


# Cafeteria Export

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# Cafeteria Export

***Registration > Utilities > Cafeteria Export***

This utility creates an export file for third-party cafeteria systems.

Click here to view the interface (PDF format).

## Export data:

Select the codes you want to include in the extract.

| Field | Description |
|---|---|
| **Include on Export/Report** | Select the campus to which you are currently logged on, or select all campuses.<br><br>If extracting data for one campus, the file name will be CAFEXP.###.TXT, where ### is the campus ID.<br><br>If extracting data for all campuses, the file name will be CAFEXP.ALL.TXT.<br><br>You can change the name if necessary.<br><br>The district report is grouped by campus ID. The campus ID and name are printed for each campus. |
| **Show Report** | Click to view the information that will be exported. The report is displayed at the bottom of the page.<br>Review, save, and/or print the report.<br><br>**Review the report using the following buttons**:<br><br>Click First to go to the first page of the report.<br>Click ◀ to go back one page.<br>Click ▶ to go forward one page.<br>Click Last to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click to save and print the report in PDF format.<br>Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.<br>Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |

Click **Execute** to create the export file.

- When the process is finished, a message is displayed indicating that the export file was downloaded to a local directory and the number of students processed.

- The report is displayed at the bottom of the page. Review, save, and/or print the report.

  **Review the report using the following buttons**:

  Click First to go to the first page of the report.
  Click ◀ to go back one page.
  Click ▶ to go forward one page.
  Click Last to go to the last page of the report.

  **The report can be viewed and saved in various file formats**.

  Click  to save and print the report in PDF format.
  Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
  Click  to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.


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