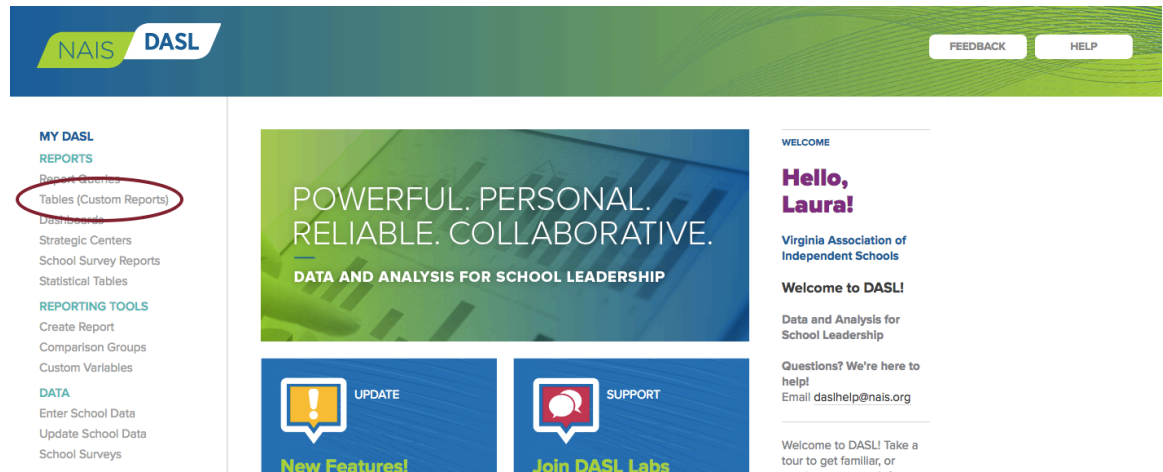


How to Download Custom DASL Reports for the Doc Box

1. Log in to DASL (dasl.nais.org)
2. On the left side, click Tables (Custom Reports)



3. Once on the Tables page, use the first drop down menu to select Virginia Association of Independent Schools.

REPORTS Tables

Association	✓ Select an association to narrow down the templates... National Association of Independent Schools (NAIS) Virginia Association of Independent Schools
Category	
Template	Select a template...

4. Then select the template you want to download.

REPORTS

Tables

Association: Virginia Association of Independent Schools

Category: General

Template: **Select a template**
VAIS Accreditation 01 - Enrollment
VAIS Accreditation 02 - Tuition and Financial Aid
VAIS Accreditation 03 - Faculty Salaries
VAIS Accreditation 05 - Financial Operations
VAIS Accreditation 06 - Annual Giving
VAIS Accreditation 07 - Capital Giving
VAIS Accreditation 08 - Admissions

5. Once you choose the template, DASL will auto-populate the years to include the current and previous four years. Select your school by typing the school name into the “My School” box.

REPORTS

Tables

Association: Virginia Association of Independent Schools

Category: General

Template: VAIS Accreditation 01 - Enrollment

Select Years

2013-14 2014-15 2015-16 2016-17 2017-18

My School

Search for School (at least 3 characters)

View Table

Export to Excel

Export to PDF

6. Then you have three options to view the table. Clicking “View Table” allows you to see the data online. “Export to Excel” will download the table as an excel workbook. “Export to PDF” will download the table as a PDF document (this option does not allow you to manipulate the data).