

Objective: Provide a high-level breakdown for users to utilize the Year-End Verification functionality in BCRM.

Prior to Utilizing the Year-End Verification Dashboard in BCRM...
Confirm your totals and check for errors utilizing Power BI and BCRM reporting.

Year-End Verification BCRM Functionality
Navigating to and using the Year-End Verification Dashboard

1. Navigate to the BCRM homepage.
2. Click on **Program Management** section on the navigation bar.
3. Click the **Year-End Verification** link.
4. Review totals in the **Year-End Verification - Site Numbers** section of the dashboard.
5. Click the green and white chevron button on the left-hand side and use the corresponding status update buttons that appear in the screenshots below to change the status of your totals (ILEs and Classes for you JA Area):

Year End Verification - Site Numbers (2) Filters 📄 🔍 📄 More

Site	Year-End Status	Learning Experience Count	Students	Hours
JA E-Learning	Unconfirmed - Unlocked	21	1112	24465
📄 🔍 📄 More				
📄 🔍 📄 More				
JAEL District	Verified - Locked	1	10	70

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6. If your JA Area has multiple subsites, you will need to update the status of each individual subsite.
7. Once you have made a status change an email will be sent to confirm the change (please note: email process runs every 4 hours for this process).