

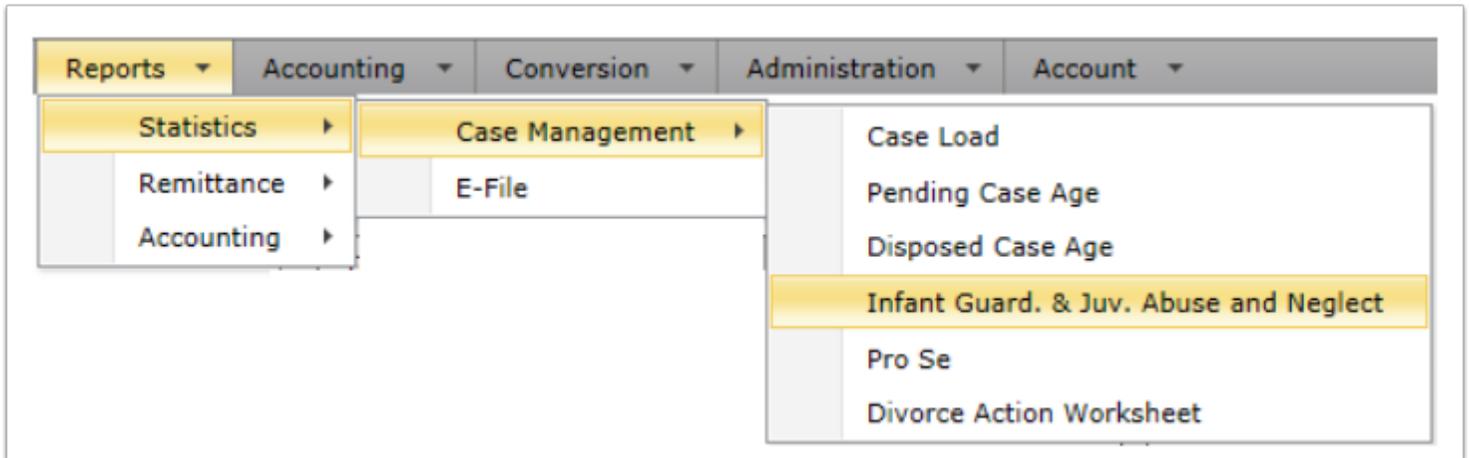


# WV Statistics Reports - Infant Guard. & Juv. Abuse and Neglect

This document will show you how to create a Infant Guard. & Juv. Abuse and Neglect report.

## To Begin

Go to Statistics > Case Management > Infant Guard. & Juv. Abuse and Neglect.



## Search Options

Select your County, Date From, and Date To in the Search Options window, click the Create Report button.

The Search Options window contains the following fields and buttons:

- County: 02; Berkeley ▾
- Date From: 5/1/2017 X ▾
- Date To: 5/31/2017 X ▾
- Create Report
- Clear



# WV Statistics Reports - Infant Guard. & Juv. Abuse and Neglect

## Look On The Right Side Of The Screen

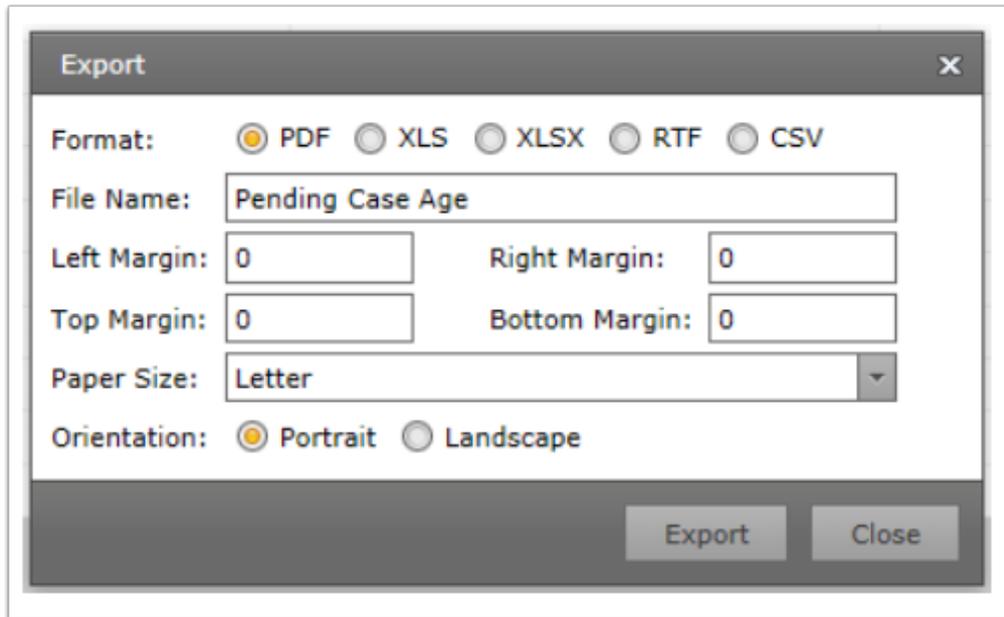
The results will appear on the right hand side of the screen. Here you will see the Case Type, Case # Code, Monthly Total of each case type, and the Last Case Number. Click the case number is the Last Case Number section to go to that specific case's Case Details screen, or click the Monthly Total to see a list of all cases of that type.

<b>Statistics - Infant Guardianship &amp; Juvenile Abuse and Neglect</b>			
County: <b>Berkeley</b>		Judge: <b>N/A</b>	
From: <b>5/1/2017</b>		To: <b>5/31/2017</b>	
<a href="#">Refresh</a>   <a href="#">Export</a>			
Drag a column header here to group by that column			
Case Type	Case # Code	Monthly Total	Last Case Number
Circuit Infant Guardianship	CIG	4	<a href="#">CC-02-2017-CIG-24</a>
Family Infant Guardianship	FIG	1	<a href="#">FC-02-2017-FIG-19</a>
Juv Abuse/Neglect Administrative Proceed	JAA	5	<a href="#">FC-02-2017-JAA-17</a>
Juv Abuse/Neglect Mandamus Proceedings	JAM	0	



## To Export or View The Report

Click Export at the top of the screen to create the report with your choice of format (PDF, XLS, XLSX, RTF, and CVS).



The image shows a dialog box titled "Export" with a close button (X) in the top right corner. The dialog contains the following fields and options:

- Format:** Radio buttons for PDF (selected), XLS, XLSX, RTF, and CSV.
- File Name:** Text input field containing "Pending Case Age".
- Left Margin:** Text input field containing "0".
- Right Margin:** Text input field containing "0".
- Top Margin:** Text input field containing "0".
- Bottom Margin:** Text input field containing "0".
- Paper Size:** Dropdown menu showing "Letter".
- Orientation:** Radio buttons for Portrait (selected) and Landscape.

At the bottom right of the dialog are two buttons: "Export" and "Close".



## Click Export

Click Export here to choose between downloading the report, or just to view it.

