

# Data Extract Tool

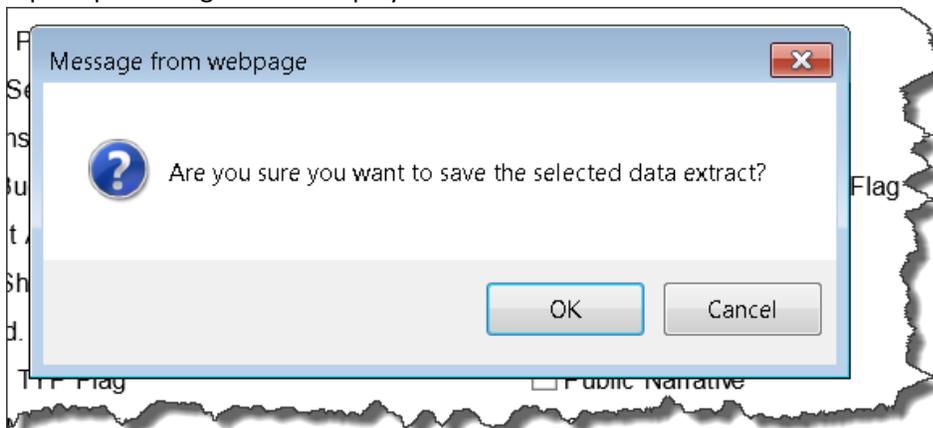
## Naming and Saving Extracts Training Documentation

1. Within the Data Extract Tool, select the fields to be displayed within the report and the criteria to be extracted.
2. Within the **Saved Data Extracts** field, enter the name of the extract to be saved. If this extract is to be viewed by all MPMS users, click the **Global** option. (Note: Within the next MPMS release, the option to have the extract viewable by those within a selected district will be available.)



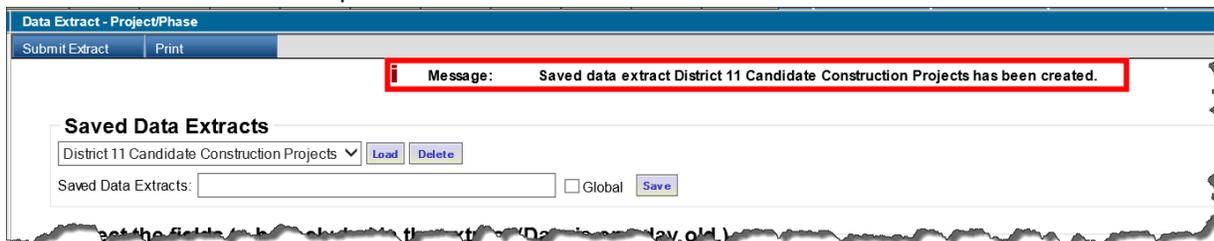
The screenshot shows the 'Data Extract - Project/Phase' interface. At the top, there are 'Submit Extract' and 'Print' buttons. Below that is the 'Saved Data Extracts' section with a text input field containing 'District 11 Candidate Construction Projects', a 'Global' checkbox, and a 'Save' button. Underneath is the 'Select the fields to be included in the extract (Data is one day old.)' section, which includes a 'Project Fields' button with '(Select All?)' and several checkboxes, including 'Project ID' and 'Project Title' which are checked.

3. Click the **Save** button.
4. A prompt message will be displayed. Click the **OK** button.



The screenshot shows a 'Message from webpage' dialog box. It contains a question mark icon and the text 'Are you sure you want to save the selected data extract?'. At the bottom, there are 'OK' and 'Cancel' buttons.

5. A message indicating the extract has been saved will be displayed and the saved extract will be displayed within the **Saved Data Extracts** drop-down list.



The screenshot shows the 'Data Extract - Project/Phase' interface after saving. A red-bordered message box at the top says 'Message: Saved data extract District 11 Candidate Construction Projects has been created.' Below it, the 'Saved Data Extracts' section now has a dropdown menu with 'District 11 Candidate Construction Projects' selected, and 'Load' and 'Delete' buttons next to it. The 'Save' button is still present.

6. To reload the saved extract, select the extract from the drop-down list and click the **Load** button. The saved criteria will be displayed.
7. To delete the saved extract, click the **Delete** button and the extract will no longer be displayed within the drop-down list.