Steps to **Generate the TAA Benchmarks Report for Completion TRA Eligibility**
Please note: the name of the report is: **TAA Benchmarks Report for Completion TRA Eligibility**
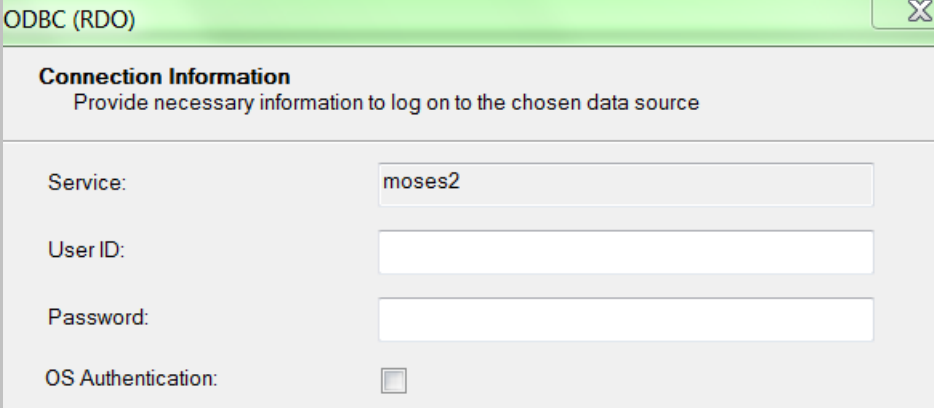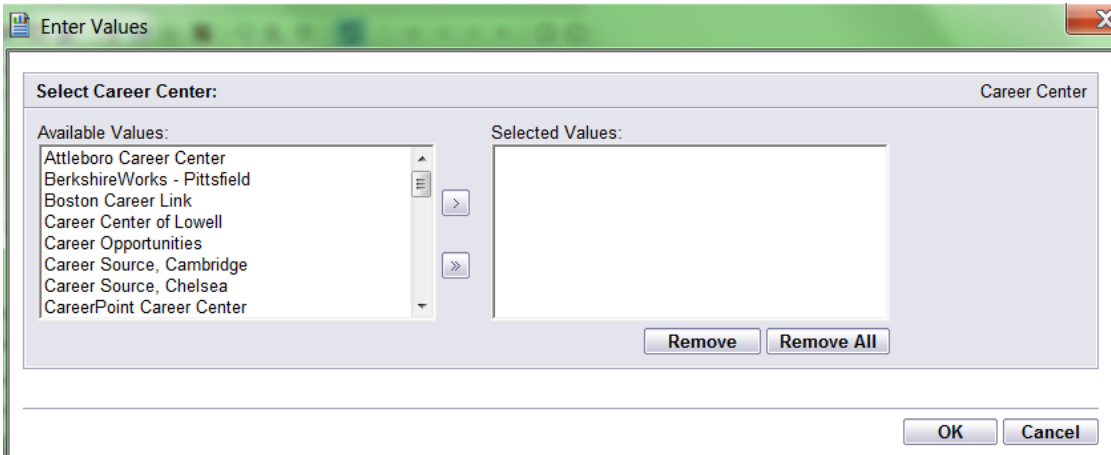
Steps	Action Required
1	Go to **TAA Benchmarks Report for Completion TRA Eligibility** http://www.mass.gov/massworkforce/resources/crystal-reports-project/rapid-response-neg-trade/
2	To open the "**Outstanding Benchmarks for Completion TRA Eligibility**" report go to the refresh symbol or hit **F5** once is open a Window will pop out (ODBC (RDO) Connection Information
3	The **(ODBC (RDO) Connection Information** Window will open Enter MOSES login information (Username and Password) Click **Finish**
4	**Enter Values** window will open. Select your Career Center and click **OK**
5	The **Outstanding Benchmarks for Completion TRA Eligibility** report will generate