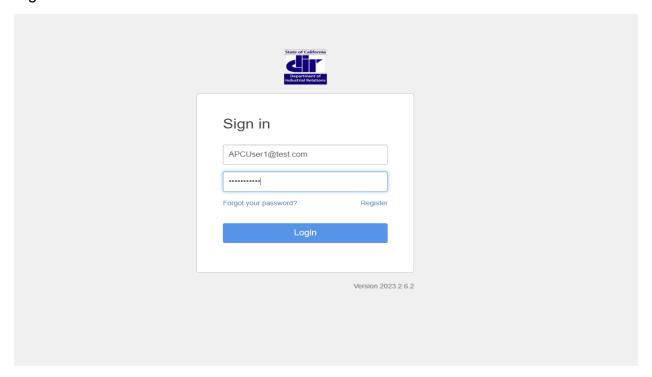
Web Registration User Guide for AIF CAS Report

Table Contents

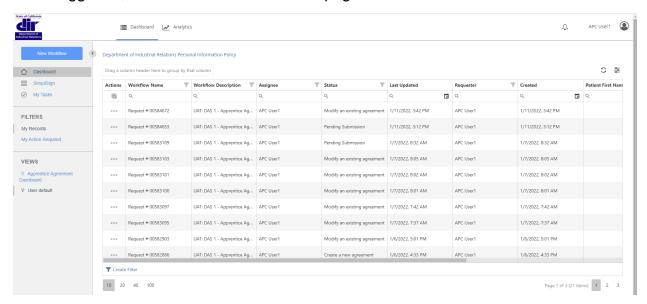
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Access and view report

Login to the DAS Web Registration System (Simpligov application) using **Google Chrome**. To access the login link, authorized user(s) must be registered with DAS. Once registered, the login link will be sent to the user's email that provided at registration.

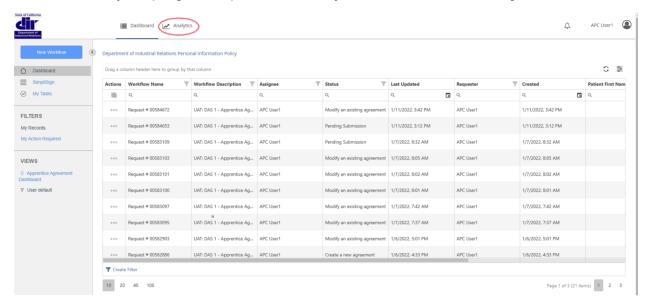


Once logged in, user can see "Dashboard" page.

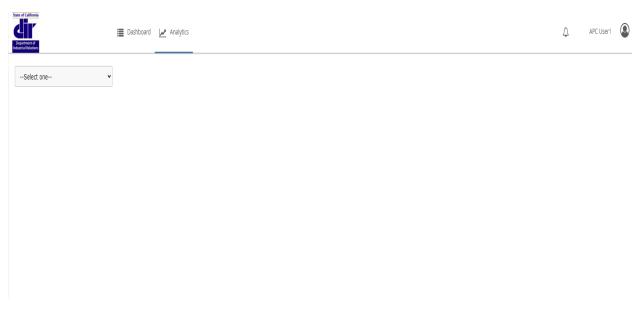


To access report, click on "Analytics" tab. See screen below.

Note: Contact your program representative if you do not see the "Analytics" tab.

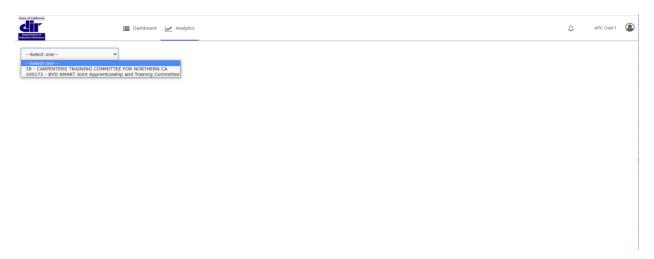


Analytics tab is as displayed below



Please select the Program from the drop-down list to generate AIF report.

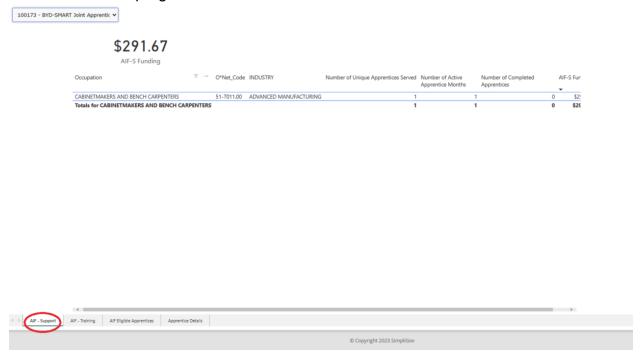
Note: Contact your program representative if you do not see any programs in the dropdown list.



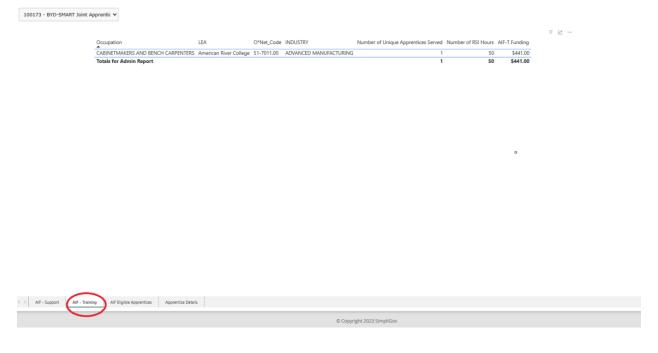
Once you select a program, report is displayed as below. There are four tabs/sections to this report.

- 1) AIF Support
- 2) AIF Training
- 3) AIF Eligible Apprentices
- 4) Apprentice Details

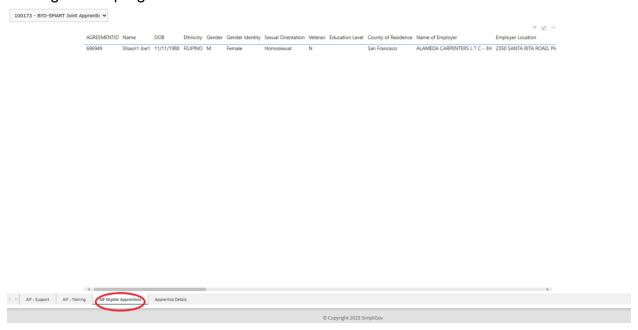
1) AIF- Support tab: Displays "Apprenticeship Innovation Funding - Support Overview" for the program selected.



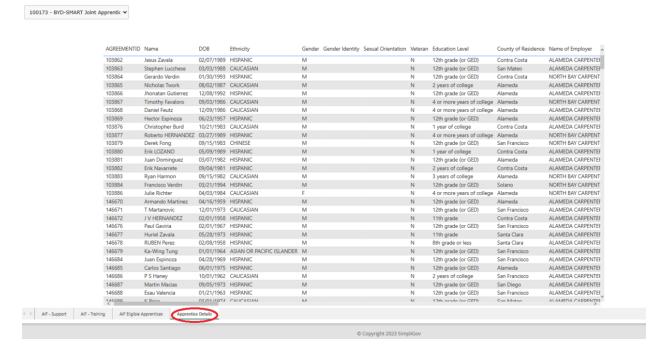
2) AIF – Training tab: Displays "Apprenticeship Innovation Funding - Training Overview" for the program selected.



3) AIF Eligible Apprentices tab: Displays list of all apprentices eligible for AIF funding for the program selected.

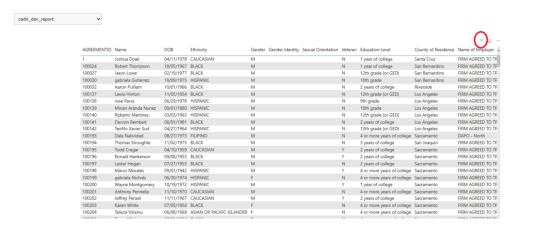


4) Apprentice Details tab: Displays list of all apprentices registered to the program selected in the dropdown.



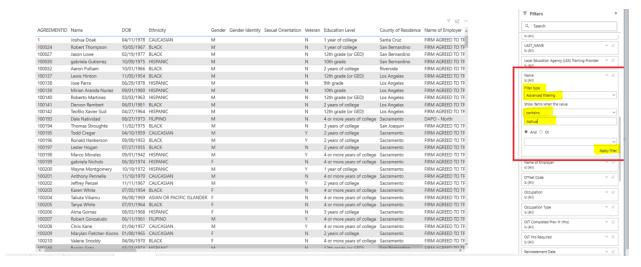
Apply Filters

Use Advanced filters to filter data on the report. Click the below highlighted icon so all the filters are available in the right.

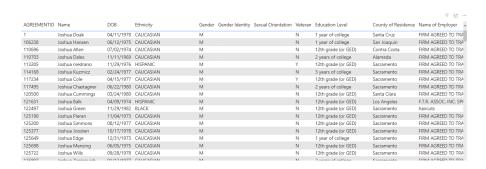




For example, to filter by name Joshua, apply below



Filtered data is shown on the screen





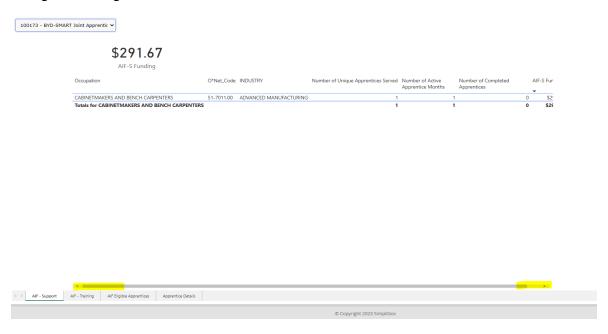
Export and Print report

Print Report to PDF

To print "AIF-Support" and "AIF-Training" tabs to PDF, please follow the below instructions

1) Adjust the columns on the page so you can view all the data when you print. You can do this by adjusting the table header.

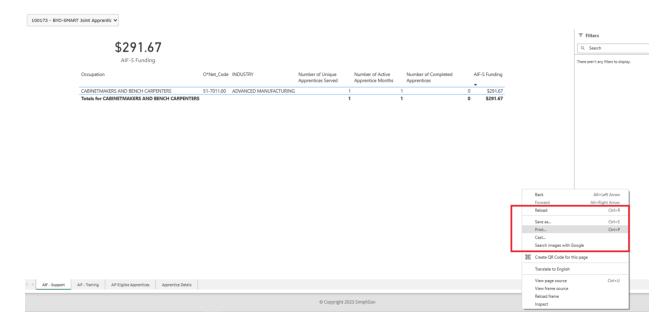
Below screen shows data before adjusting the columns. Note: there is scroll bar to navigate through the data in the table



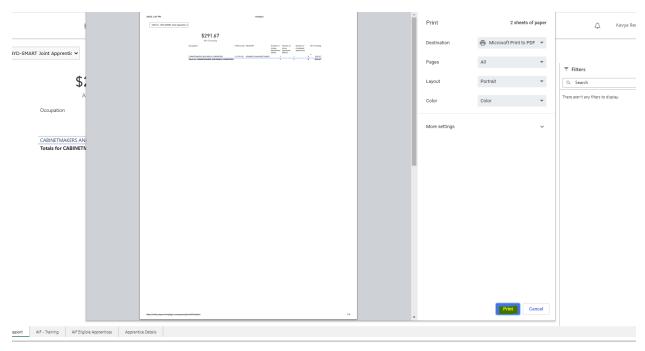
Below screen shows complete data after adjusting the columns



2) To print this to PDF, right-click on the page and select print or use "ctrl+ P"

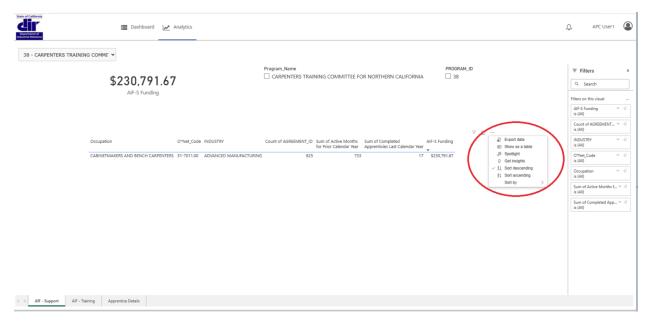


A popup would appear as below, verify that all the data captured and click "print". Save it to any desired location on your computer.

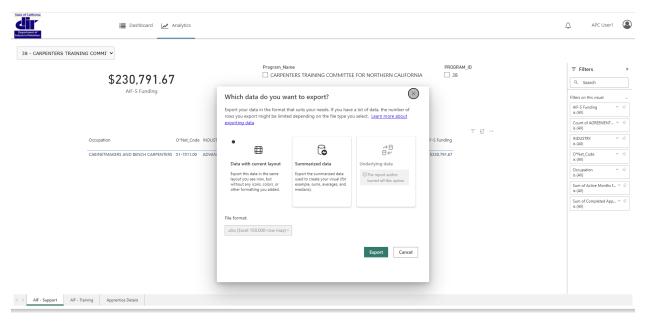


Export table contents from report

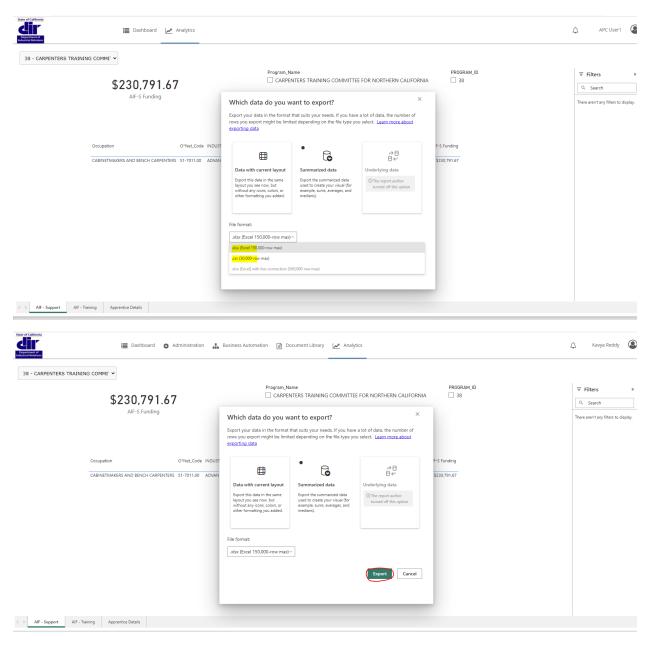
User can export the table data on the report for each tab/screen by clicking the three dots on the right-hand corner of the data table. Click "Export data"



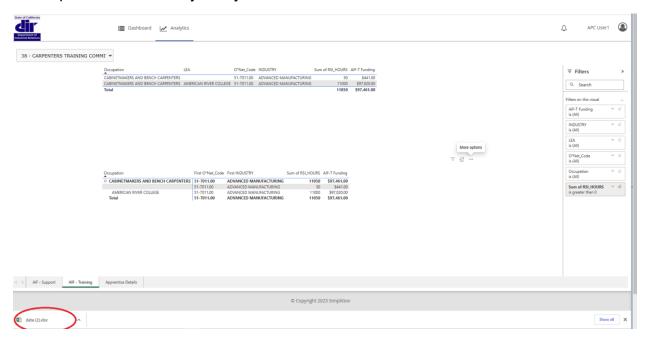
A pop-up screen appears for the user. Please select the options as needed.



Summarized data can be exported as either excel or csv file. Please select a file format and click submit.



The report downloads to your system.



Please contact your Program Representative for any questions.