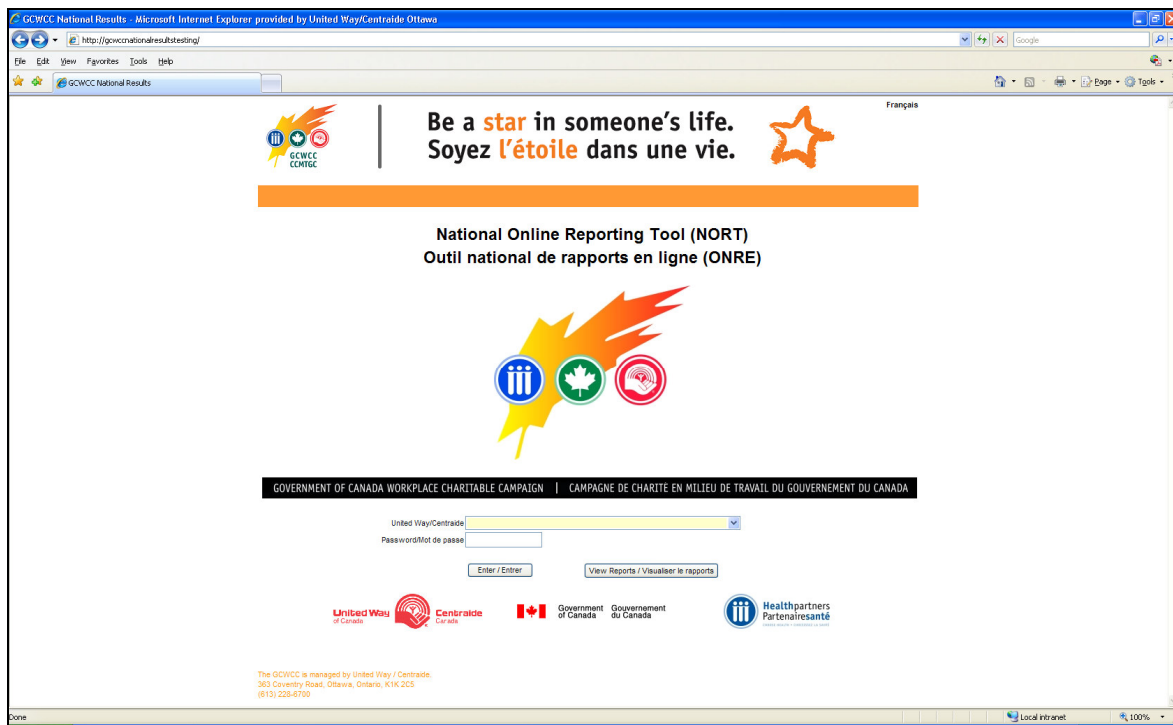


## Guide for Viewing GCWCC National Results by Department/Agency in NORT

The Government of Canada Workplace Charitable Campaign (GCWCC) national results for all departments and agencies are recorded using the National Online Reporting Tool (NORT) following the campaign each year in January. GCWCC Managers, located in 83 regions across Canada, obtain campaign results from the Treasurer of each department or agency running a campaign in their region and enter this information into NORT. The collaborative effort of the 83 GCWCC Managers representing the results for each region enables the composition of a national snapshot, allowing departments and agencies to follow their achievement across Canada. The following is a detailed guide for viewing the national results of a department/agency in NORT.

### To Access the System

To access the system please go to: [www.gcwcc-ccmtgc-national.org](http://www.gcwcc-ccmtgc-national.org)



### To Log-in

Upon entering NORT, immediately select **View Reports / Visualiser les rapports**. Please DO NOT select your region from the **United Way/Centraide** drop-down list and DO NOT enter the password right away.

Clicking this link will refresh the browser and eliminate the **United Way/Centraide** drop-down list, so that only the box for the **Password** remains and the window looks like this:

A screenshot of the NORT login page showing the password field and buttons. The field is labeled "Password / Mot de passe" and contains a yellow box. Below the field are two buttons: "Enter / Entrer" and "Go Back".

Please enter *GCWCC* as the **Password** (Note: the password is Caps sensitive)

## To View a Report

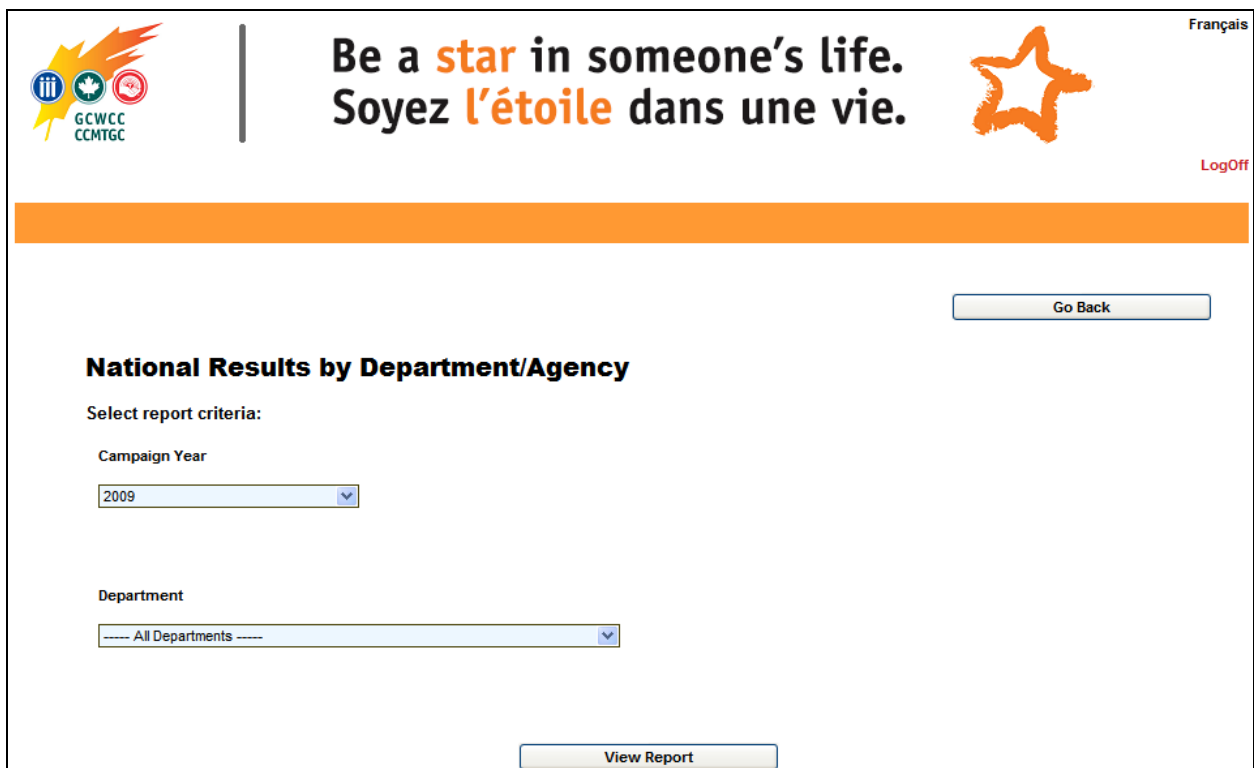
Upon log-in, you will be able to select the type of report you would like to view. From the drop-down menu, please select **National Results by Department/Agency** (as show below)



The screenshot shows the top navigation bar with the GCWCC logo on the left, the slogan "Be a star in someone's life. Soyez l'étoile dans une vie." in the center, and a star icon on the right. The language is set to "Français" and there is a "LogOff" link. Below the navigation bar is a large orange horizontal bar. Underneath, the "Select a report:" section contains a dropdown menu with the following options: "Select a report", "Summary by Province", "Summary by Province and United Way", "National Results by United Way", "National Results by Department/Agency" (highlighted in blue), "Friends and Leaders by United Way", "Friends and Leaders by Department/Agency", "Designations - Percentage of Total - by Province and United Way", and "Comparative Results".

You will be navigated to the following menu, where you will be able to select the **Campaign Year** and **Department/Agency**.

**Note:** The current year's results will not be available until all results are in and they have been released from the GCWCC national office.



The screenshot shows the "National Results by Department/Agency" report criteria selection screen. It features the same top navigation bar as the previous screenshot. Below the orange bar, there is a "Go Back" button. The main heading is "National Results by Department/Agency". Under "Select report criteria:", there are two dropdown menus: "Campaign Year" with "2009" selected, and "Department" with "All Departments" selected. At the bottom, there is a "View Report" button.

Once you have made all of your selections, click

**View Report**

You will then be able to view the GCWCC national results for your department/agency for the selected campaign year. For example, see below:

**GCWCC - 2009 National Results by Department/Agency**  
**CCWTCC - Résultats nationaux 2009 par Ministère/organisme**


*Agriculture and Agri-Food Canada* / *Agriculture et Agroalimentaire Canada*

Code	Description	Catégorie	2009			2008			2007			2006			Total	Différence
			Montant	Unités	Unités	Montant	Unités	Unités	Montant	Unités	Unités	Montant	Unités	Unités		
100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100
<b>Total</b>																

Print Options

Page: 1 of 1

## To Print the Report

**Print the report** by selecting  in the top left hand corner. The following screen will appear. Select the portion of the report you would like to print (or the entire thing) and then follow your normal printing dialogue instructions.

**Print Options**

Enter the page range that you want to Print.

All



Pages

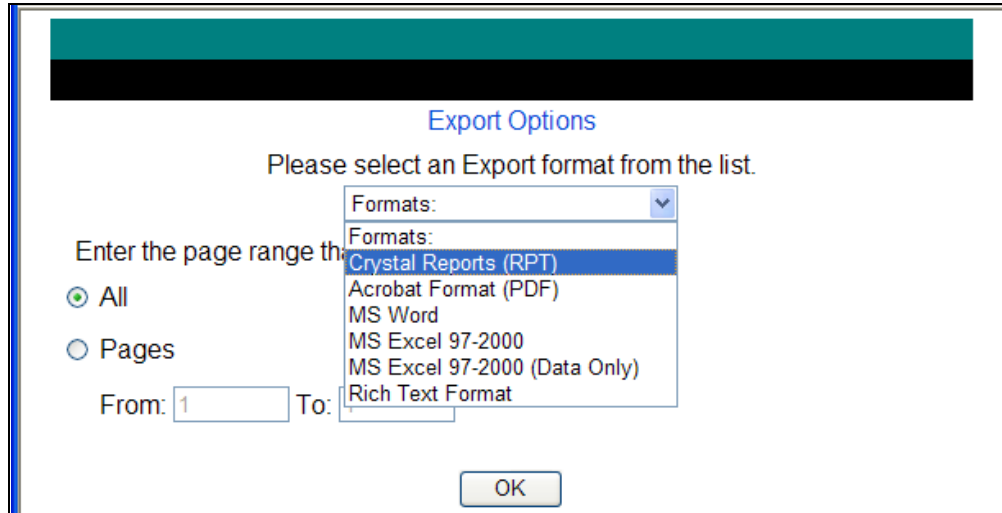
From:  To:

To Print:

- In the next dialog that appears, select the "Open this file" option and click the OK button.
- Click the printer icon on the Acrobat Reader Menu rather than the print button on your internet browser.

## To Save the Report

**Save the report** by selecting  in the top left hand corner. The following screen will appear. Select the format that you would like to save the report in. Then select the portion of the report you would like to save (by page number) or you may save the entire document and Click 



The image shows a dialog box titled "Export Options" with a blue header bar. Below the header, the text "Please select an Export format from the list." is centered. On the left side, there is a label "Enter the page range the" followed by two radio buttons: "All" (which is selected) and "Pages". Below the radio buttons are two input fields: "From:" containing the number "1" and "To:" which is empty. A dropdown menu is open, showing a list of export formats: "Crystal Reports (RPT)", "Acrobat Format (PDF)", "MS Word", "MS Excel 97-2000", "MS Excel 97-2000 (Data Only)", and "Rich Text Format". The "Crystal Reports (RPT)" option is highlighted in blue. At the bottom center of the dialog box is an "OK" button.