Violation** – This report will provide you with the statistics on what Program lengths were submitted by the type of Form submitted.

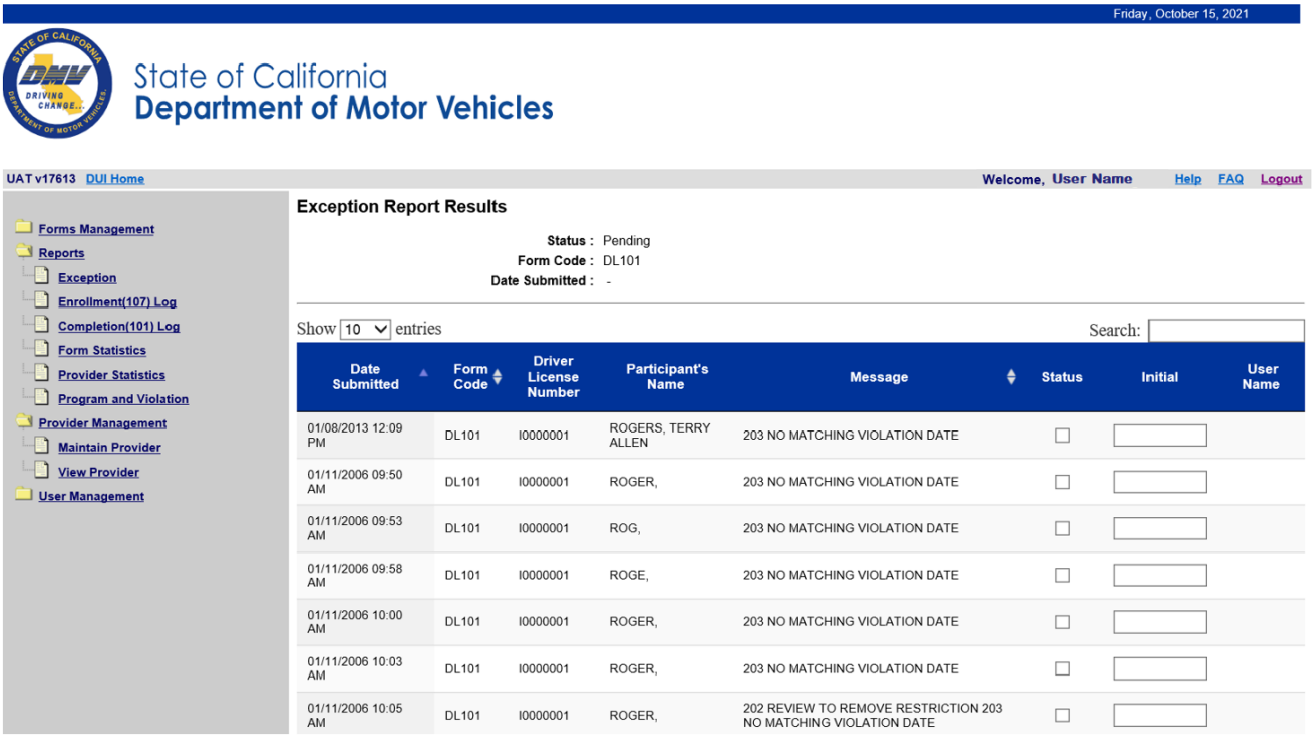
DUI Provider Program Forms – Reports (Exception Report)



From the Exception Report criteria screen you can enter and select the information that you would like to see on the Exception Report.

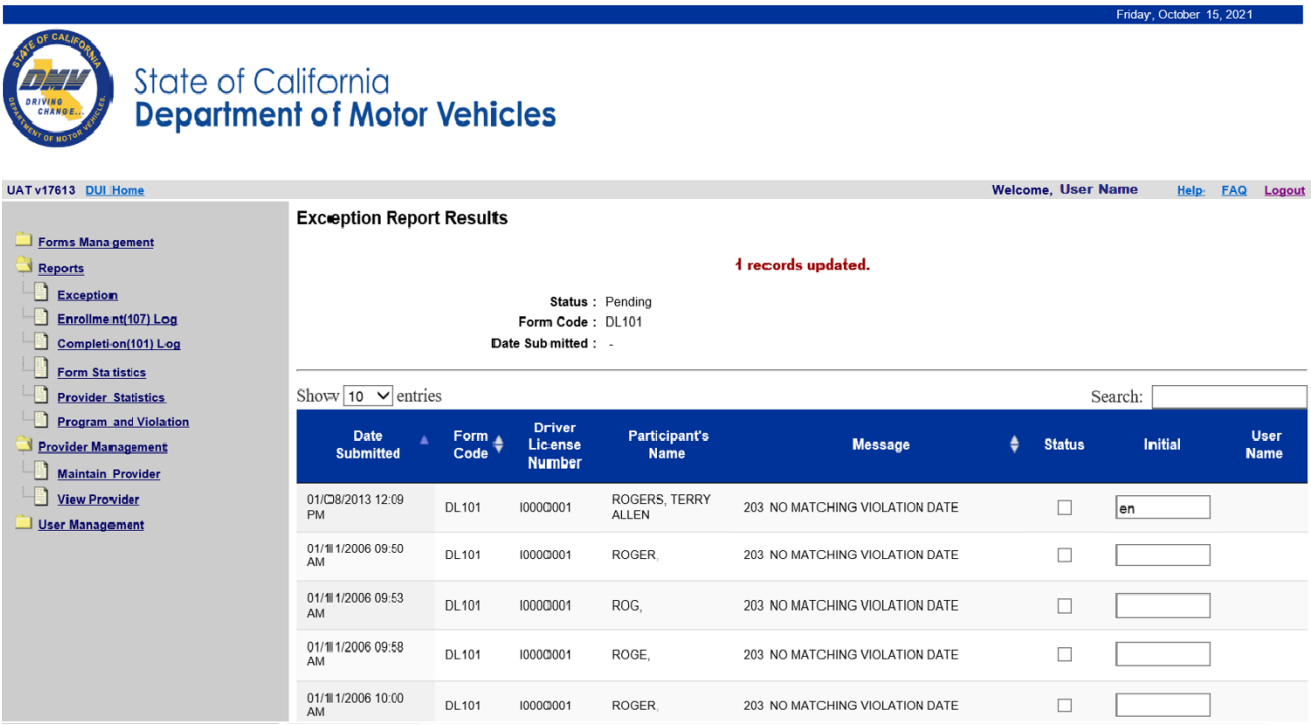
1. Select a Status.
    a. Pending status shows all open exceptions that have not been updated in the DL system.
    b. Complete status shows all closed exceptions that have not been completed.
    c. All status shows both Pending and Complete exception messages. If the All status is selected, a date range must be entered in the Date Submitted field.
2. Choose a Form Code.
3. You may enter a Driver License Number.
    a. Must be full Driver License Number.
4. You may enter a Participant's Name.
    a. Must be their full Last Name, First Name, or both names.
5. You may enter a Date Submitted for Pending and Complete status, but if the All status is selected, the Date Submitted field is required.
    a. The date the form was submitted electronically.
6. Select Submit Query.

DUI Provider Program Forms – Reports (Exception Report Results)



From the Exception Report Results screen, perform the following steps:

1. Sort your search results based on your preferences.
    a. Any columns with an ⇕ can be sorted.
    b. Default sort is by Date Submitted.
    c. To sort the search results select the ⇕ next to the column, this will sort the results in ascending order by the column selected.
    d. To sort in the search results in descending order select the ⇕ next to the same column again.
    e. To go to the next page of results, choose “Next”.
    f. To go to the last page of results, choose “Previous”.
2. Enter your initials into the initials field next to one of the exceptions.
    a. You can enter your initials next to multiple messages by highlighting the initials you just entered and choose CTRL+C and then go to the next error message you would like to copy your initials into by selecting CTRL+V.
3. Once you have entered your initials select “Update” at the bottom of the page.
    a. Select update for each page prior to moving to the next page.



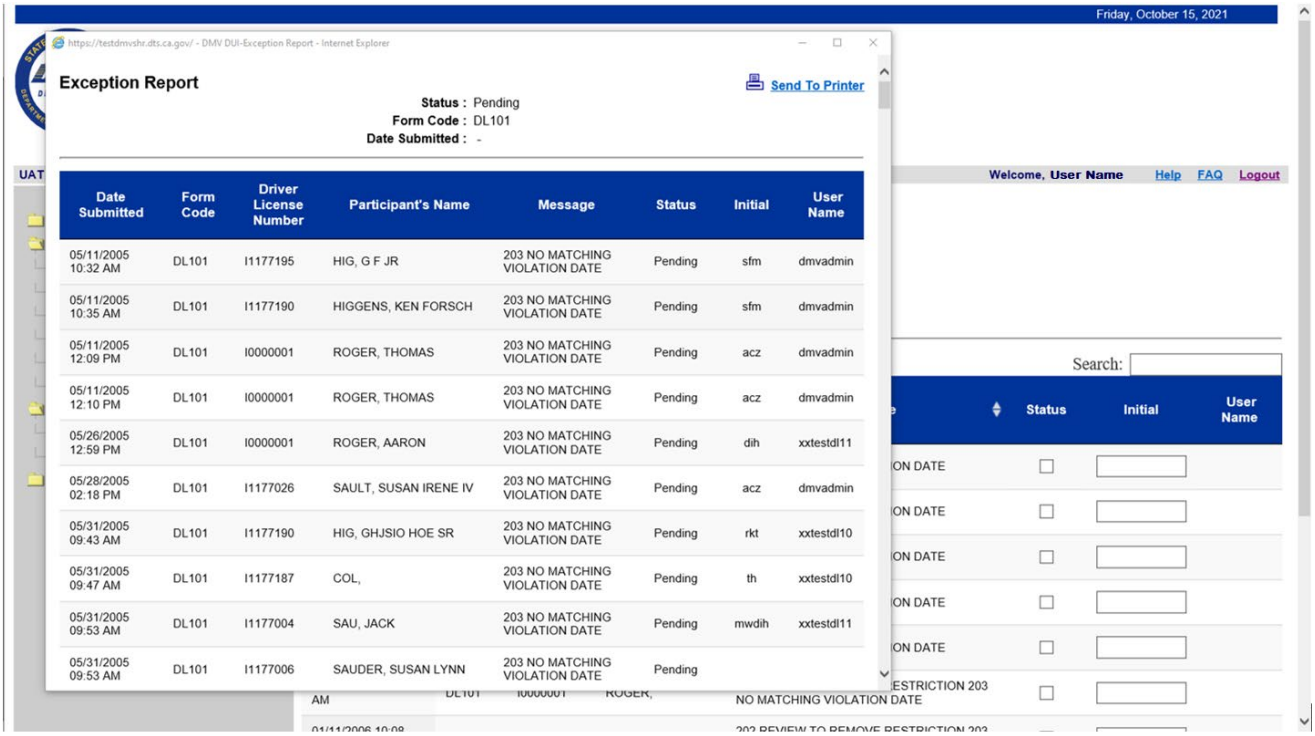
You should now see the initials you entered into the initials field and a message at the top of the screen that states "X Records Updated". Entering initials next to the message does not move the exception to the closed status. Initials are used to identify who has been assigned to resolve the exception.

Perform the following steps to move an exception to a closed status:

1. Select the box in the Status column next to the message you want to close.
    a. Selecting this will move the exception to the closed status.

2. Select the "Update" button at the bottom of the page.
    a. Select "Update" for each page prior to moving to the next page.

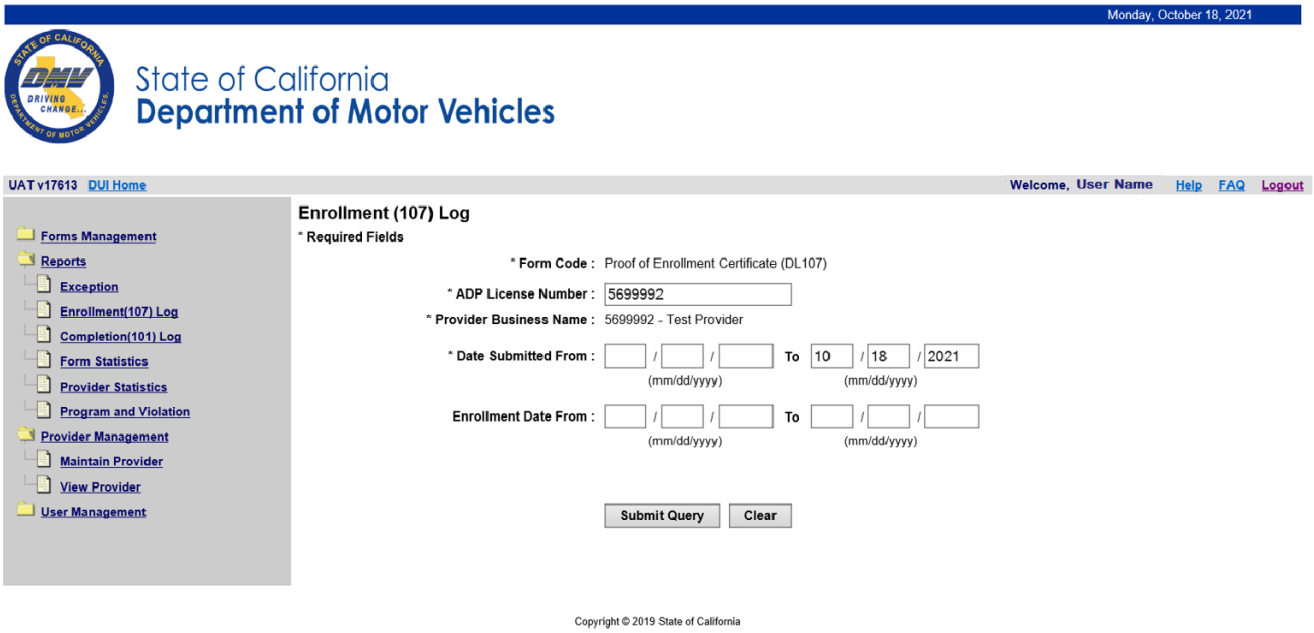
DUI Provider Program Forms – Reports (Exception Report-Print Friendly)



After selecting the "Print Friendly" button there should be an overlay of the current DUI Provider Program Forms System window. The new window will display the Exception Report in a printer friendly format. Perform the following steps:

1. Select Send To Printer in the right hand corner of the current screen.
2. A print dialog box will appear.
   a. Select the printer and number of copies.
   b. Select the Print button.
3. Return to the DUI Provider Program Forms System by selecting the × in the current window.

DUI Provider Program Forms – Reports (Enrollment (107) Log)



The Enrollment Log allows a Provider to retrieve all submitted Enrollment information for a period of time.

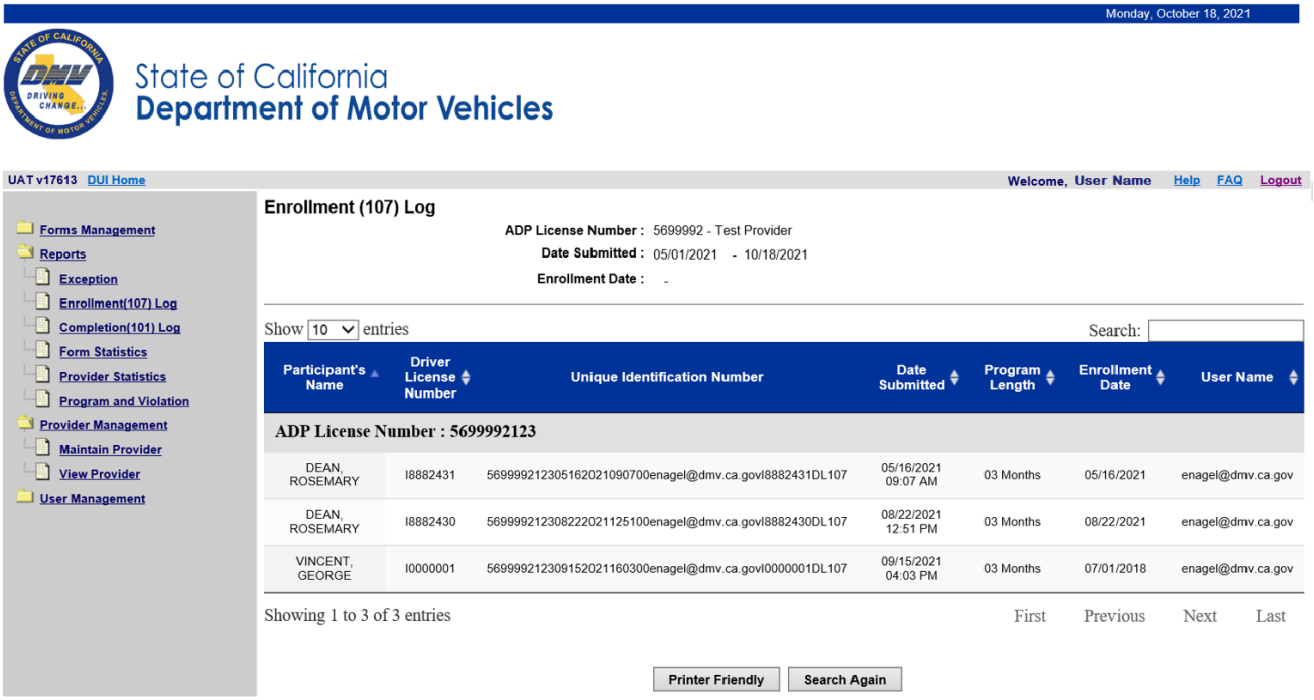
The header of the Enrollment Log contains the following information:

1. Form Code.
2. ADP License Number.
    a. Identifies the license numbers for the Provider that you can run.
3. Provider Business Name.
    a. Lists the Business Name for each Provider.

Perform the following steps:

1. Enter the Date Submitted From / To.
    a. Date Submitted refers to the date the form was submitted by the Provider electronically.
2. Enter Enrollment Date From / To.
    a. System will retrieve data for all Enrollment Forms that contain the Enrollment dates entered.
3. Select Submit Query.

DUI Provider Program Forms – Reports (Enrollment (107) Log-Results)



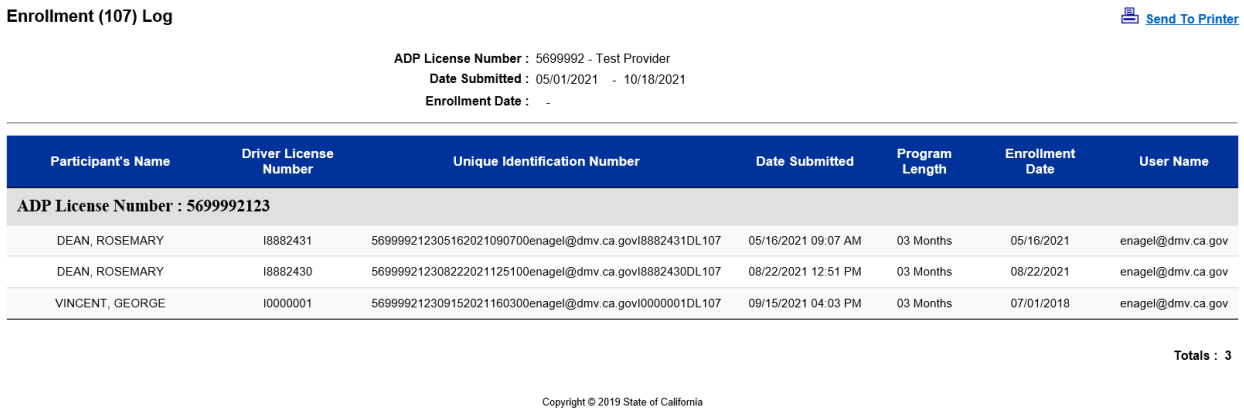
The following columns are shown in the Enrollment Log results:

1. Participant's Name.
2. Participant's Driver License Number.
3. Unique Identification Number.
    a. This is the number that is affixed to each form when it is submitted.
4. Date Submitted.
5. Program Length.
6. Enrollment Date.
7. User Name.
    a. Displays the User Name of the individual who submitted the form.

Perform the following functions for your search results:

1. Sort your search results based on your preferences.
    a. Any columns with an ⇕ can be sorted.
    b. Default sort is by Participant's Name.
    c. To sort the search results select the ⇕ next to the column, this will sort the results in ascending order by the column selected.
    d. To sort in the search results in descending order, select the ⇕ next to the same column again.
2. Print the Enrollment Log by selecting the "Print Friendly" button.

DUI Provider Program Forms – Reports (Enrollment (107) Log-Print Friendly)



Enrollment (107) Log

Send To Printer

ADP License Number : 5699992 - Test Provider
Date Submitted : 05/01/2021 - 10/18/2021
Enrollment Date : -

Participant's Name	Driver License Number	Unique Identification Number	Date Submitted	Program Length	Enrollment Date	User Name
ADP License Number : 5699992123						
DEAN, ROSEMARY	I8882431	56999921230516202109070enagel@dmv.ca.govI8882431DL107	05/16/2021 09:07 AM	03 Months	05/16/2021	enagel@dmv.ca.gov
DEAN, ROSEMARY	I8882430	56999921230822202112510enagel@dmv.ca.govI8882430DL107	08/22/2021 12:51 PM	03 Months	08/22/2021	enagel@dmv.ca.gov
VINCENT, GEORGE	I0000001	56999921230915202116030enagel@dmv.ca.govI0000001DL107	09/15/2021 04:03 PM	03 Months	07/01/2018	enagel@dmv.ca.gov

Totals : 3

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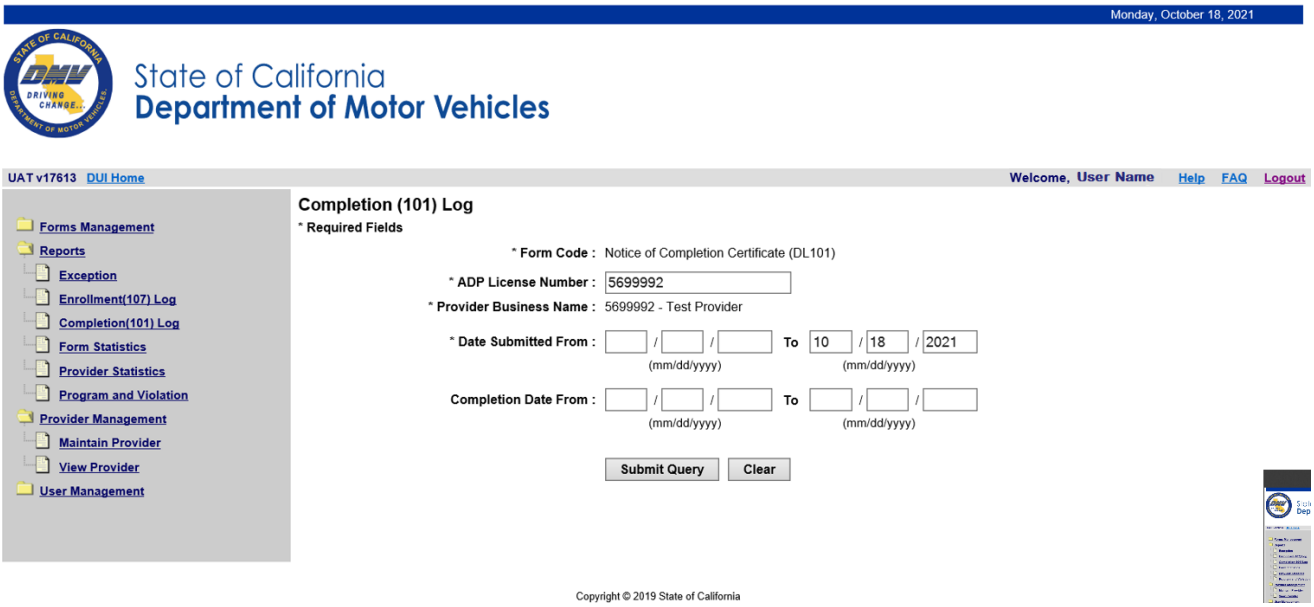
A new window should overlay the existing window when you have selected the "Print Friendly" button. At this point the Enrollment Log has not been printed.

Perform the following steps to print the Enrollment Log:

1. Select Send To Printer in the right hand corner of the current screen.
2. A print dialog box will appear.
    a. Select the printer and number of copies.
    b. Select the "Print" button.
3. Return to the DUI Provider Program Forms System by selecting the ✕ in the current window.

DUI Provider Program Forms – Reports (Completion (101) Log)



The Completion Log allows a Provider to retrieve all submitted Notice of Completion Certificate information for a period of time.

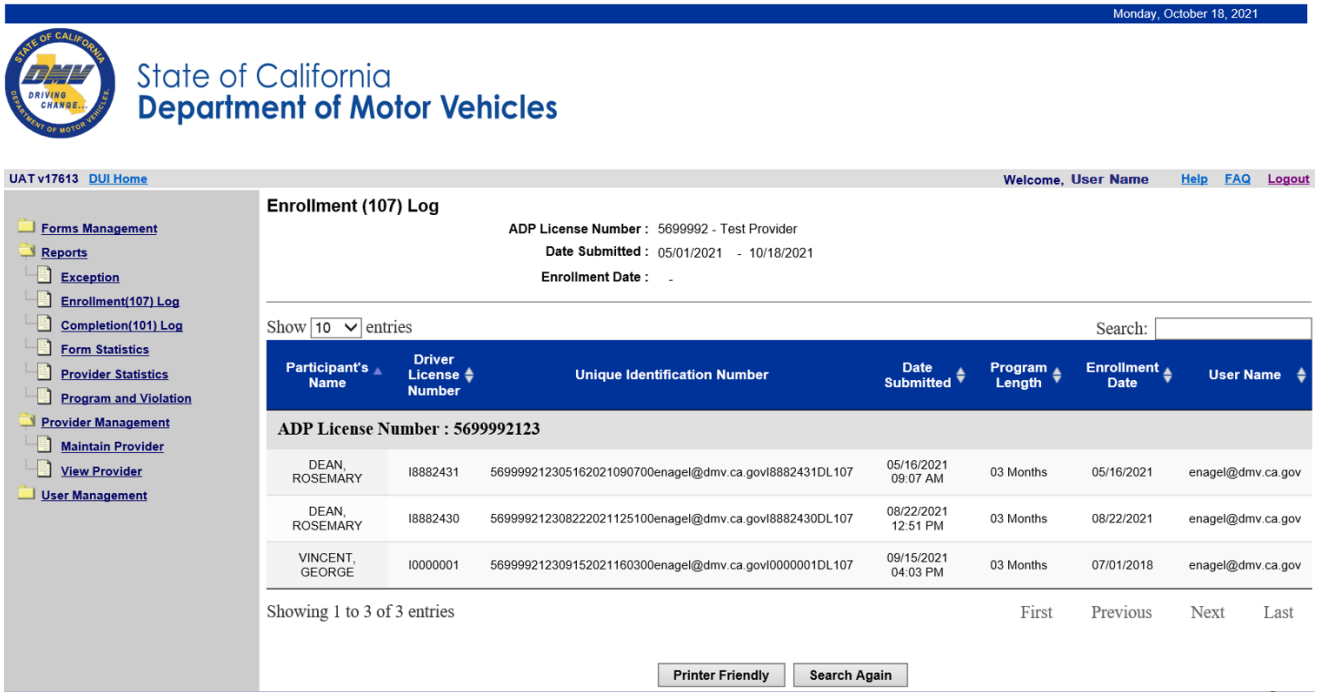
The header of the Completion Log contains the following information:

1. Form Code.
2. ADP License Number.
    1. Identifies the license number for the Provider who can run the report.
3. Provider Business Name.
    a. Lists the Business Name for each Provider.

Perform the following steps:

1. Enter the Date Submitted From / To.
    a. Date Submitted refers to the date the form was submitted by the Provider electronically.
2. Enter Completion Date From / To.
    a. System will retrieve data for all Completion Forms that contain the Completion dates entered.
3. Select Submit Query.

DUI Provider Program Forms – Reports (Completion (101) Log-Results)



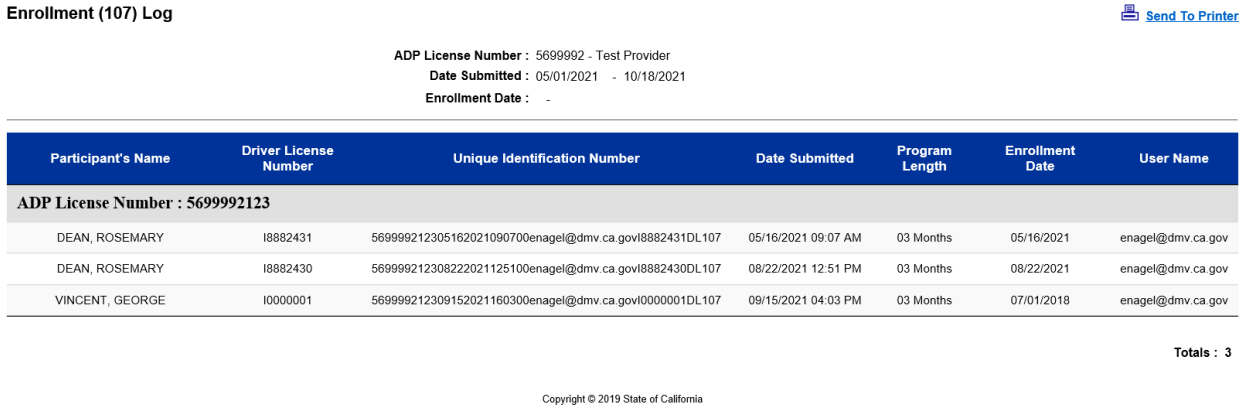
The following columns are shown in the Completion Log results:

1. Participant's Name.
2. Participant's Driver License Number.
3. Unique Identification Number.
    a. This is the number that is affixed to each form when it is submitted.
4. Date Submitted.
5. Program Length.
6. Completion Date.
7. User Name.
    a. Displays the User Name of the individual who submitted the form.

Perform the following functions for your search results:

1. Sort your search results based on your preferences.
    a. Any columns with an ⇕ can be sorted.
    b. Default sort is by Participant's Name.
    c. To sort the search results select the ⇕ next to the column, this will sort the results in ascending order by the column selected.
    d. To sort in the search results in descending order, select the ⇕ next to the same column again.
2. Print the Completion Log by selecting the "Print Friendly" button.

DUI Provider Program Forms – Reports (Completion (101) Log-Print Friendly)



Enrollment (107) Log

Send To Printer

ADP License Number : 5699992 - Test Provider
Date Submitted : 05/01/2021 - 10/18/2021
Enrollment Date : -

Participant's Name	Driver License Number	Unique Identification Number	Date Submitted	Program Length	Enrollment Date	User Name
ADP License Number : 5699992123						
DEAN, ROSEMARY	I8882431	56999921230516202109070 0enagel@dmv.ca.govI8882431DL107	05/16/2021 09:07 AM	03 Months	05/16/2021	enagel@dmv.ca.gov
DEAN, ROSEMARY	I8882430	56999921230822202112510 0enagel@dmv.ca.govI8882430DL107	08/22/2021 12:51 PM	03 Months	08/22/2021	enagel@dmv.ca.gov
VINCENT, GEORGE	I0000001	56999921230915202116030 0enagel@dmv.ca.govI0000001DL107	09/15/2021 04:03 PM	03 Months	07/01/2018	enagel@dmv.ca.gov

Totals : 3

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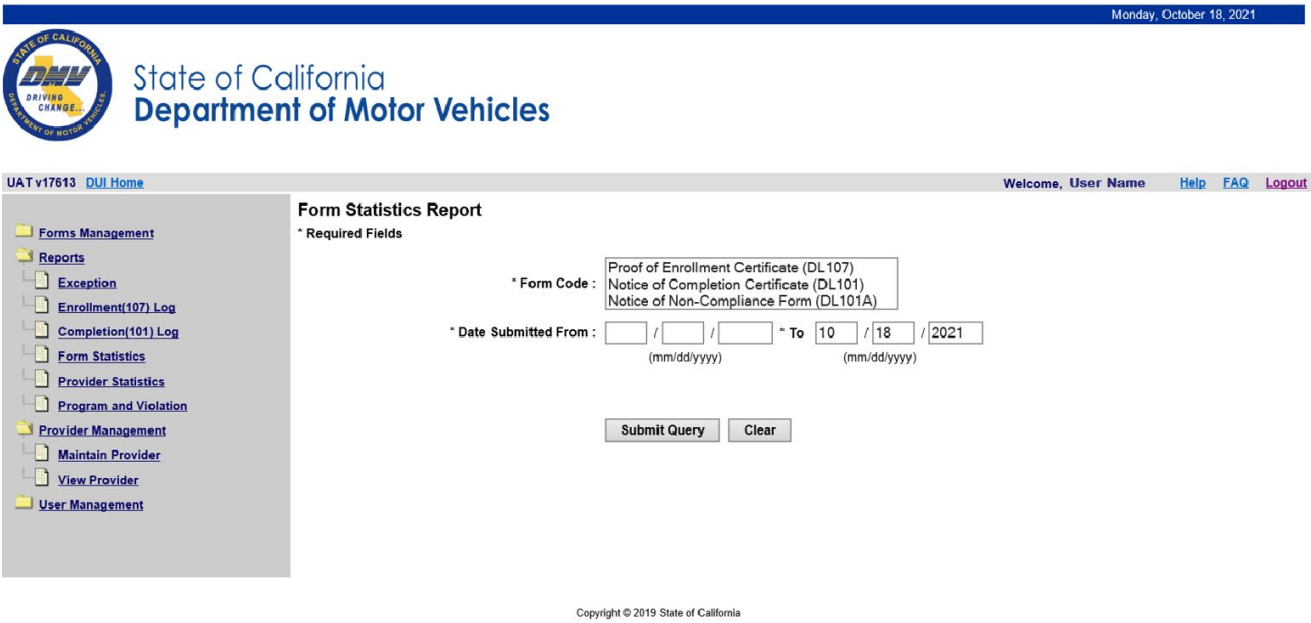
A new window should overlay the existing window when you have selected the "Print Friendly" button. At this point the Completion Log has not been printed.

Perform the following steps to print the Completion Log:

1. Select Send To Printer in the right hand corner of the current screen.
2. A print dialog box will appear.
    a. Select the printer and number of copies.
    b. Select the Print button.

3. Return to the DUI Provider Program Forms System by selecting the ✕ in the current window.

DUI Provider Program Forms – Reports (Forms Statistics Reports)



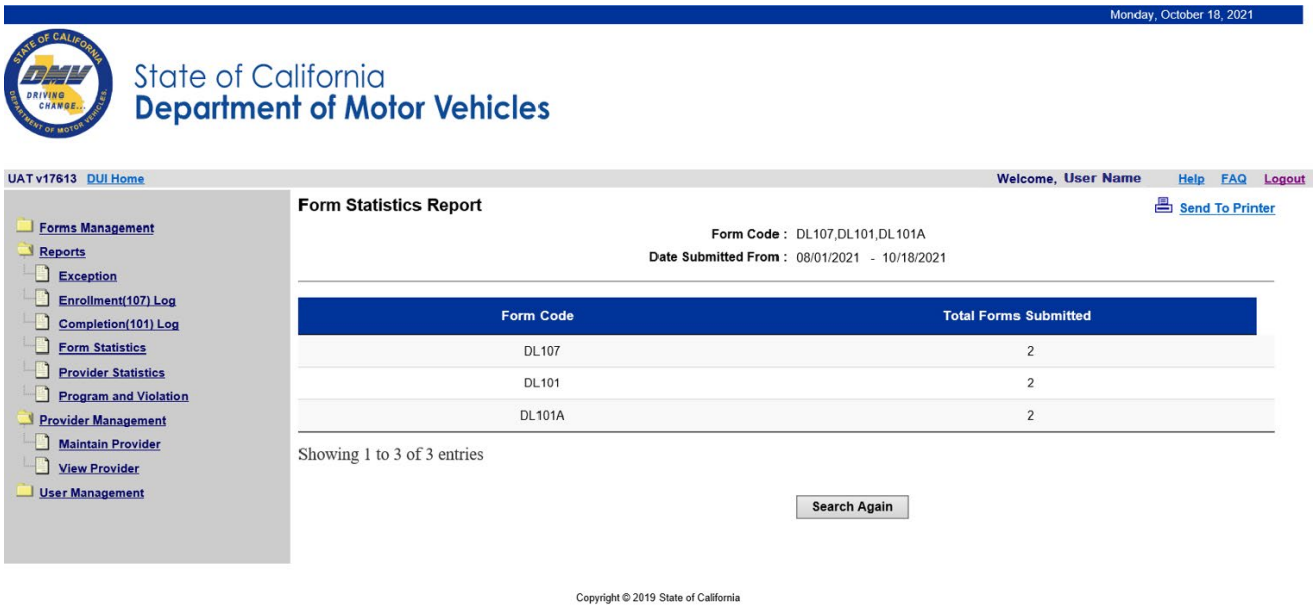
The Form Statistics Report provides you with the total number of forms submitted over a period of time. The required fields are designated with an asterisk.

Perform the following steps:

1. Select the Form Code(s).

2. Enter a Date Submitted From /To.
    a. This is the date the form was submitted by the Provider electronically.

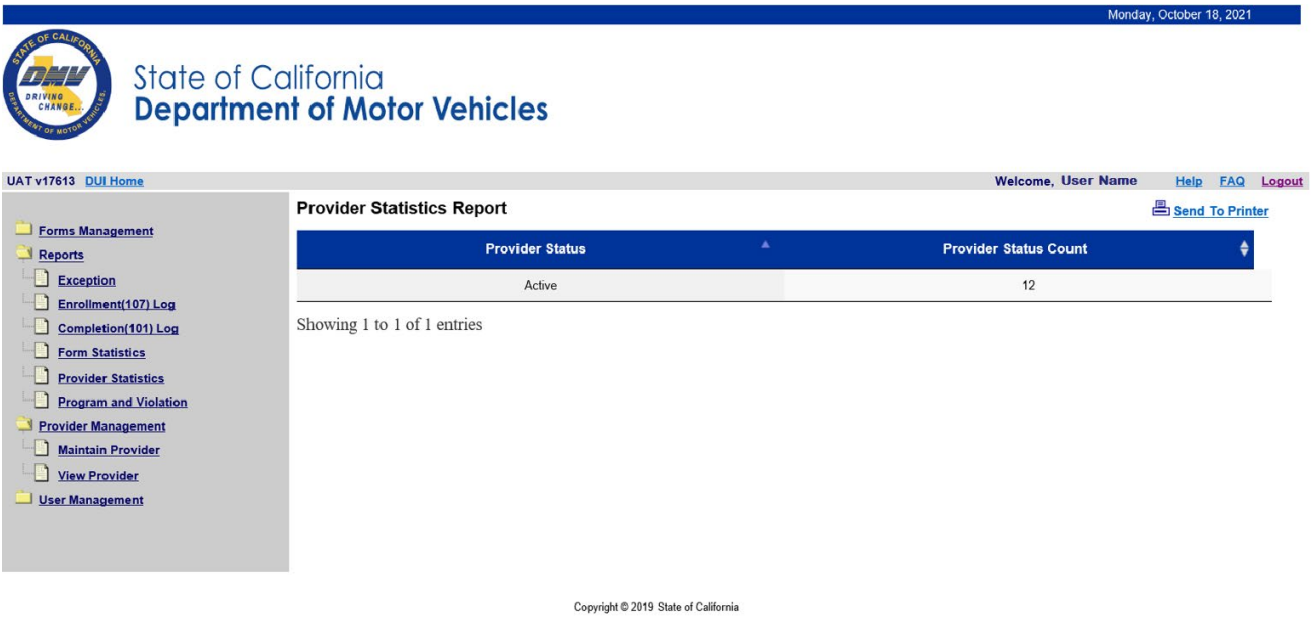
3. Select Submit Query.



To print the Form Statistics Report perform the following steps:

1. Select Send To Printer in the right hand corner of the current screen.
2. A print dialog box will appear.
    a. Select the printer and number of copies.
    b. Select the “Print” button.

DUI Provider Program Forms – Reports (Provider Statistics Reports)



No search criterion is required to retrieve the Provider Statistics Report.

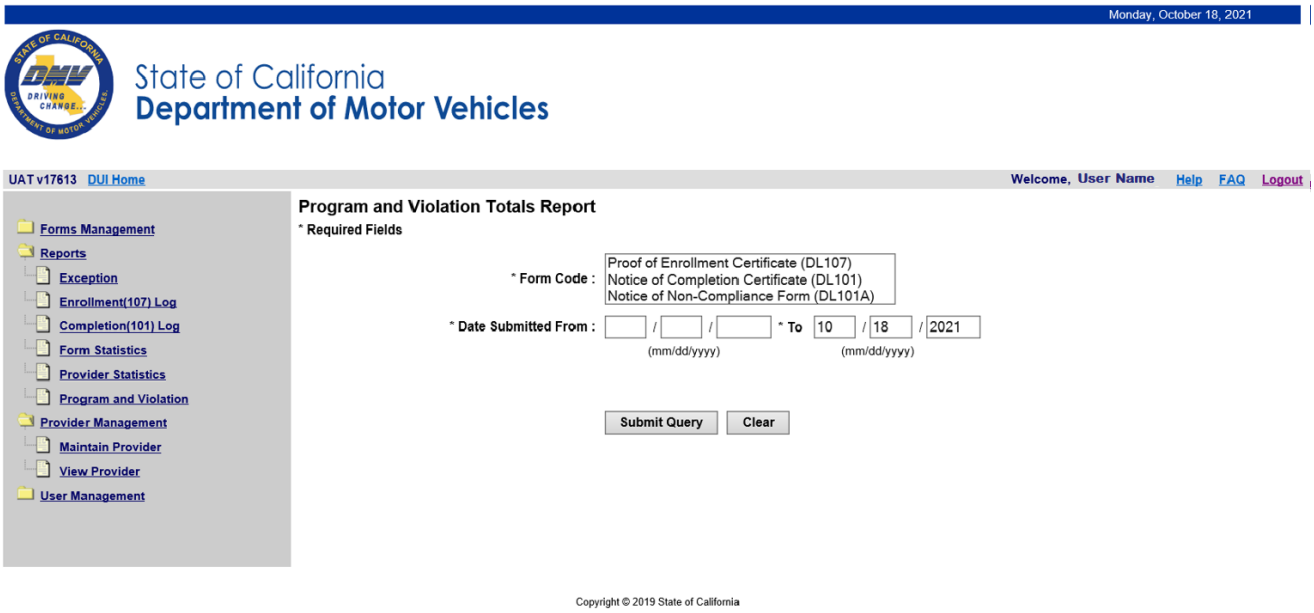
Perform the following steps:

1. Sort your search results based on your preferences.
    a. Any columns with an ⇕ can be sorted.
    b. Default sort is by Provider Status.
    c. To sort the search results select the ⇕ next to the column, this will sort the results in ascending order by the column selected.
    d. To sort in the search results in descending order, select the ⇕ next to the same column again.

2. Select Send To Printer in the right hand corner of the current screen.

3. A print dialog box will appear.
    a. Select the printer and number of copies.
    b. Select the "Print" button.

DUI Provider Program Forms – Reports (Program and Violation Totals Report)



The Program and Violation Totals Report provides statistics on what Program Lengths were submitted based on the type of form submitted. The required fields are designated with an asterisk.

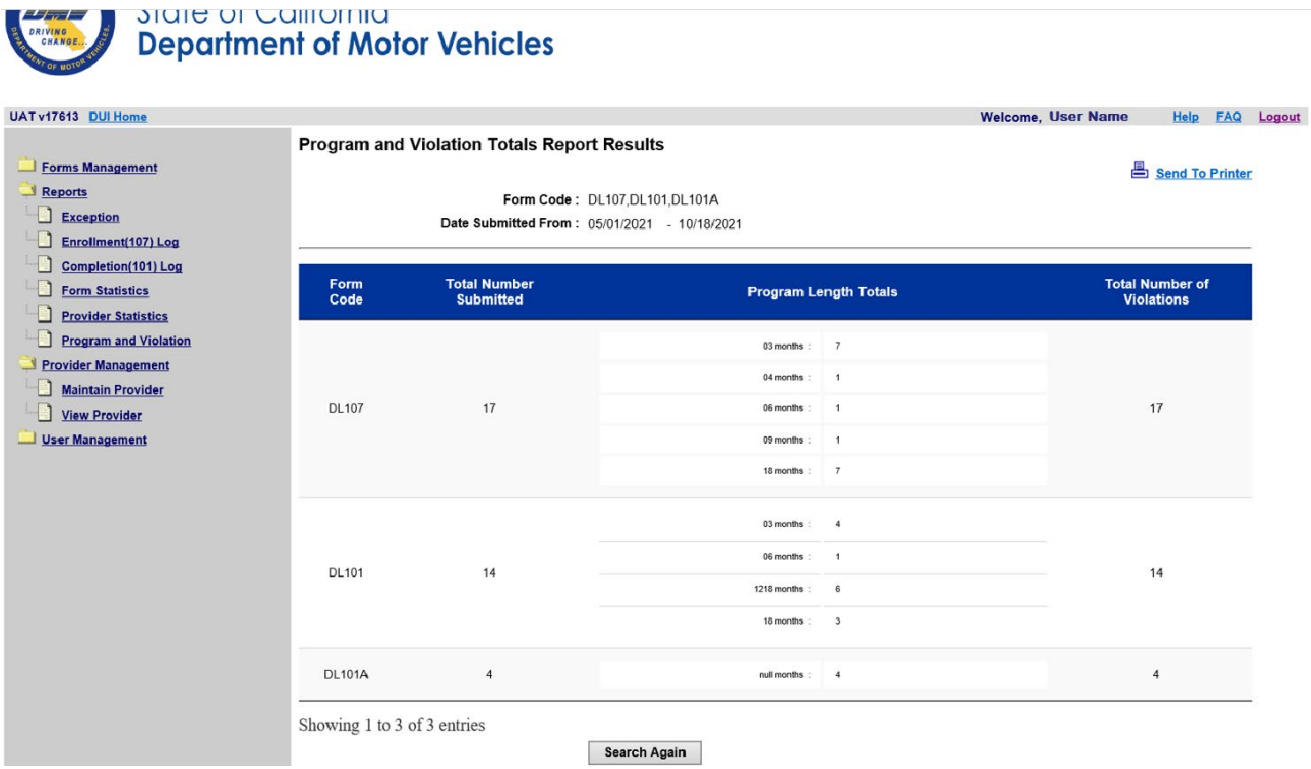
Perform the following steps:

1. Select the Form Code(s).
    a. In order to select multiple Form Codes, you can hold down the left mouse key and highlight all of the Form Codes you want to select.

2. Enter a Date Submitted From /To.
    a. This is the date the form was submitted by the Provider electronically.

3. Select Submit Query.

DUI Provider Program Forms – Reports (Program and Violation Totals Report Results)



The following columns are shown on the Program and Violation Report results page: Program Lengths, Total Forms submitted, and Total Number of Violations by each Form Code type.

Perform the following steps:

1. Select Send To Printer in the right hand corner of the current screen.
2. A print dialog box will appear.
    a. Select the printer and number of copies.
    b. Select the "Print" button.