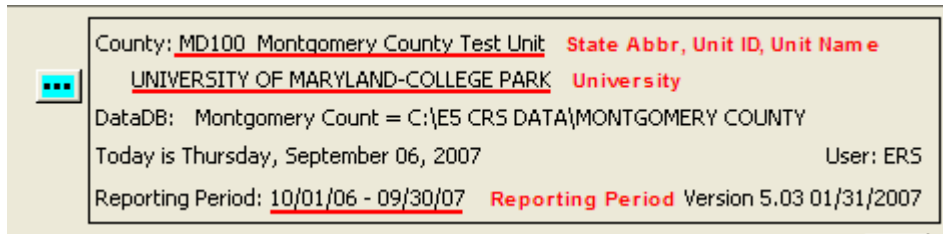


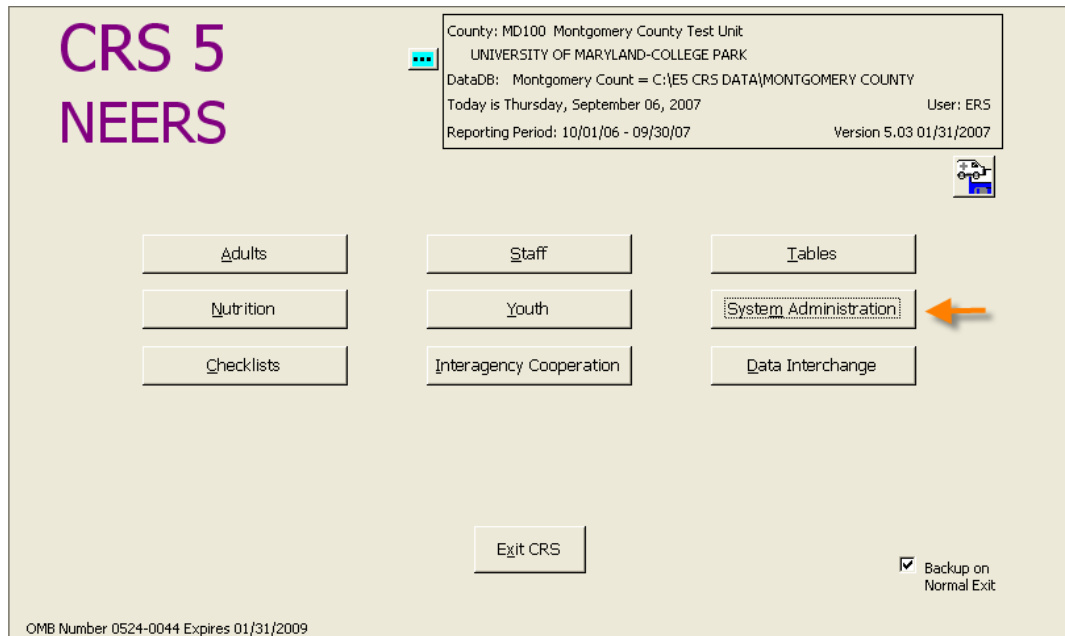
## EXPORTING CRS5 DATA

1. **Open CRS5 and verify the State Abbreviation, Unit ID, Unit Name, University, and Reporting Period in the Information Box on the top right of the Main Switchboard.** *In this example: State Abbreviation – MD, Unit ID – 100, University – University of Maryland-College Park, and Reporting Period – 10/01/06-09/30/07.*

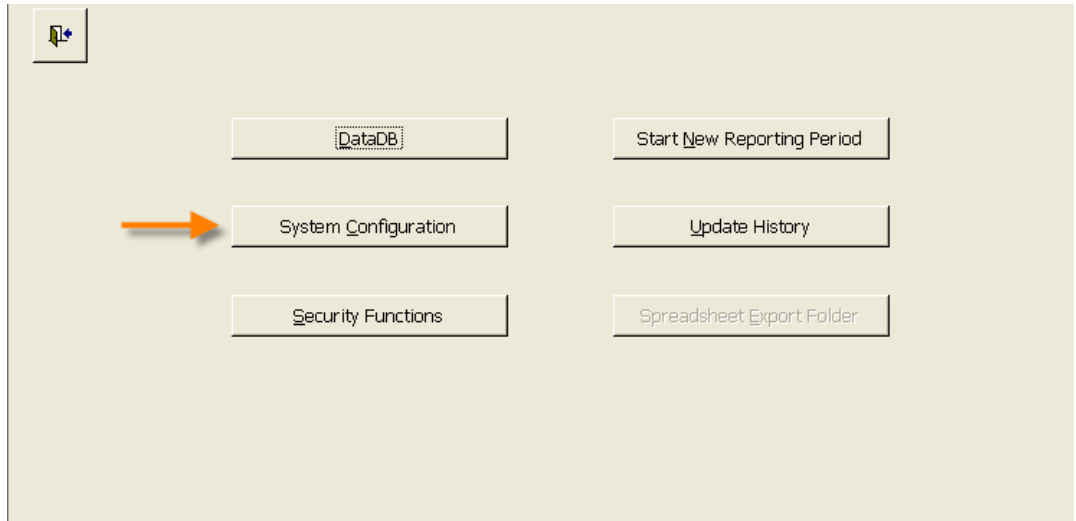


## 2. Correct Errors

- **Click on System Administration**



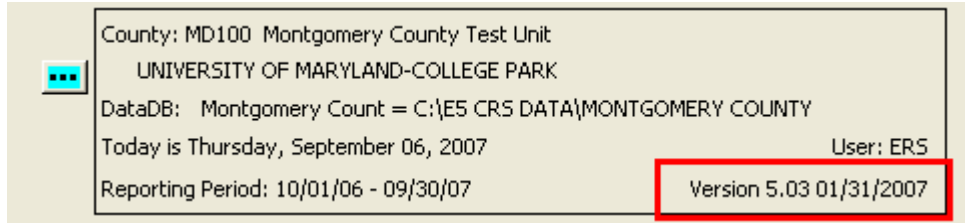
- Click on System Configuration



- Enter updated information into the System Configuration screen and click “Save”

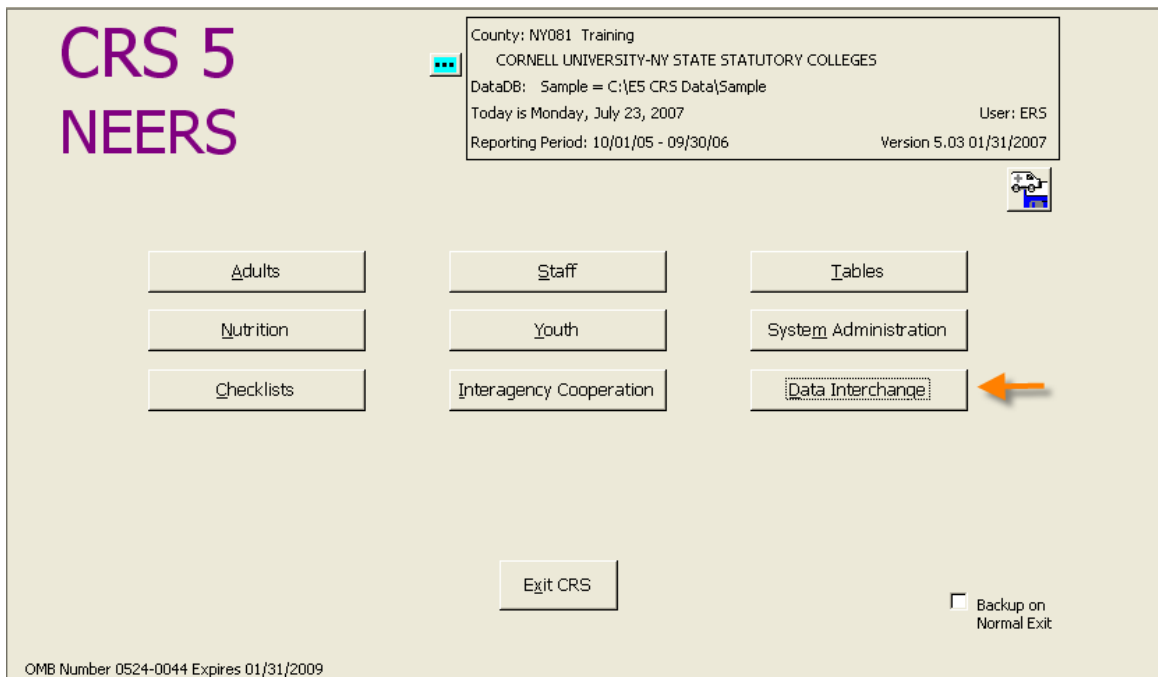
A screenshot of the 'System Configuration' form. The form contains several fields and dropdown menus. An orange arrow points to the 'Save' button at the bottom. The form includes a warning message: 'All fields, except the Sub Unit, are required.' The fields are: System Level: County; State: MD; Unit ID: 100; Sub Unit: (empty); Program: EFNEP; Institution: UNIVERSITY OF MARYLAND-COLLEGE PARK; Unit Name: Montgomery County Test Unit; Period Begin: 01-Oct-2006; Period End: 30-Sep-2007; Poverty Level Table: 48 Contiguous States and DC; Default Nutrition Method: Computerized Analysis. There are also two 'Cancel' buttons at the bottom right.

**3. Verify you are running CRS5 Version 5.03 dated 01/31/2007**

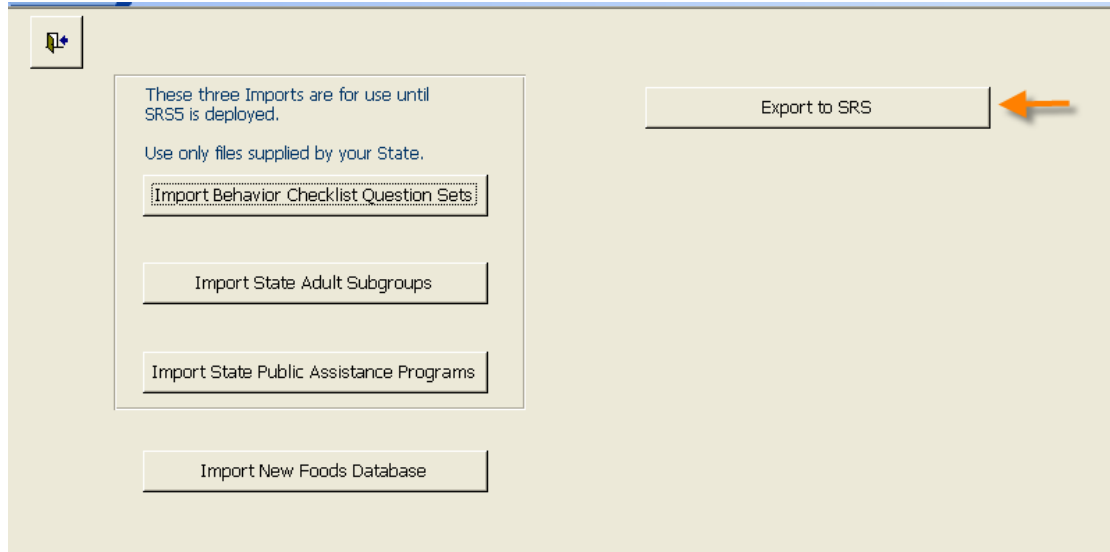


**4. If not, follow instructions posted at <http://www.csrees.usda.gov/nea/food/efnep/pdf/install.pdf> to update the software. Please be sure to follow each step.**

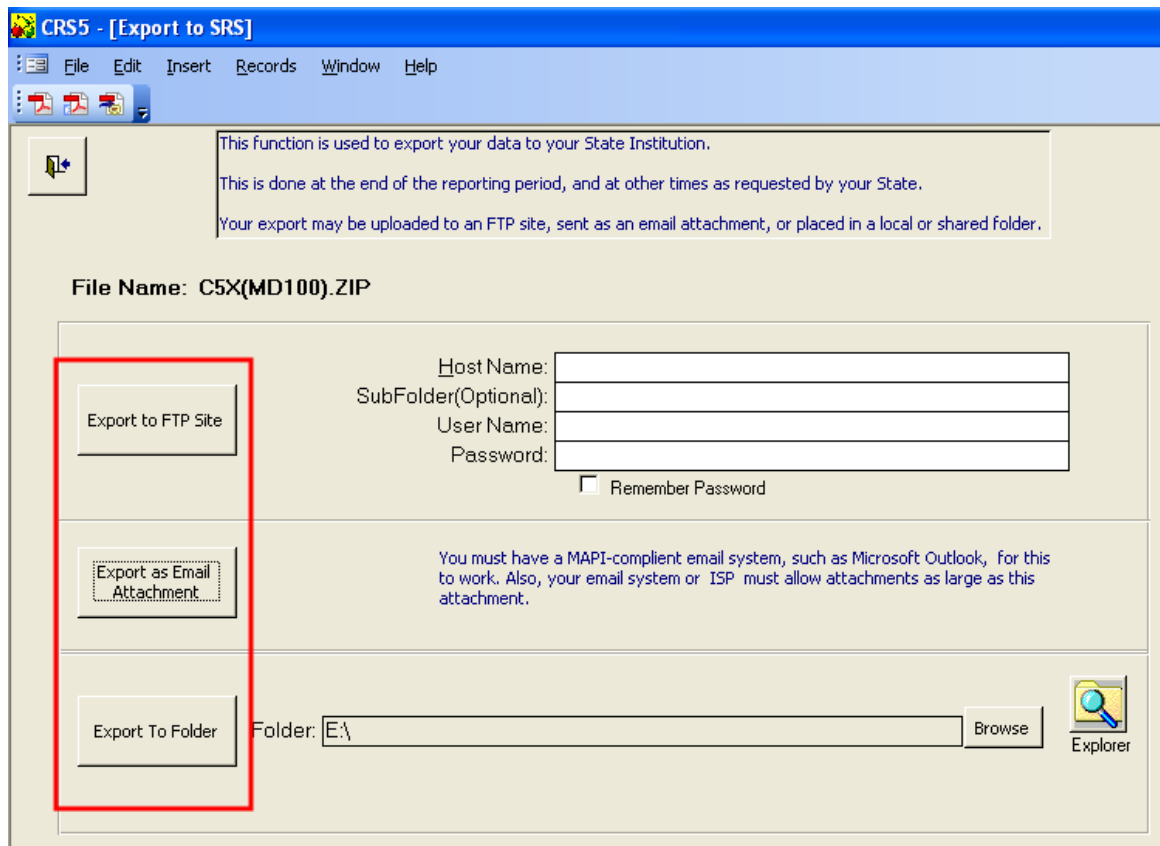
**5. From the Main Switchboard click on Data Interchange**



**6. Click on Export TO SRS**



**7. Select the method you wish to use to export the file. You can choose to “Export to FTP Site”, to “Export as Email Attachment” or to “Export to Folder”.**



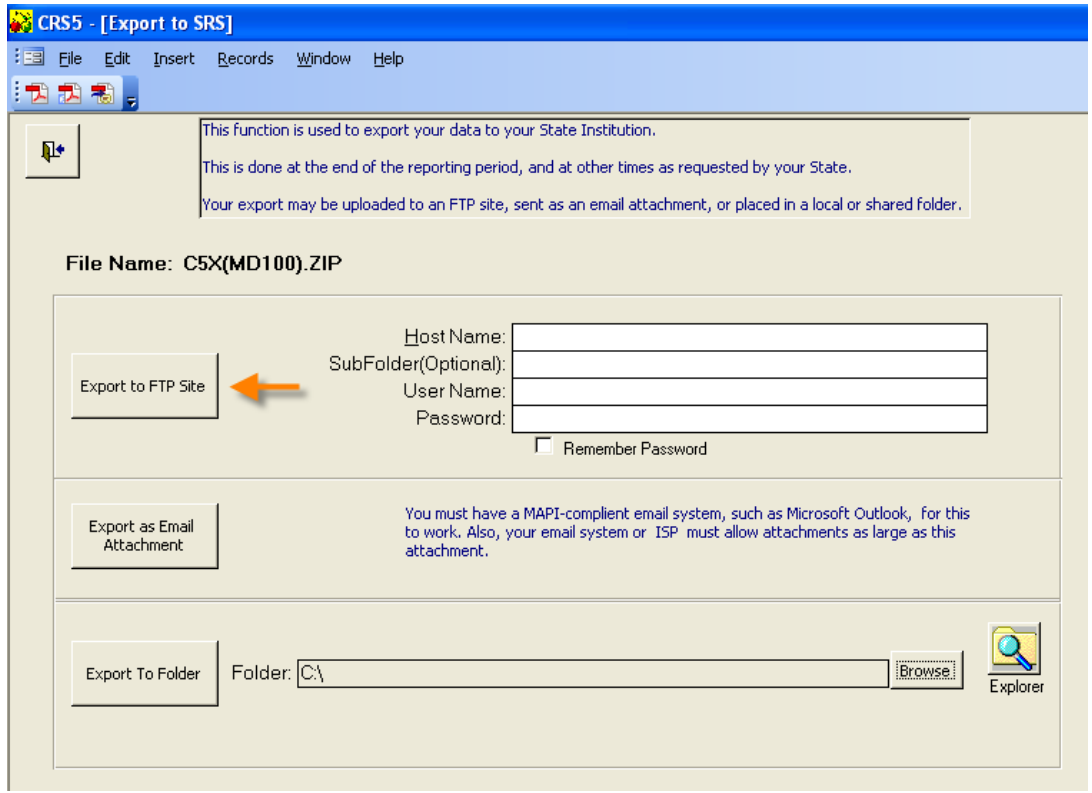
**If you selected “Export to FTP Site”**: This option can only be used if your state office has access to an FTP (File Transfer Protocol) site and has provided you with the Host Name, User Name and Password.

- **Enter the Host Name, User Name, Password and SubFolder if applicable.**

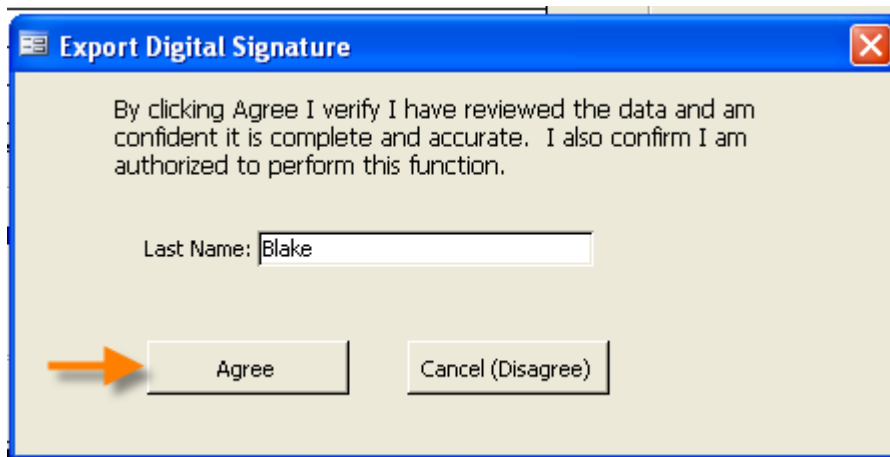
The screenshot shows the 'CRS5 - [Export to SRS]' application window. The title bar includes a menu bar with 'File', 'Edit', 'Insert', 'Records', 'Window', and 'Help'. Below the menu bar is a toolbar with several icons. The main content area is divided into three sections:

- Top Section:** Contains a help icon and a text box with the following text: "This function is used to export your data to your State Institution. This is done at the end of the reporting period, and at other times as requested by your State. Your export may be uploaded to an FTP site, sent as an email attachment, or placed in a local or shared folder."
- Middle Section:** Features a 'File Name: C5X(MD100).ZIP' label. Below this is a red-bordered box containing four input fields: 'Host Name:', 'SubFolder(Optional):', 'User Name:', and 'Password:'. A 'Remember Password' checkbox is located below the password field. To the left of this box is an 'Export to FTP Site' button.
- Bottom Section:** Contains an 'Export as Email Attachment' button and a text box stating: "You must have a MAPI-compliant email system, such as Microsoft Outlook, for this to work. Also, your email system or ISP must allow attachments as large as this attachment." Below this is an 'Export To Folder' button, a 'Folder: C:\' input field, a 'Browse...' button, and an 'Explorer' icon.

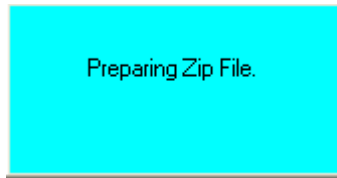
- Click on “Export as Email Attachment”



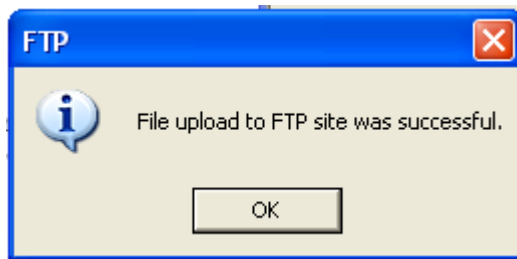
- Verify you have reviewed the data by entering your Last Name and clicking Agree



- **Wait while the ZIP file is prepared**



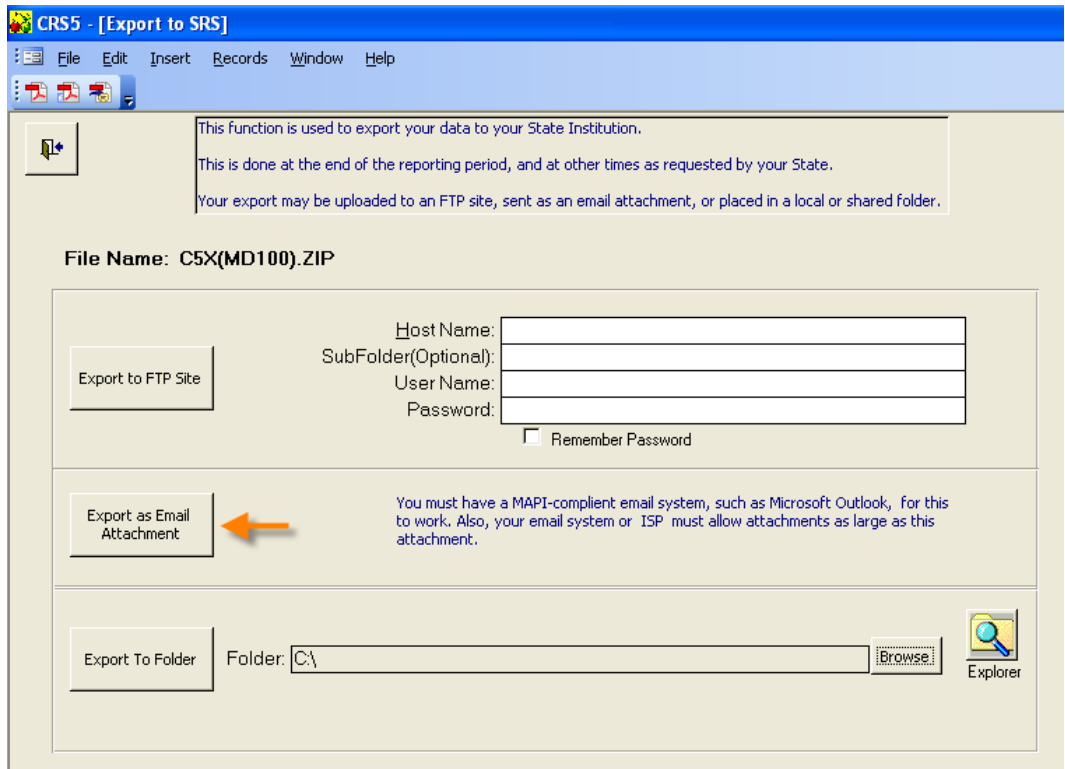
- **Click “OK” after the file has uploaded successfully**



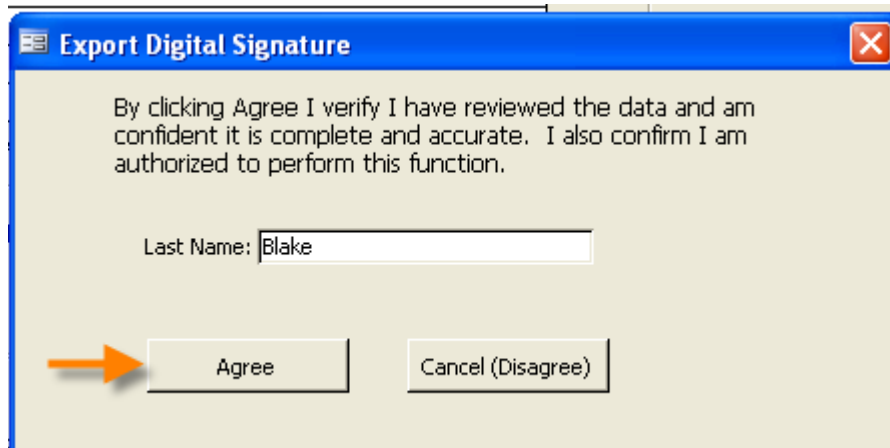
- **Notify your state office that the export file has been uploaded.**

**If you selected “Export as Email Attachment”:** If you have a MAPI - Messaging Application Programming Interface Compliant email program (e.g., Outlook, Outlook Express) you can select “Export as Email Attachment”. This function may not work with other email programs. In addition some outlook users may not be able to successfully use this function. If you have difficulty please contact your IT department for assistance.

- Click on “Export as Email Attachment”

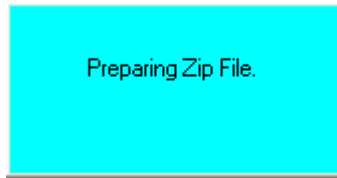


- Verify you have reviewed the data by entering your Last Name and clicking Agree

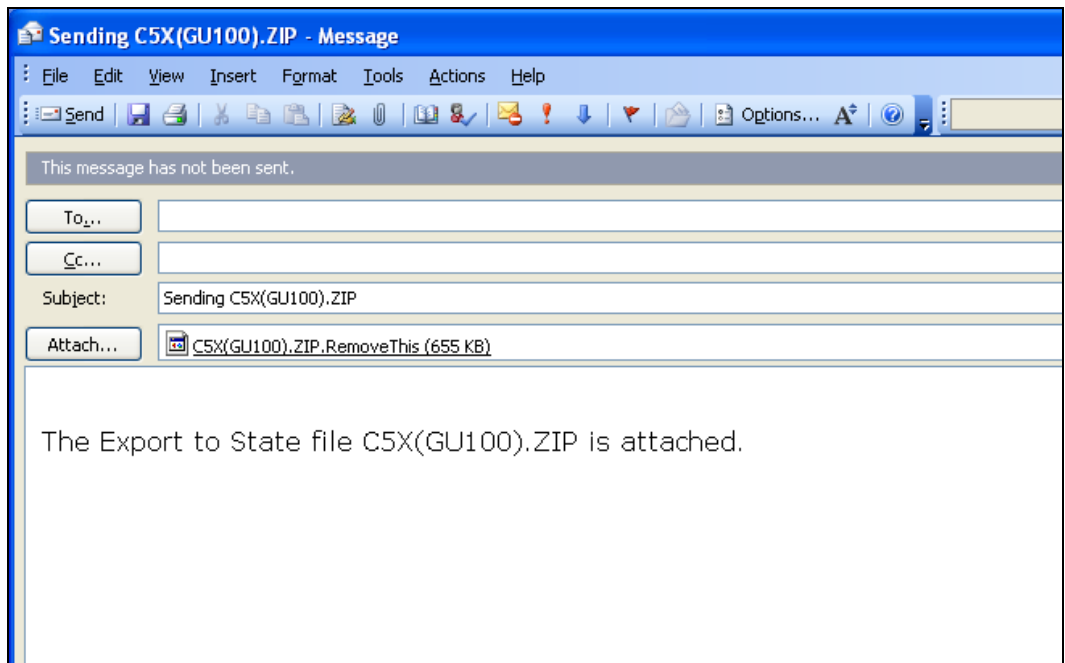




- **Wait while the ZIP file is prepared**



- **Enter an email address on the “To” line and click “Send”.**

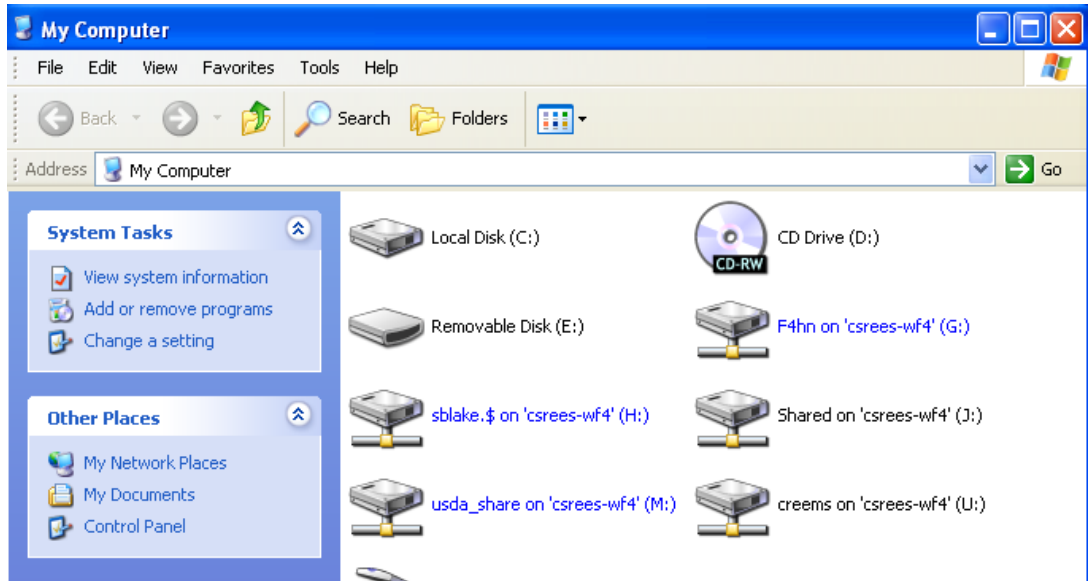


*Note: In the file name “C5X(CU100).ZIP.RemoveThis”- the letters and numbers in the parentheses will vary based on state, unit ID, and subunit ID (if applicable) entered by the county*

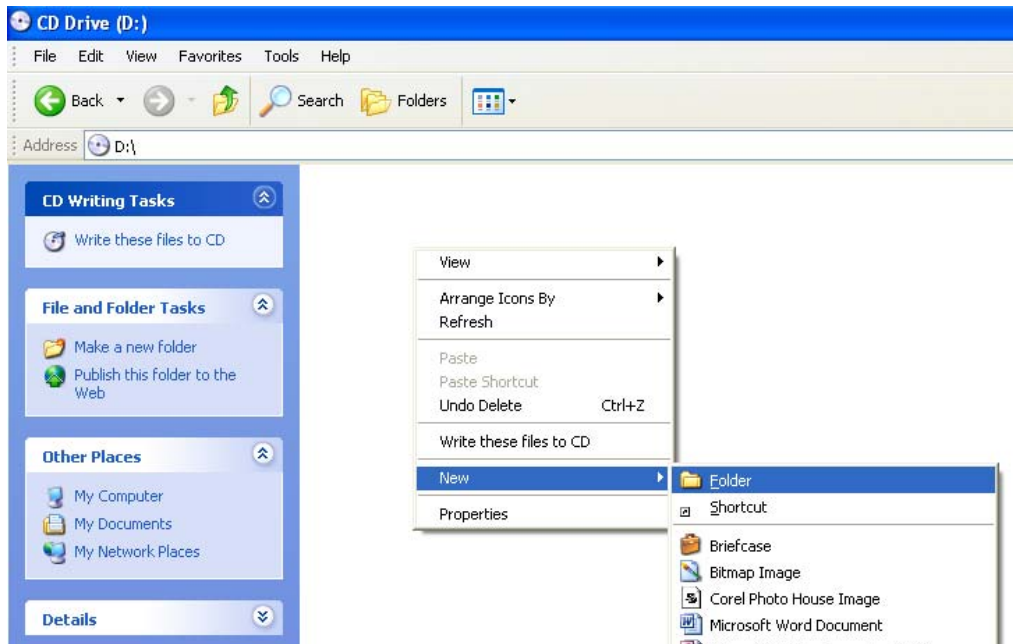
- **Send a follow-up email to notify your state office that the export file has been sent.**

**If you select “Export to Folder”**: If you prefer to save the export file to a folder on the hard drive, on a disk or to an alternate drive you can select “Export to Folder”.

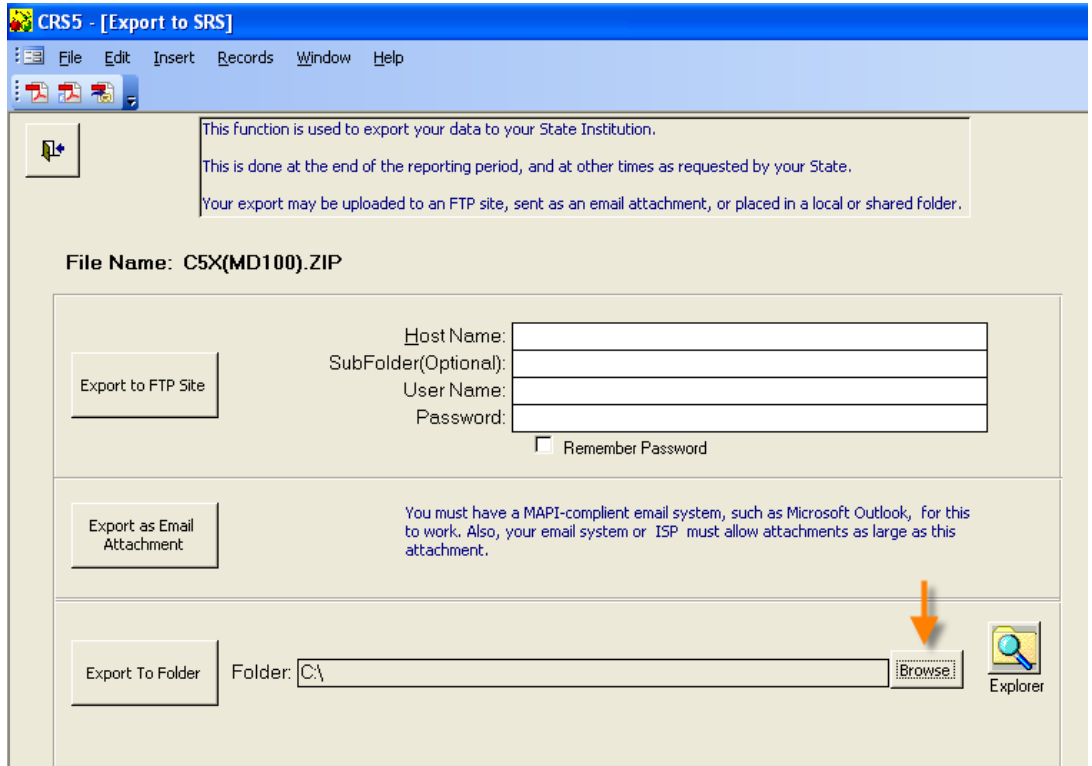
- **Use My Computer to navigate to the location you wish to save the export file to.**



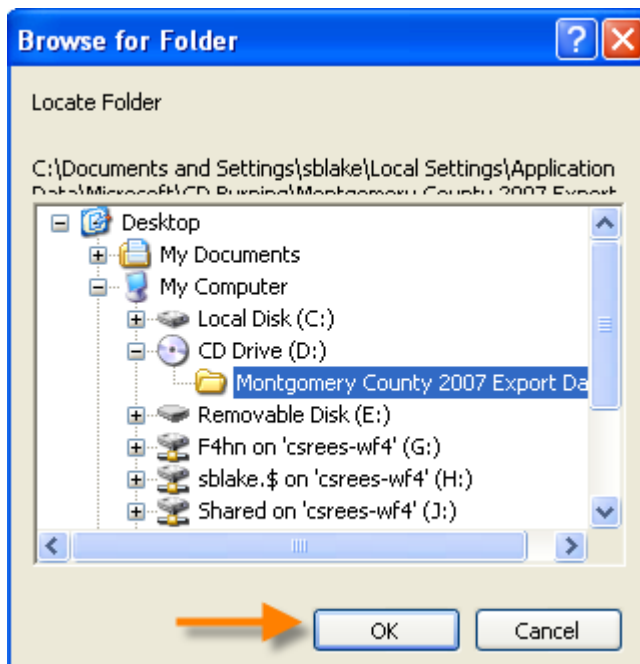
- **Right click in the white space to create a new folder in the location you selected – in this example the CD drive**



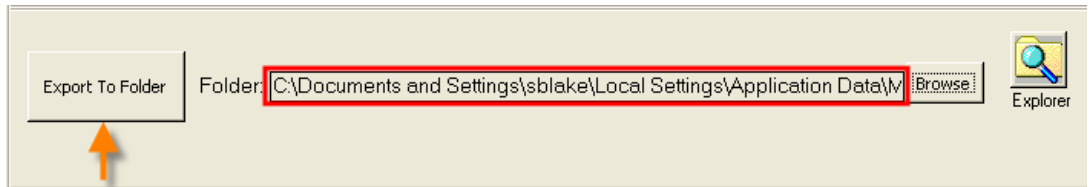
- **Return to the CRS5 Export to SRS Screen and click on “Browse” to locate the Folder**



- **Select the folder you wish to save the file to and click OK – in this example Montgomery County 2007 Export Data on the CD drive.**



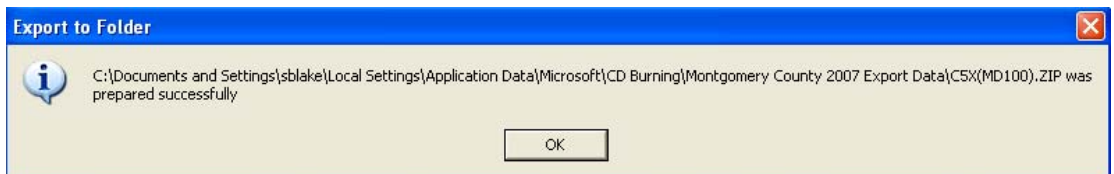
- **Verify the path in the “Folder” text box and click “Export to Folder”**  
– in this example you are not able to view the full path name.



- **Verify you have reviewed the data by entering your Last Name and clicking Agree**

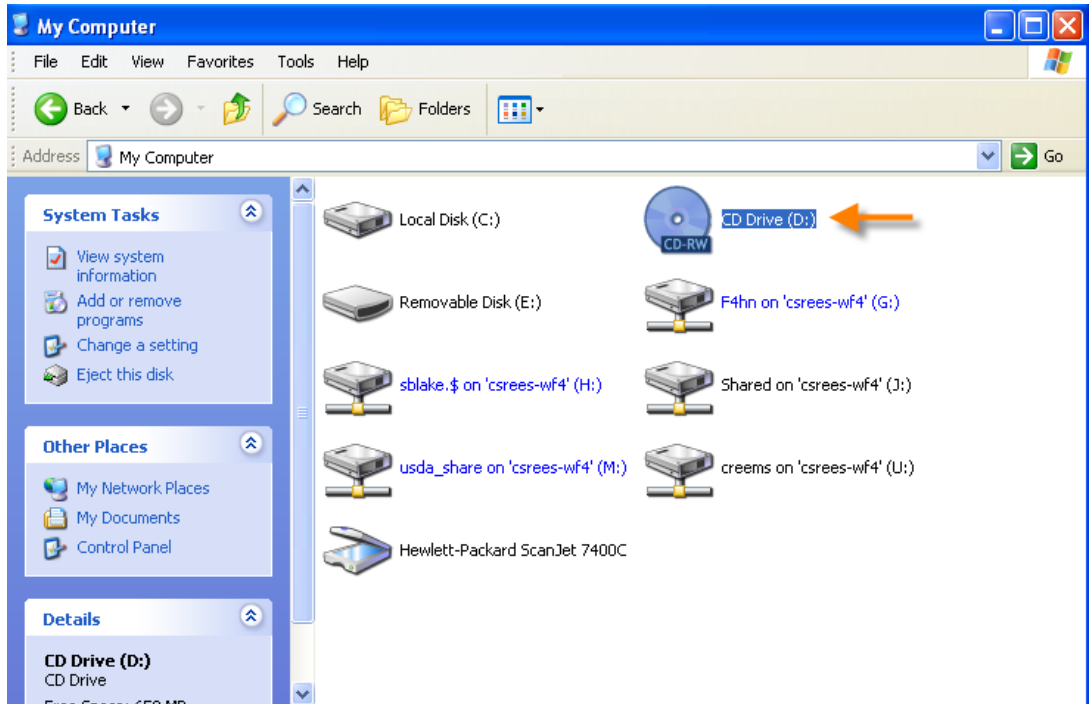


- **Wait while the zip file is prepared and click “OK”**



- **If you exported the file to a drive or a floppy disk, verify the export file has been saved. If you exported the file to a CD you will need to write the file to the CD.**

- Use My Computer to open the CD drive



- Click on “Write these files to CD” and follow the steps of the CD Writing Wizard to save the export file to the CD

