



MEMORANDUM

To: Local Administrators
From: Leah Heffernan, Office of Child and Youth Protection
Re: New Compliance Report Feature – “Expires”
Date: June 12, 2023

There is a new feature that has been added to the Compliance Report that some of you may have already noticed.

The new field that is now available that you can include in your Compliance Report is “Expires”:

Compliance Report

Use this page to see user compliance status

First Name: Last Name: Compliant: Yes Active: Yes Expires: 90 days Show Only Expiring

Location: - All - Role: - All - Profile: - All -

Run Report Reset Cancel Export Update Inactivate

Items: BGC Bulletins Documents Training

You can choose to use this feature to see when VIRTUS users at your location will have compliance requirements expiring within 30, 60, 90, or 120 days (you can change the number of days by using the dropdown arrow). You can also check the “Show Only Expiring” box to run a Compliance Report of those at your location with upcoming compliance expirations within the time frame that you choose.

When you include the “Expires” feature in a Compliance Report, any compliance requirements about to expire within the time frame you choose will be reflected under “Expires” in the “Details” column.

Below, please see the two separate notifications that may appear in the “Details” column:

Needs Attention - indicates compliance requirements a user needs to complete to be compliant

Expires - indicates the compliance requirement that is expiring and the date that it will expire

Compliance Report

Use this page to see user compliance status

First Name: Last Name: Compliant: Active: Expires:
Location: Role: Profile: Items: BGC Bulletins
 Documents Training Show Only Expiring

<input type="checkbox"/>	First Name	Last Name	Role(s)	Site(s)	Active	Compliance	Details
<input type="checkbox"/>	Leah	Test	Employee (Diocesan/Eparchial)	Blanchette Catholic Center (Crest Hill)	Y		<ul style="list-style-type: none">Needs AttentionTrainingBulletinsSHPTStandardsPolicy <ul style="list-style-type: none">ExpiresBGC (06/13/23)

Hopefully, this new feature will be helpful to your continued work dedicated to safe environment compliance! If you have any questions, please do not hesitate to contact Maria Turone or me at SafeEnvironment@dioceseofjoliet.org.