


# 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.

## Export data:

❑ Select the codes you want to include in the extract.

| | |
|---|---|
| **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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