ANNUAL REPORT FORMS

ATS member schools are required to complete the Annual Report Forms. These forms collect various data regarding admissions, completions, enrollment, development, finance, personnel, salary, etc. E-mails are sent in early September announcing the beginning of the collection period, the due date for data submission and the passwords for the current reporting year.

Please Note: Completing these forms each year is a condition of membership—both for Associate members (see ATS Procedures II.C) and for Candidate and Accredited members (see Commission Policies and Procedures II.D and III.D)

Website: To access the Annual Report Forms (ARF) login screen type into a web browser address bar, ARF.ATS.EDU (without “www” or “http://”).

User ID and Passwords: There are three levels of access, General, Personnel and Salary/Submit, each level requires a separate User ID and password set. Each year the passwords are reset, and the General and Personnel passwords are provided to the member school’s Chief Executive Officer or equivalent and the member school’s Academic Vice President/Academic Dean or equivalent. The Salary/Submit passwords are only sent to the member school’s Chief Executive Officer or equivalent.

General access is for multiple users to complete information on forms other than Finance, Personnel, and Salary.

Personnel access is for completion of school personnel information.

Salary/Submit access, accesses all parts of the ARF, and the only code that accesses the Finance and Salary forms as well as the only code that can submit the information to ATS.

Note: For password purposes, please note the number 1 has a “flag” on the top and the letter I does not. Passwords are case sensitive.

Above the menu block the member school name, reporting year field and ARF due date information is displayed.

Reporting Year: The reporting year field is used to switch between accessing the current and previous data collection period. Current reporting year data can edited until the data is submitted, at which point the data is read only. The previous reporting year data is always read only.

Please note Reporting Year represents the academic year of the ARF processing period. The time period of the data reported will vary for the different forms. Just below the name of the form within the forms and within the instructions is a note indicating the period the data should cover.

ARF Due Date: ARF data should be submitted no later than the ARF due date displayed. Email requests for an extension to arf@ats.edu no later than the ARF Due Date. Include the reason for the extension request and a specific proposed submission date. The email subject should read: ARF Extension request for member school name. If an extension is granted the ARF due date will reflect the new due date.

Menu Block: The menu block consists of 24 selections read left to right, top to bottom. The first 20 selections access the various Annual Report forms for collecting the annual data. These forms may be completed in any order with the following exceptions.
• Complete the Enrollment by Race and Gender Form before the Enrollment by Age and Gender* and Enrollment by Denomination Forms. *The Enrollment by Age and Gender form is required biennially only and is available every other year in academic years beginning in an odd numbered calendar year.

• Complete the Completions Form before the Completions by Graduation Rate and the Completions by Placement Rate Forms.

• Complete the Finance 1 Form before the Finance 2 Form.

• Complete the Personnel - Full Time Form before the Salary and Ext. and Distance Programs Forms.

Details for the first 20 menu selections can be found by clicking the Instructions button within each form or selecting instructions from the menu block. Links to the instructions are also available on the ATS website at [www.ats.edu](http://www.ats.edu). Resources, Annual Report Forms. The last four menu selections are explained in detail below.

Print Forms: Forms can be printed individually or as a complete set. To print forms, select “Print Forms” from the form selection menu. A new window will open with a list of the available forms and a link for “All forms in one document” to the right of the forms list. Above the forms list is a check box labeled “Blank Form”. Check or un-check the box for blank or completed forms, and select the individual form to print or for a complete set select “All forms in one document”. Forms may also be accessed from within the individual forms by selecting the “Print” button near the top left of the form screen.

Instructions: Instructions can be viewed and printed individually or as a complete set. To view/print instructions, select “Instructions” from the form selection menu. A new window will open with a list of the available form instructions and a link for “All forms in one document” to the right of the forms list. Select the individual form to view/print or for a complete set select “All forms in one document”. Instructions may also be accessed from within the individual forms by selecting the “Instructions” button near the top right of the form screen.

Form Review: The form review report can be viewed and printed for an individual form by selecting the Form Review button within the form or all the forms in one report by selecting Form Review from the menu block. The report provides a summarized comparison of the current reporting year to the previous reporting year as well as any user comments and validation comments. The differences between the reporting years are shown in number and percentage format. Validation comments are system generated comments to assist reviewing the data for missing information, possible errors and anomalies. There are four types of Validation comments; Informational, Review, Error and Submit Error.

Informational comments provide additional information regarding the relevant data.

Review comments identify unexpected values and large changes in the data compared to the previous reporting year. After review of these items, if no corrections are needed a comment should be provided explaining the reason for the anomaly by clicking the comment button within the relevant form.

Error comments identify items requiring correction or completion. These types of errors will not prevent submission of the ARF, however ATS will contact the respondent(s) for correction(s) and/or additional information.

Submit error comments identify items that must be corrected before submitting the ARF.

Submit Data: The submit data screen displays a list of errors with the submit errors in red at the top of the list. Resolve the submit errors and as many of the other errors as possible. The respondent field is for identifying the person submitting the ARF. If the respondent is not listed, click the link to add a new respondent. After the errors are resolved and the respondent is selected click the Submit Now button to submit the ARF. A window will display confirmation ATS received the data. ATS will review the data and contact the respondent(s) if additional information is required.
**Annual Report Forms Application Notes**

**Form Headers:** Each form includes a header of information and navigation buttons.

- The left shaded area of the header includes the name of the form and a note indicating the period for which the data represents.
  - The right shaded area includes the name of the member institution for which the data represents, the ARF reporting year field and a button to access the form review report.
    - The **Reporting Year** field functions the same as the Reporting Year field displayed above the menu block and described above.
    - The **Form Review** button functions similar to the Form Review selection in the menu block with the exception of only displaying the data for the active form.

Below the shaded areas of the header are the following navigation buttons.

- **Print and Blank Form:** The Print button and the Blank Form check box work together if Blank Form is checked the Print button will display a printable version of the active form with no data. If Blank Form is not checked the Print button will display a printable version of the active form including the data entered in the form.

- **Comments:** The Comments button accesses the comments field. Comments can be left for each form to further explain the data entered. Some forms will require explanations be entered in the comments in order to continue. The text color on the comments button changes to red when comments are entered.

- **Close:** The Close button saves the information entered and returns to the menu block screen. Some of the forms have fields that are validated upon saving. If validation fails a list of errors is displayed below the form header. Some forms will allow saving the data with errors by clicking the **Close Now** button which will appear below the validation error list if the option to save with errors is available. If the option is not available all errors must be resolved to close the form with the data saved. If the errors cannot be resolved at the time of attempting to close, use the Cancel button to exit the form, no data will be saved.

  **The Close Now button does not mean the errors do not need to be resolved. The button is provided as a convenience to prevent the need to re-enter large amounts of data if the errors cannot be corrected immediately.** If the errors are not corrected before submission ATS will contact the respondent for the corrected information in order to complete the ARF process.

- **Page/Record Navigation buttons:** Forms with multiple pages/records have buttons to navigate the screens. A button with two arrow heads pointed left navigates to the first screen, pointed right navigates to the last screen. A button with one arrow head pointed to the left navigates to the previous screen, pointed right navigates to the next screen. A drop down menu between the arrow heads navigates to the screens directly by selecting the screen name from the list. The Personnel-Full Time, Salary and Respondents forms display one screen per record identified by a person’s name.

- **Instructions:** The Instructions button accesses the instructions document for the active form.

- **Cancel:** The Cancel button exits the form without saving changes.

**Gray shaded fields:** For accredited institutions; the Admissions, Completions, and Enrollment forms may have gray fields. The gray fields represent degree program areas that are not applicable to the member school and the program will skip over these fields during data entry. As there are always exceptions, data entry is possible within these fields; however an explanation should be entered in the comments field of the relevant form. Some forms require explanations and the form cannot be saved without entering comments.
**Blue shaded fields:** The blue shaded fields represent fields for which data entry is not allowed. These fields, such as Total fields are calculated or contain amounts that are brought forward from another part of the form—the type in these fields is navy blue.

**Totals:** Column and row totals are generated automatically during data input—the type in these fields is navy blue. Some forms require certain totals to match other forms’ totals or totals on other pages. There is a small tolerance for differences in the totals to account for differences in rounding.

**Decimals:** Most fields on ATS forms require whole numbers. If decimals are entered in these fields, the program will round to the nearest whole number.

**Browser Compatibility:** Throughout the ARF program, there is formatting used to identify fields or draw attention to notes. Microsoft Internet Explorer versions 8 and 9 may not display some or all of the formatting as intended. In order to view the webpage as intended the Compatibility View setting may need to be turned on or off.

If Internet Explorer recognizes a webpage that isn’t compatible, the Compatibility View button will be displayed on the Address bar (figure 1a). To turn Compatibility View on, click the Compatibility View button to make the icon change from an outline ☰ to a solid color 🌝. Compatibility View can also be turned on and off by clicking “Compatibility View” on the tools menu. (figure 1b).

![figure 1a]

![figure 1b]
Print/Save a report, form or instructions to a “PDF” file: Due to a change in the Windows operating environment, some users are unable to send a copy of the reports and/or forms to a local printer by clicking on the Printer icon. An alternate way to print reports/forms is to save the report/form to a “PDF” file.

- Select the Print button to open the printable version of the report/form.
  - If the printable version of the report/form does not appear:
    - Confirm the browser’s pop-up blocker is turned off or set to allow pop-ups from the ATS Annual Report Forms website.
    - Confirm the Microsoft Active X control RSClientPrint add-on is enabled.
- Click the “Export” icon near the top of the window, and choose the “PDF” file option. (see figure 2a for Firefox and figure 2b for MS Internet Explorer)
- Select Open when prompted*
  *If using Mozilla Firefox the prompt will look similar to figure 3a, if using Microsoft Internet Explorer the prompt may appear at the bottom of the window and look similar to figure 3b.
- A new window will open a version of the report which can be saved or printed as usual.

Figure 2a (Mozilla Firefox)

Figure 2b (Microsoft Internet Explorer)

Figure 3a (Mozilla Firefox)

Figure 3b (Microsoft Internet Explorer)