



Create OCR File

Table of Contents

Create OCR File	i
Create OCR File	1

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OCR > Utilities > Create OCR File

This page allows you to create files by campus, or one file for all campuses, for federal reporting.

Create file:

Field	Description
Select Campus	Select the campus for which to create the OCR file. Or select <i>All</i> to create a file with data for all campuses.
Select Part	Select Part 1 (for review only) or Part 2 (for review only) to review the extracted data in Part 1 or Part 2. A CSV file is downloaded according to your browser settings. This data is for review only. The submission has a consolidated layout and must be submitted in one file. Select Combined File for Submission to generate the consolidated file that can be submitted to the CRDC.
Unique File Identifier	Type a unique seven-character identifier for the file. This identifier will be part of the file name that is created by this utility.

Click **Execute**. You are prompted to open or save the file.