CAS: Reports, Client Assistance System 3.2
DIS000010: July 2008
Fact Sheet October 2010

Description	*CAS: Reports* is a web-based, self-study, basic level course. This course provides step-by-step instructions on how to generate reports on Client Assistance System (CAS) data through the CAS and the Webi reporting system. The emphasis is on day-to-day chapter work with incidents, as opposed to disaster response-specific system use. The course includes a final assessment, which requires a minimum score of 80% to pass.
Purpose	The purpose of this course is to instruct participants how to generate reports on CAS data using the Client Assistance System and the Webi reporting system.
Learning Objectives	Upon completion of this course, participants will be able to– • Identify types of reports available in the CAS. • Identify CAS reports available in the Webi system. • Locate and view CAS reports in the CAS. • Use the CAS to print and save CAS reports. • Use the CAS to schedule a report. • Locate CAS reports in the Webi system.
Audience	Employees and volunteers of the Red Cross who provides client assistance using the CAS.
Prerequisites	• *CAS: Basics* • *CAS: Create a Client Case* • *CAS: Needs and Assistance* • *Webi Report Consumer*
Length	This course is self-paced and is approximately one hour in length.
Scheduling	This course is available from the Saba and Plateau Learning Management Systems (LMS). Participants can access this self-study course 24 hours a day, 7 days a week via the Internet. For technical issues, contact the IT Service Desk at 1-888-778-7762.
Instructor Requirements	Not applicable
Materials and Equipment	• Computer and Internet access • Downloadable job aids are available from within the online content Please email questions or comments concerning this course to: DisasterTraining@usa.redcross.org.
Data Management	To enter course information for: • Saba Learning Management System (Saba LMS) use DIS000010 • Plateau Learning Management System (Saba LMS), use 0305v2OL • Disaster Services Human Resources (DSHR), use CASL5