

Instructions for Exporting Data to other 211 Centers

- 1) Make sure Geo Codes are up to date (March 2005)
- 2) Make sure Standardized keyword list is in place
 - a) Keywords entered
 - b) Code 1 box checked
 - c) Keywords attached to programs
- 3) In Iris create a query named 211 Export with the condition “Program Number begins with <your site id>”, the output should be “Program Number” and on the right hand side the boxes “Include in Exports” and “Browse query results” should be checked.
 - a) It is not necessary to run this query although you can if you want.
- 4) Script file in place
 - a) Attached to email from Elizabeth 1/19/2006
 - b) Unzip file to your Main Iris folder and follow these instructions:
 - i) Click on Tools, then Command Window
 - ii) The password is Shortbread (case sensitive)
 - iii) Type: DO InsertCmds WITH "EXPORTKEYS.ISF" <enter>
 - iv) Type Quit
 - v) Close and then re-open IRIS.
- 5) Under tools go to data sharing, export data, resource data. A screen will come up with a list of queries available, if your query named 211 Export is not in the list add it by selecting add and choosing the query from the list. Once you are able to select 211 Data as an export query, select it and make a note of the path where it will send the export.
 - a) On the Export utility Screen Uncheck the box to include Taxonomy
 - b) Below the area where it says script file choose CHANGE and select the script file named “export statewide keywords”
 - c) Choose CREATE OR UPDATE FILES
 - d) Say yes to the next two dialogue boxes
 - e) When export is complete you can either close or minimize Iris.
- 6) You can now email (as an attachment) the zipped file that is located in the path noted in set 5. NOTE: the PGMXPRT folder will contain about 20 files look for the pgmxprt.zip file that is all you need to send.
- 7) PLEASE DO THE FIRST EXPORT OF DATA WITH THE STANDARDIZED KEYWORDS AND UPDATED GEO CODES ASAP.
- 8) The next time you export you should only need to do steps 5 and 6.