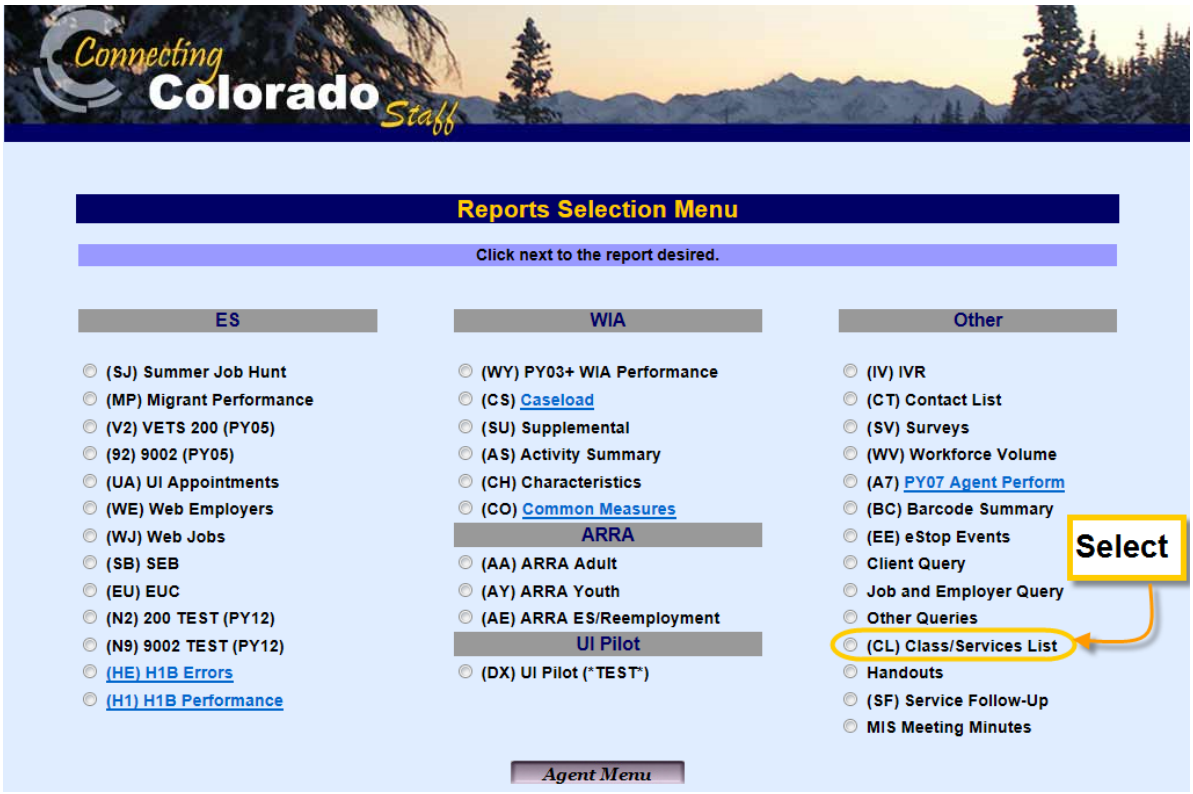
Tracking VJF Participants through Connecting Colorado

1 Log in to Connecting Colorado (staff) and go to the **Reports** section.

2 Select the **"(CL) Class/Services List**."

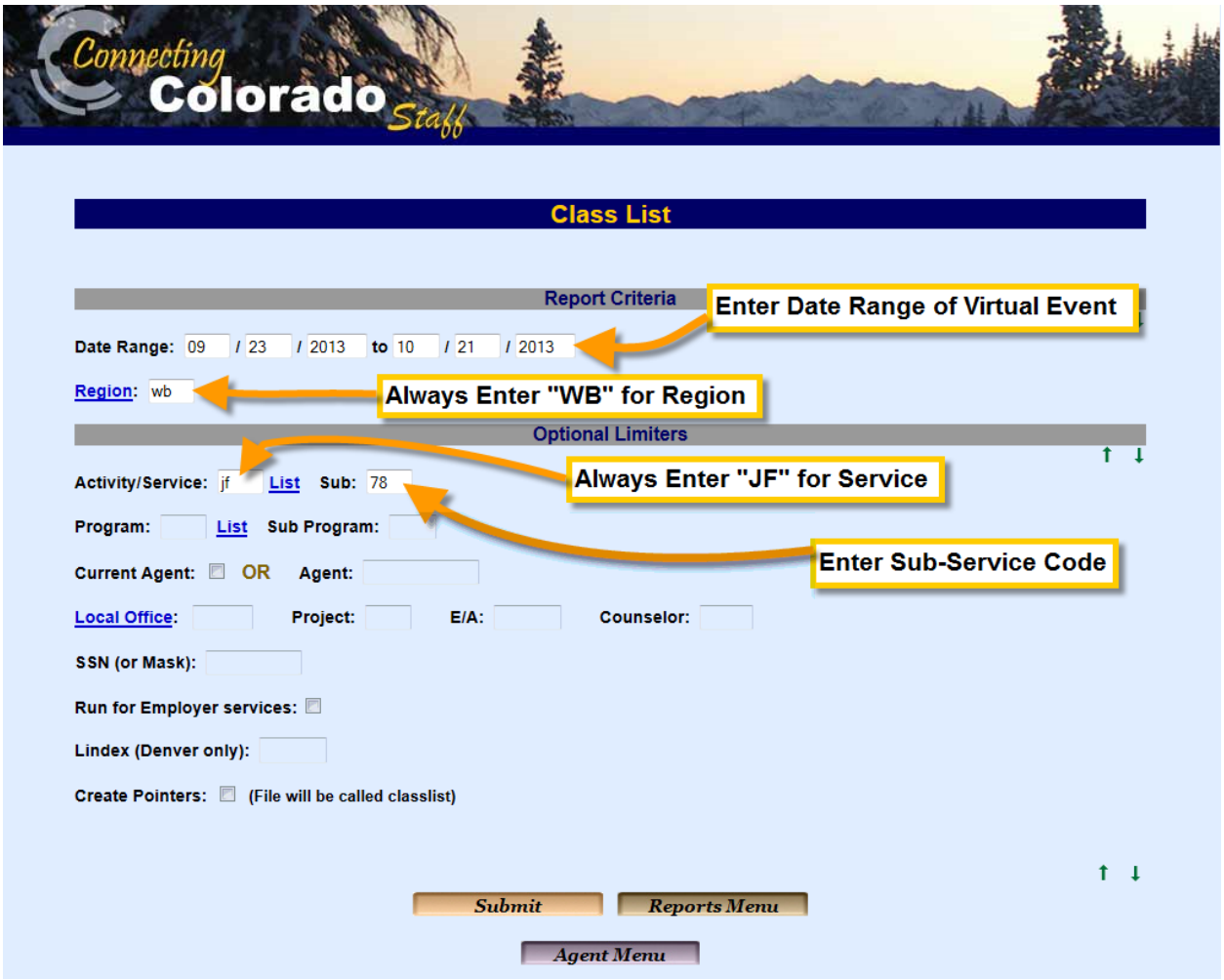


3 For the Required Report Criteria:

- Enter the Date Range of the virtual event.
- Always enter “WB” for the Region.

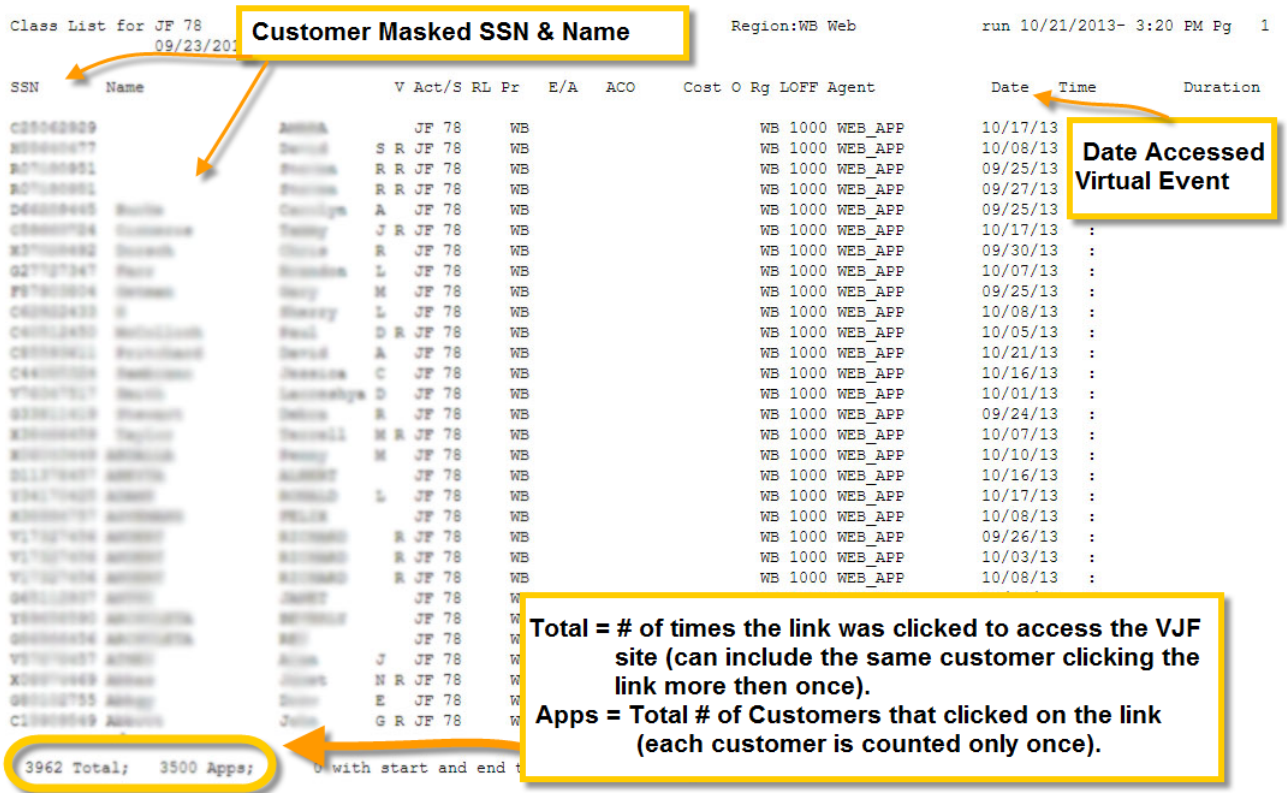
For the Optional Limiters:

- Always enter “JF” for the Activity/Service.
- Enter the Sub-Activity/Service code; this will be provided to you by the Colorado Department of Labor & Employment (CDLE) staff.



4 Select Aggregate Report from the Output Display options.

- View a list of customers that have accessed the Virtual Job Fair (VJF) website from Connecting Colorado.
- The bottom of the list has the total number of customers that accessed the VJF website.



5 **Select Daily Summary from the Output Display options.**

- View the total number of customers that have accessed the site & received a service each day of the date range.

Class List for JF 78 Region:WB Web
09/23/2013 to 10/21/2013

Date	Total Services	People Served
09/23/2013	152	152
09/24/2013	158	158
09/25/2013	162	162
09/26/2013	138	138
09/27/2013	181	181
09/28/2013	69	69
09/29/2013	71	71
09/30/2013	234	234
10/01/2013	260	260
10/02/2013	206	206
10/03/2013	173	173
10/04/2013	141	141
10/05/2013	53	53
10/06/2013	50	50
10/07/2013	228	228
10/08/2013	227	227
10/09/2013	188	188
10/10/2013	186	186
10/11/2013	117	117
10/12/2013	45	45
10/13/2013	47	47
10/14/2013	106	106
10/15/2013	170	170
10/16/2013	141	141
10/17/2013	150	150
10/18/2013	95	95
10/19/2013	37	37
10/20/2013	41	41
10/21/2013	136	136
Totals:	3962	3962

Date Customer accessed Virtual Event

Total # of Job Fair (JF) & sub-services given to Customers that clicked on the VJF Website link that day.

Total # of Customers that clicked on the VJF Website link that day.