

# Expiring Forms

GMS 7

GMS 7

**Warnings**  
SOMI Training

**GMS 7.5.2 (build #146)**

[Online videos](#)

[About GMS 7](#)

**Special tools**

[User preferences](#)

[Start GoToAssist](#)

[Update indices](#)

Last run: 10/10/2016

Person lookup/data entry

Games: 38

Applicant screening

**Reports**

GMS Transfer

User tools

Administrator tools

Setup

Open GMS and on the home screen and select “Reports” which is highlighted in red above.



Person lookup/data entry

Games: 38

Applicant screening

Reports

Report ▲	Description
 Advanced/custom	Design your own report.
 Banned people	Print people who are banned.
 Basic mailing labels	Print mailing labels using built-in templates.
 Basic mailing labels with custom filters	Print mailing labels using built-in templates with advanced criteria.
 Custom column	Custom reports where you specify just the columns not a full layout.
 Custom mailing labels	Print mailing labels for people using your own label types.
 Custom mailing labels with custom filters	Print mailing labels for people using your own label types and advanced criteria.
 <u>Demographics</u>	<u>Summaries of people by various attributes.</u>
 Expiring certifications	Report on certifications expiring soon.
 Invalid addresses	People with invalid addresses.
 People	People in the system.
 Phone list	Lists of people with their phone numbers.

GMS Transfer

User tools

Administrator tools

Setup

When you left click reports this drop down menu appears, left click on Expiring Certifications which is highlighted in blue.

GMS 7

GMS 7 > Expiring certifications reports (Expiring certifications JS)

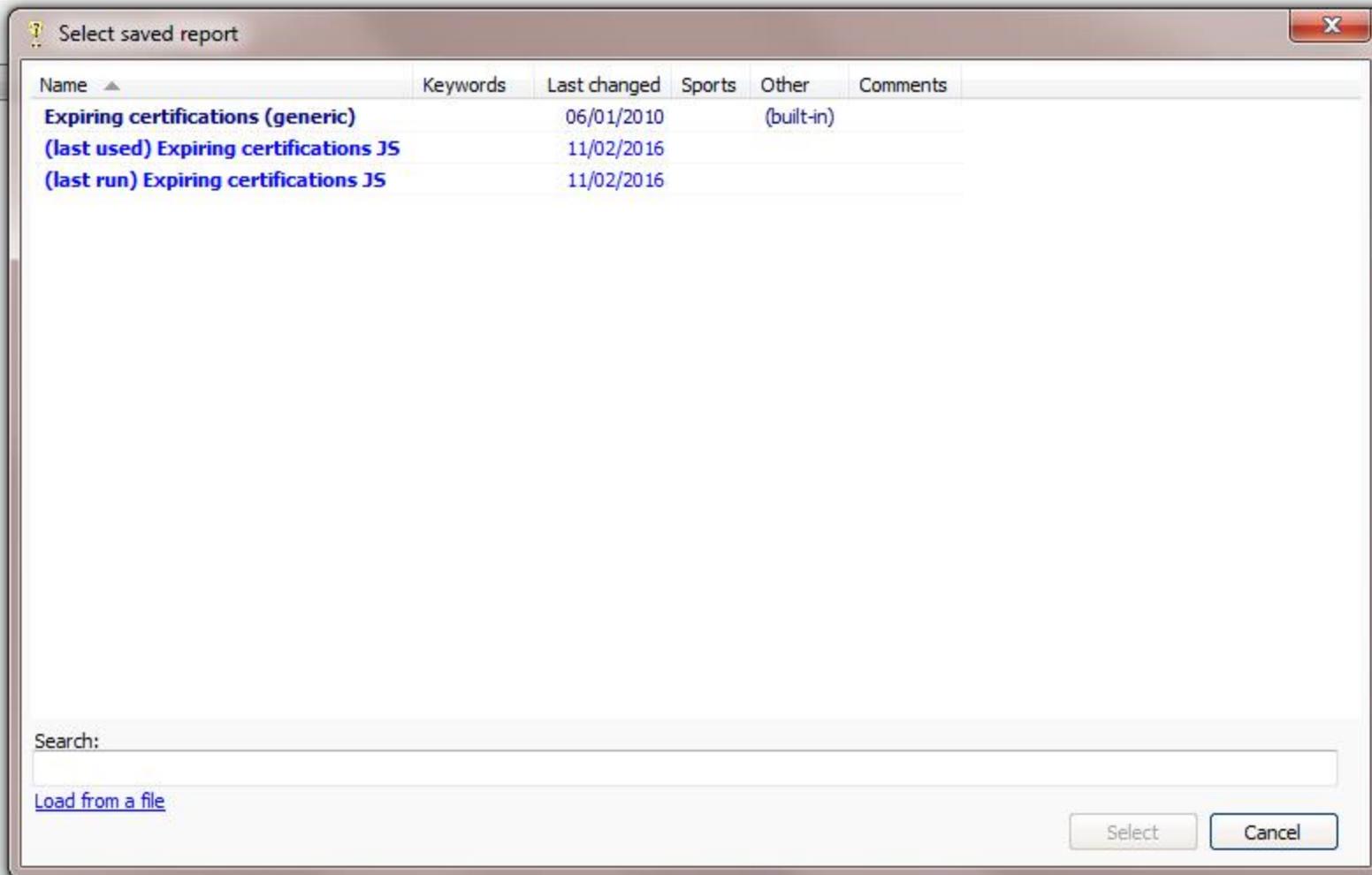
**Tools**  
Expiring certifications JS  
**Load settings** Save settings  
Properties Clear settings  
Save as a shortcut  
Design report  
Calculated fields  
Detail filtering/sorting

**Sorting**  
Sort #1: Name ↑ (no page break)  
Add sort

**Output options**  
Print to: Screen

Settings: Expiring certifications reports  
Report title:  
Expiring certifications  
Certification type:  
Athlete Medical  
Expiring between: and:  
06/02/2004 11/02/2016  
Groups:  
(no filter)  
People types:  
Athlete  
 Only people on selected lists  
Exclude people who are:  
Banned,Deceased,Status: Inactive,Status: Terminated

When you left click on Expiring Certifications this is the screen that will appear. Left click on the Load settings option that is highlighted in red in the upper right.



This is the screen that appears after Load settings. Left click Expiring Certifications JS.

Settings: Expiring certifications reports

Report title:

Expiring certifications

Certification type:

Athlete Medical

Expiring between: and:

06/02/2004

11/02/2016

Groups:

(no filter)

People types:

Athlete

Only people on selected lists

Exclude people who are:

Banned,Deceased,Status: Inactive,Status: Terminated

This is the screen that appears. Click on athlete type and select Athlete Medical. Make your Expiring dates the dates you wish to have and select print. Under “Groups” select your area, Left click on print in the lower right hand corner

*Expiring certifications*

ge 1 of 408  
11/02/2016 13:50

<b>, Alvado</b>	2/2/1995	Male	Athlete	A13 N-KEARNEY	Expiration date	9/26/2015
<b>, JEREMY LEVI</b>	8/30/1994	Male	Athlete	A14 ROG	Expiration date	5/1/2005
<b>, Justen Everett</b>	7/8/1990	Male	Athlete	A23 DOWNER	Expiration date	10/31/2014
<b>, matthews patrick</b>		Unknown	Athlete	A04	Expiration date	9/17/2010
<b>, Salina Jones</b>	4/28/1993	Female	Athlete	A16 Calhour	Expiration date	2/1/2014
<b>O'malley, Kathryn</b>	12/29/1969	Female	Athlete		Expiration date	4/19/2007
<b>Aalderink, Zachary d.</b>	9/4/1986	Male	Athlete	A12	Expiration date	1/28/2010
<b>Aardema, Amy</b>	6/30/1987	Female	Athlete	A11 BCHS-TE	Expiration date	11/3/2007
<b>AARON, ROBERT</b>	10/1/1987	Male	Athlete	A26	Expiration date	11/16/2007
<b>AARON, SEAN</b>	5/5/1999	Male	Athlete	A26 HENDERSON	Expiration date	11/30/2013
<b>ABAIR, SHELLEY</b>	7/18/1972	Female	Athlete	A17 BLC	Expiration date	5/8/2015
<b>Abalos, Rocky E.</b>	5/19/1997	Male	Athlete	A34	Expiration date	4/20/2012
<b>Abbott, Carolann</b>	11/9/1989	Female	Athlete	A12	Expiration date	10/27/2007
<b>Abbott, Cheryl</b>	3/29/1966	Female	Athlete	A03	Expiration date	4/3/2008

This is what the report  
will look like. Except  
it will just be your area