GWR Tips for Program Focus Reporting

Program Focus Reports (PFR) submitted to the SI database are a very important part of establishing a record of what we do as a global organization. Each club should be submitting reports on a regular basis through the Soroptimist International website online reporting system. Mailed, e-mailed, or faxed PFRs will not be accepted.

STEPS TO ACCESS THE SI ONLINE REPORTING SYSTEM:
1. Go to www.soroptimistinternational.org
2. Click on **Online Reporting** (icon at bottom of main page)
3. Enter your Username & Password:
4. Username: **sia** (case-sensitive—no caps)
5. Password: **philadelphia** (case-sensitive—no caps)
6. Click on **Login**.

UNDERSTANDING THE ONLINE REPORTING SYSTEM:
1. Learn more about the importance of submitting your reports in **PFR FAQs**
2. View a **Video Tutorial** on using the reporting system

SUBMITTING A REPORT
1. Click on **New Report Form**
2. Complete the online form (there is a **PFR Helpline** if you need assistance)
3. If you do not have all the information you need to complete the report, you can click **Save + Finish Later**. You will be given a unique access code that will only work while the report is in draft form. To access the report later, click on **Access Draft Report**, and enter your access code.
4. When your report is complete, click **Submit Final Report for Approval**. Your report will enter into an approval queue. It can take up to three weeks for reports to be approved. Once your report is approved and published, you will receive an email with your unique report ID. Please note that access codes and report IDs are different.
5. Remember reports should be submitted as soon as projects are completed!

SEARCHING REPORTS
1. Click on **Search Reports**
2. Enter **Keyword Search**: Example: "Club Name" or "Project Title"
3. Select **Federation**: To select "Soroptimist International of the Americas", de-select others
4. Select **Country**
5. Section **Region**
6. Enter **Date Range**: Example: To view all reports submitted for the 2012-2014 biennium: From date: 07-01-2010 To date: 06-30-2014
7. **Advanced Search**: Click here to narrow your search by SI Programme Focus Objective or Inputs
8. Click **Search Reports**
9. There is also a **Quick Search** option which allows you to access a single report by Report ID Number.

PRINTING & SAVING REPORTS
1. Click **Print Page**, then select the pages you want to print
2. Click **Save Results as PDF** and the pages you queried will be converted to a PDF file
3. Click **Export to CVS**; this will export the report data to an Excel spreadsheet