

Staff Data Extract (South Dakota)

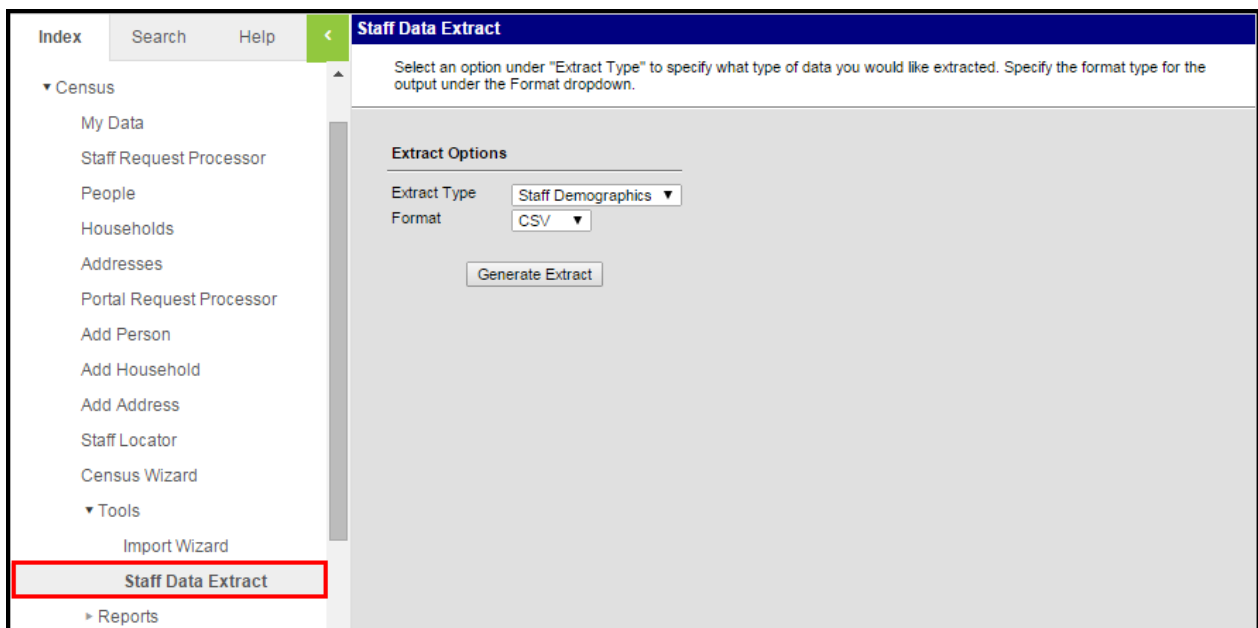
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Generating the Extract | Extract Layouts

This information is specific to South Dakota users.

PATH: *Census > Tools > Staff Data Extract*

The Staff Data Extract allows users to export existing staff information in CSV, XML or HTML format. Extracts generated from this editor can be used in the [South Dakota Import Wizard](#).



Generating the Extract

1. Select the **Extract Type** from the dropdown list. See the following table for extract options.
2. Indicate the **Format** in which the report should generate, CSV, XML or HTML.
3. Click **Generate Extract** to generate the report in the desired format.

Extract Layouts

See the following for details concerning available extract types:

- [Staff Course Extract \(South Dakota\)](#)
- [Staff Credentials Extract \(South Dakota\)](#)