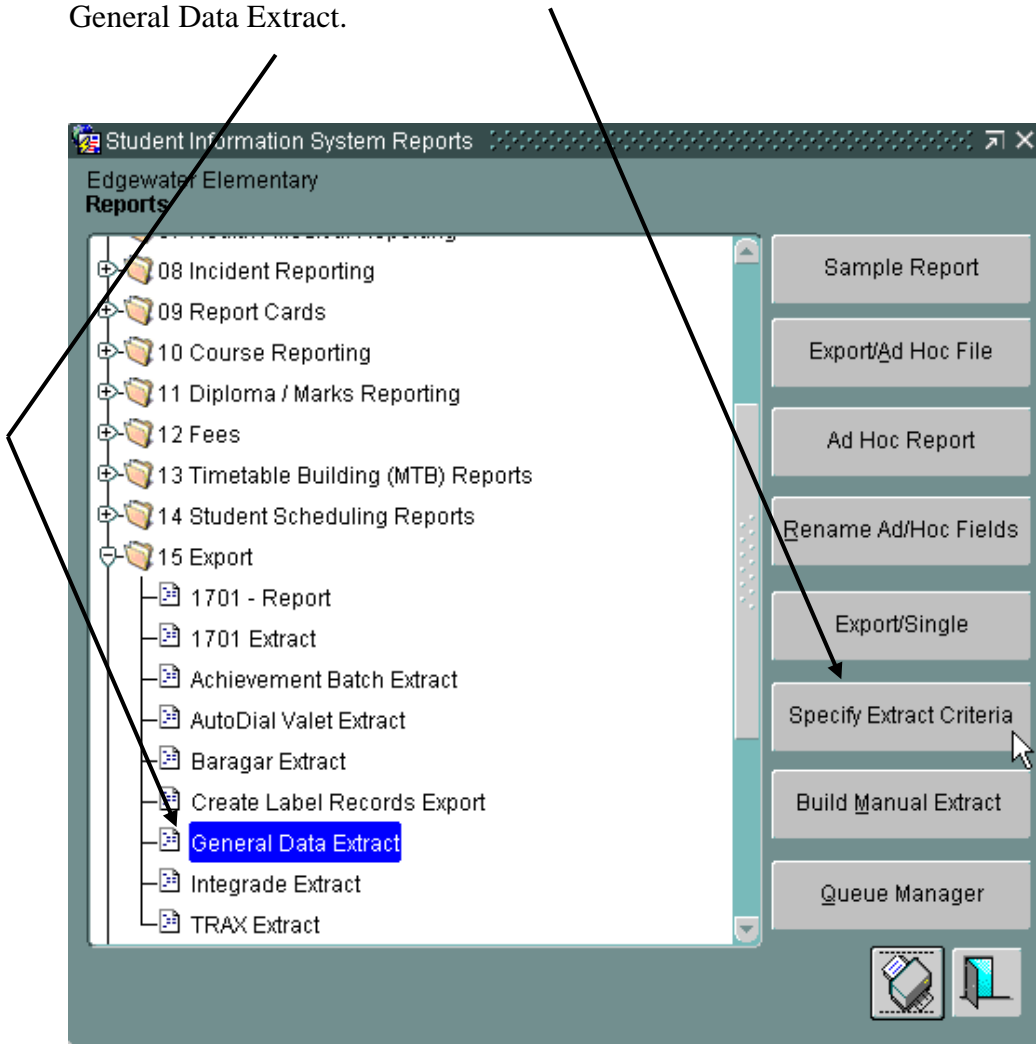


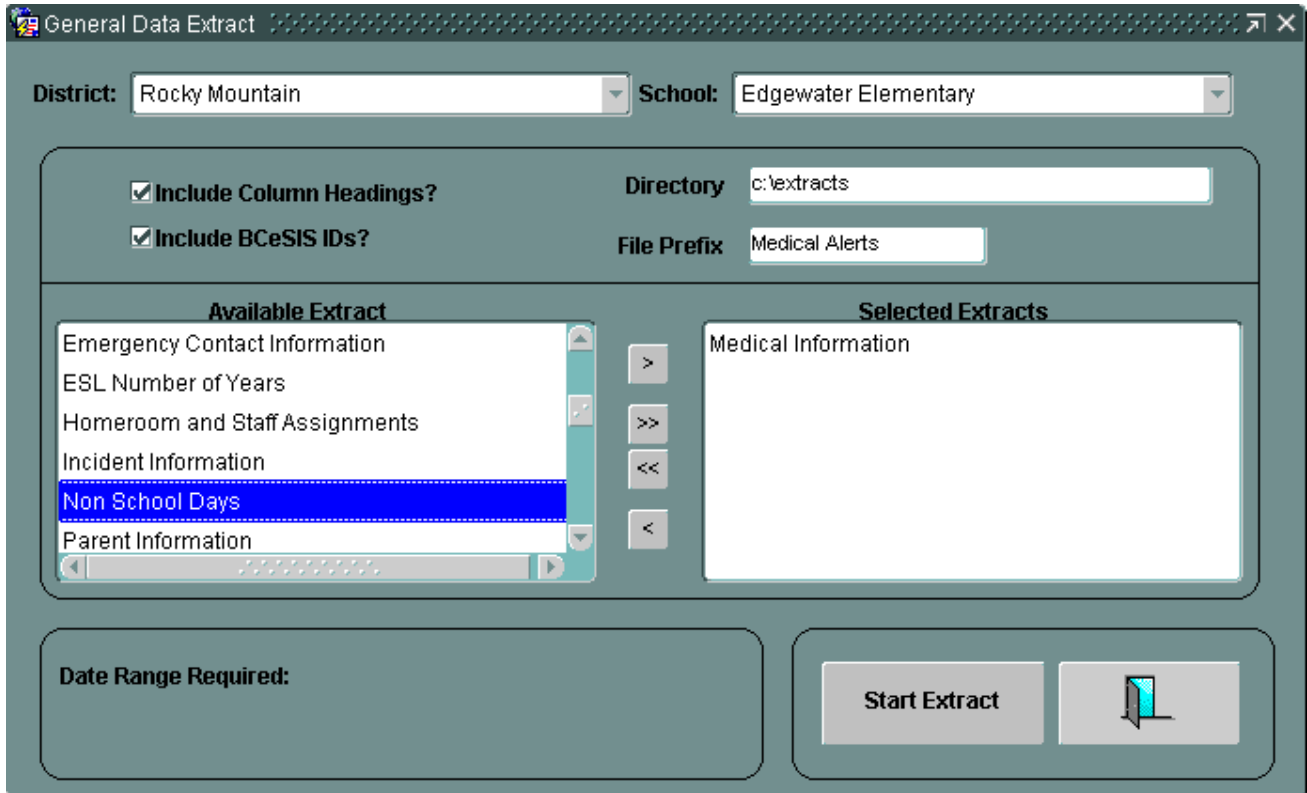
Medical Alerts Report

First create a directory on your “c” drive called “extracts”.

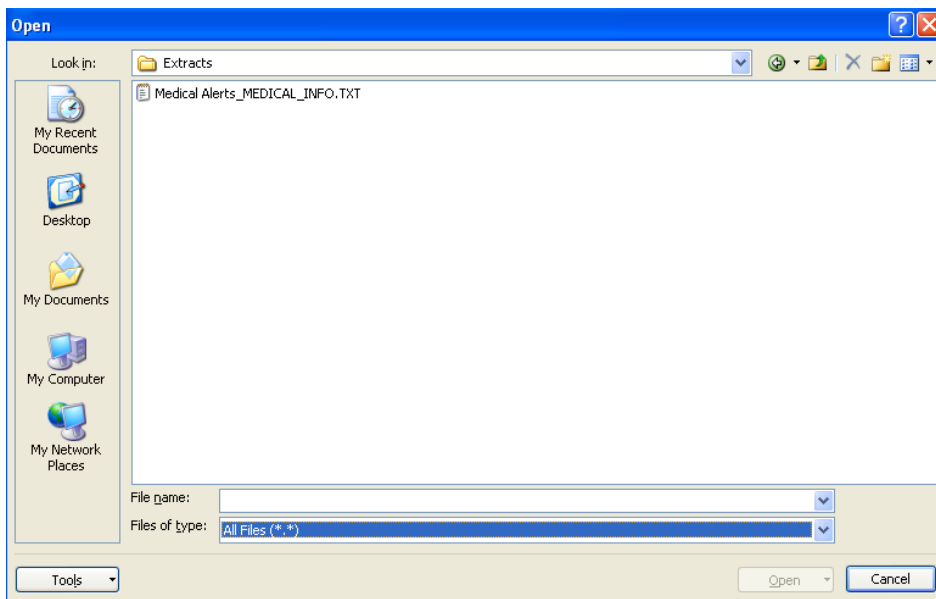
Once in Reports go to Specify Extract Criteria to include all student data. Then, go to the General Data Extract.



From the GDE screen, make sure your settings are the same as those shown below. Select Medical Information from the left and add it to the right. Be sure to include Column Headings and BCeSIS IDs. The File Prefix will be the file name. Then click Start Extract.



Close out all windows when the extract is complete, open up Excel, navigate to the Extracts folder and be sure to have Files of Type set to All Files. Open the Medical Alerts file.



Be sure Delimited is selected in the first screen.

Choose the file type that best describes your data:

- Delimited - Characters such as commas or tabs separate each field.
- Fixed width - Fields are aligned in columns with spaces between each field.

Check both Tab and Comma below so that the data lines up in columns.

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

- Tab
- Semicolon
- Comma
- Space
- Other:

Treat consecutive delimiters as one

Text qualifier: " ▼

Data preview

Student Number	Student Legal Last Name	Student Legal First Name	Grade	Home
241941	Weaver	Luke	05	5
340021	Johnson	Moses	01	2
430776	Haight	Bethany	03	3
480203	Maurer	Tristan	04	4

Buttons: Cancel, < Back, Next >, Finish

From the last screen just click Finish. You will now have your Medical Alerts extract in an Excel spreadsheet.