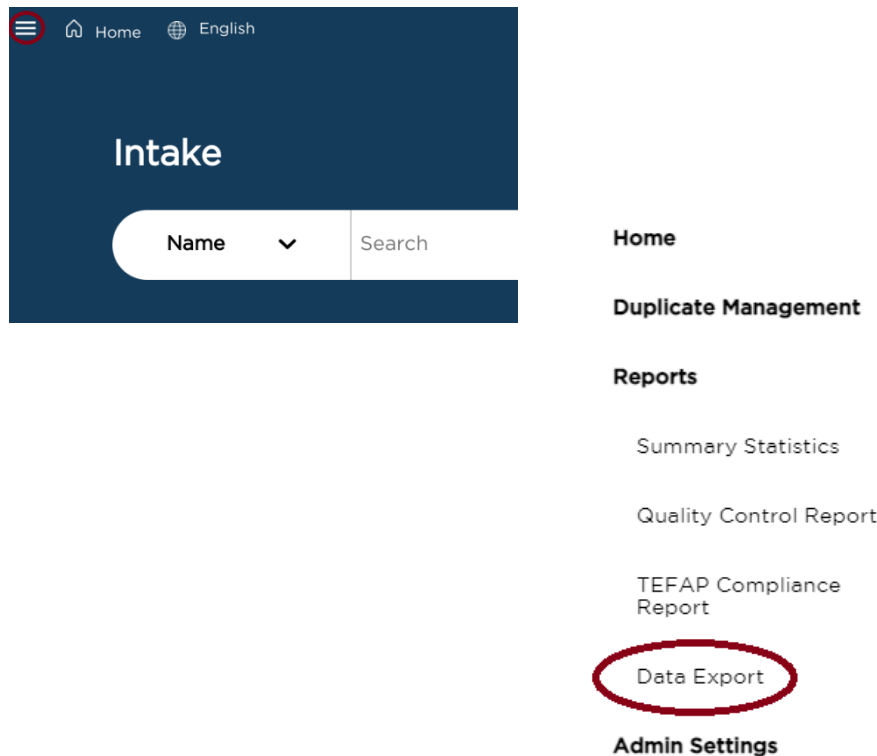


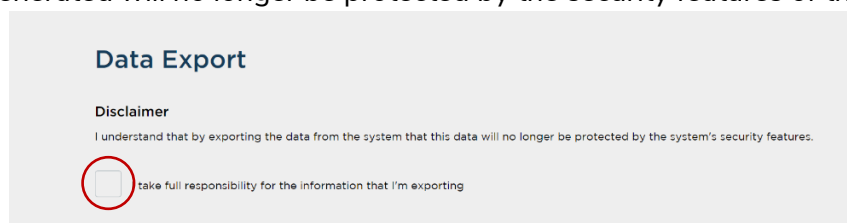
## Performing a Data Export

A roster of the neighbors you have served during a specific time period can be generated through a spreadsheet utilizing the Data Export feature.

Begin by clicking on the three horizontal lines in the upper left-hand corner of the main screen, then click **“Data Export.”**




Click the box next to “I take full responsibility for the information that I’m exporting.” This statement acknowledges that since the data is being pulled out of the database, the spreadsheet generated will no longer be protected by the security features of the database.





From the “Type of Data Export” drop down, you will then select the type of data export you’d like to perform. There are four options for the type of export.

1. **Neighbor roster.** All members of each household you have served.
2. **Household roster.** Only the information for the head of household.
3. **All data (identified).** All information gathered, including race, gender, and any other questions your pantry may ask.
4. **All data (de-identified).** Includes the same information as All data (identified) with identifying information such as name and address removed.

Next select the date range for which you would like to export data, up to one year. To change the date range, click the calendar icon  and select the dates.

A form titled "Visit Date Range" with two date input fields. The first field contains "12/17/2022" and the second contains "1/17/2023", with "TO" between them. Both fields have a calendar icon. Below the fields is a blue error message: "Date range cannot be greater than 1 year."



The last fields are only relevant to a pantry with multiple locations or with services beyond the food pantry. Select any if they apply to you or leave the fields blank.

A form with five dropdown menus: "Geography Type", "Geography Type Value", "Program Type", "Service Type", and "Government Program". Each dropdown has a "Select" option and a small question mark icon.

Click generate report.



The report will generate as either an Excel spreadsheet or a Google Sheet spreadsheet, depending on the device you’re using.

If using a Chromebook, you will likely need to access the spreadsheet by visiting the Downloads folder. Start by clicking the circle icon  in the lower left corner of the screen. Then select Files,  then click Downloads.

