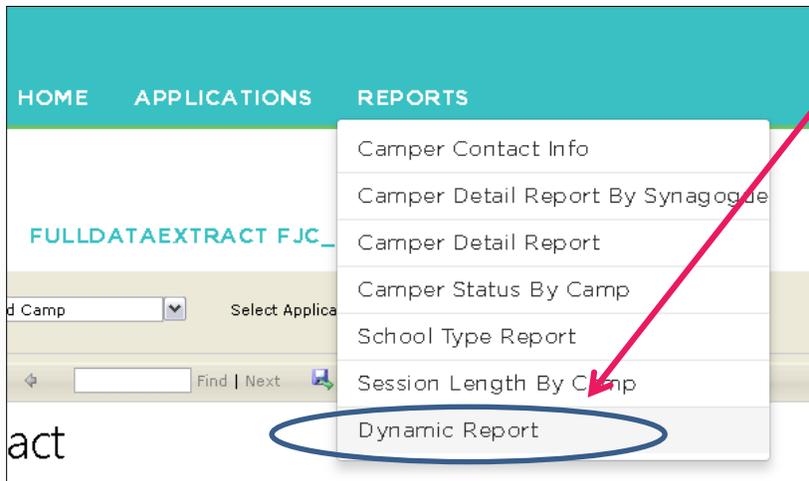




Full Data Extract Report

The Full Data extract is a report that provides OHC partners with a breakdown of majority of the information filled out by the parents on the One Happy Camper application. This has all the information from all years your program has been an OHC partner. Since it is a fairly large report there is a different process for pulling the information.

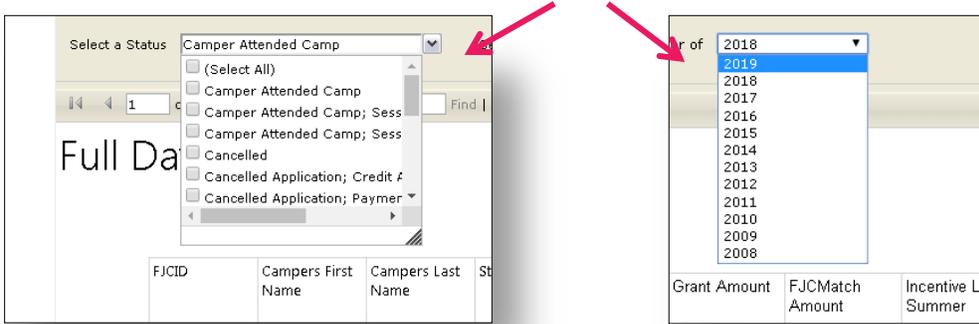
1. Scroll over to *Reports* at the top of the screen and select “Dynamic Reports”.



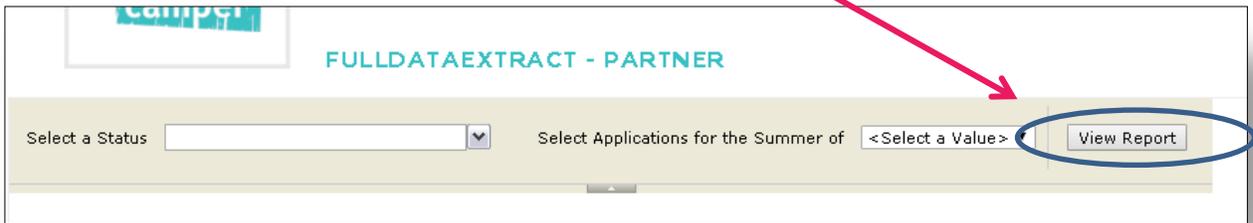
2. Click on the blue lettering on the right side that says “FullDataExtract– Partner”.



3. Select the status(es) and year that you are interested in viewing. You can only choose 1 year at a time.



4. Select "View Report".



5. Download the report by clicking on the blue square icon in the middle of the screen. Once you select "Excel" the report should begin to download right away.

