



# Cafeteria Export



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## 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
<b>Include on Export/Report</b>	<p>Select the campus to which you are currently logged on, or select all campuses.</p> <p>If extracting data for one campus, the file name will be CAFEXP.###.TXT, where ### is the campus ID.</p> <p>If extracting data for all campuses, the file name will be CAFEXP.ALL.TXT.</p> <p>You can change the name if necessary.</p> <p>The district report is grouped by campus ID. The campus ID and name are printed for each campus.</p>
<b>Show Report</b>	<p>Click to view the information that will be exported. The report is displayed at the bottom of the page.</p> <p><a href="#">Review, save, and/or print the report.</a></p> <p><b>Review the report using the following buttons:</b></p> <p>Click  to go to the first page of the report.</p> <p>Click  to go back one page.</p> <p>Click  to go forward one page.</p> <p>Click  to go to the last page of the report.</p> <p><b>The report can be viewed and saved in various file formats.</b></p> <p>Click  to save and print the report in PDF format.</p> <p>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.</p> <p>Click  to close the report window. Some reports may have a <b>Close Report, Exit, or Cancel</b> button instead.</p>

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, or print the report.



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