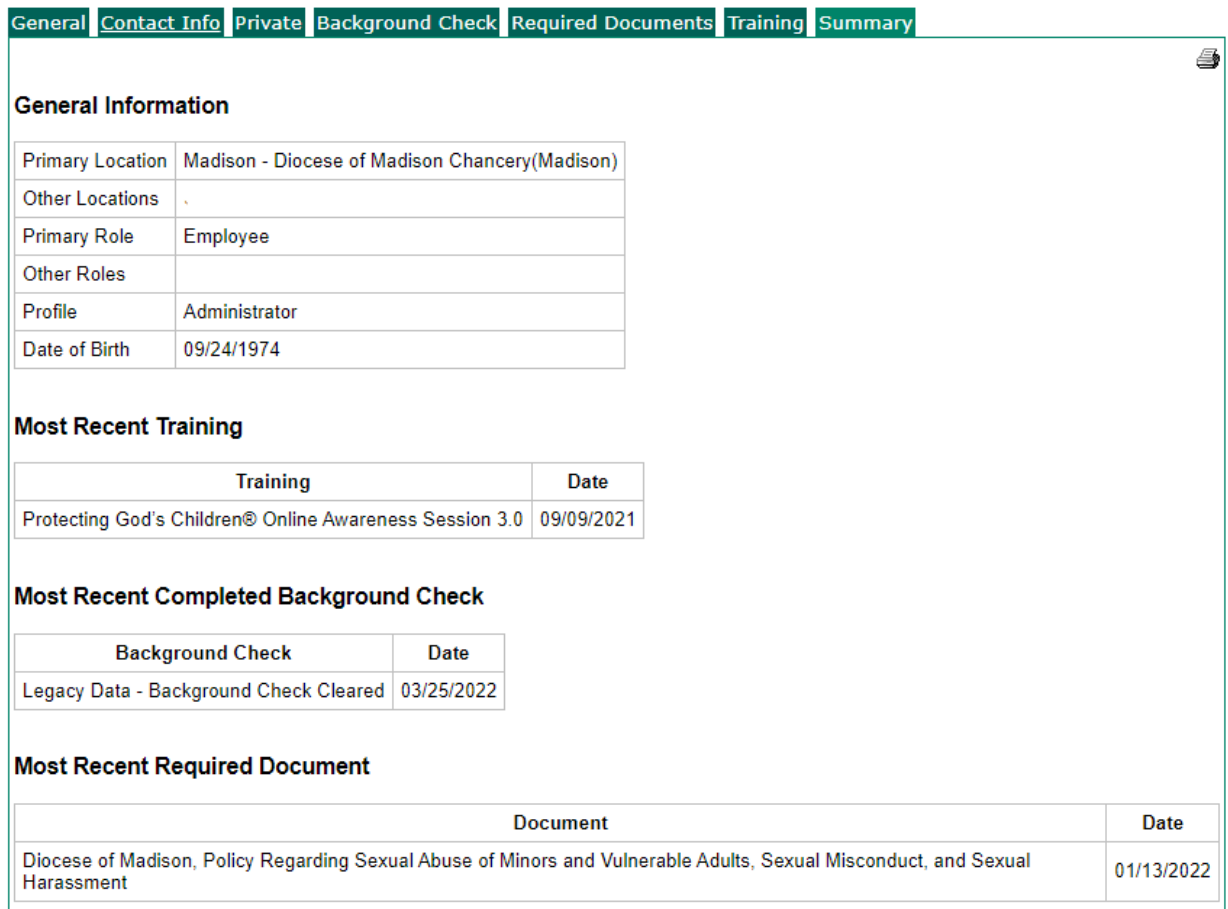


Printing a Summary of Safe Environment Requirements in Virtus

Human Resource files on our employees usually collect information that can be found quickly on the Summary tab within the Virtus system. Please follow the steps below for printing/saving and sending documentation on any of your employees.

- 1) After logging into Virtus, click on your **Users** tab on the left side and search for your employee's name. After clicking on the last name of the employee to pull up their information, go to their **Summary** tab as seen below:



The screenshot displays the 'Summary' tab of an employee's profile in the Virtus system. The tab is highlighted in green at the top, with an arrow pointing to it. Below the tabs, the 'General Information' section contains a table with fields like Primary Location, Other Locations, Primary Role, Other Roles, Profile, and Date of Birth. The 'Most Recent Training' section shows a table with Training and Date columns. The 'Most Recent Completed Background Check' section shows a table with Background Check and Date columns. The 'Most Recent Required Document' section shows a table with Document and Date columns.

General	Contact Info	Private	Background Check	Required Documents	Training	Summary
General Information						
Primary Location	Madison - Diocese of Madison Chancery(Madison)					
Other Locations	-					
Primary Role	Employee					
Other Roles						
Profile	Administrator					
Date of Birth	09/24/1974					
Most Recent Training						
Training		Date				
Protecting God's Children® Online Awareness Session 3.0		09/09/2021				
Most Recent Completed Background Check						
Background Check		Date				
Legacy Data - Background Check Cleared		03/25/2022				
Most Recent Required Document						
Document					Date	
Diocese of Madison, Policy Regarding Sexual Abuse of Minors and Vulnerable Adults, Sexual Misconduct, and Sexual Harassment					01/13/2022	

- 2) In the record above, we can see the most recent completion of any Safe Environment Requirement. In the upper right corner, click the Printer icon and from there either print out or save the document and send it to your HR folks for filing.
- 3) After you assign the online training, the user will receive an email notification to log in on their account complete this training. The email will include login information along with your name/email at the bottom as the Safe Environment Local Administrator. See example below: