

## Getting the Most out of Your TDM Data Export TDM Data for Custom Reporting QUICK REFERENCE

<http://cssr.berkeley.edu/tdm/>  
[tdmsupport@lists.berkeley.edu](mailto:tdmsupport@lists.berkeley.edu)

**Data Export**  
Team Decision Making Application  
Data Export

Export for UC Berkeley  Custom Export

1. Enter or choose folder to export to:  
Type or choose the folder (path) that you want to export to:  
For example, "C:\Data\TDM Exports\".  
Path:

2. County:  Agency:

3. Choose range of meeting dates: OR Choose quarter and year:  
From:   All Quarter:   
To:   All Year:

4. Enter user information:  
User First Name:   
User Last Name:   
User Email:

5. Export:

NOTE: Custom Export file  
name=[table]\_[agency]\_[startdate]\_[enddate]\_[county#]\_[VW]: 'table'=table/query  
description, text file only; 'agency' optional; 'VW'=version, Excel only.  
E.g., Site1 LA April 1-June 30 2004; 'Site1\_040104\_063004\_19\_01.xls'.  
UC Berkeley Export: [agency]\_[QQ]\_[YY]\_[county#]\_[VW].xls; 'QQ'=quarter, 'YY'=year.  
E.g., Stanislaus 2004 Q2: 'Q2\_04\_50\_01.xls'.

**REMINDER:** The data export for UCB contains child and family level identifiers. When using for custom reporting, please delete these IDs or password protect the file using WinZip before sending over the internet. For details, see Example 1 or 2: Full Instructions at: <http://cssr.berkeley.edu/tdm/#reporting>

You can export your TDM data to MS Excel for custom reporting. The export procedure is detailed on p. 48 of the TDM User Guide. Advanced export options that allow you to add or subtract tables and queries from your export are presented on p. 53. The User Guide is available in the documentation section of the TDM support website at:

<http://cssr.berkeley.edu/tdm/#docs>

**Navigation:** Main Menu > 'Export Data' [button]

To export TDM data for custom reporting

- Select 'Custom Export.'
- In the 'Path' field enter the path (folder) to which you want to export data; for example: C:\TDM\
- Enter your county and agency name in the appropriate fields.
- Choose a range of meeting dates by entering start and end dates in appropriate boxes or check 'All' to include all records in your database.
- Enter your first name, last name, and e-mail address in the appropriate fields.
- Click to 'MS Excel' (button).

Once you have exported your data, there are a variety of tools and approaches you can use in MS Excel that will allow you to summarize data and answer questions about TDM in your county.

The main worksheets you will likely work with are:

qry\_010\_ExportMeetChild, which contains information at the meeting X child level

qry\_030\_Meet, which contains meeting information

Documentation of the export file (quarterly data extract) is available at:

<http://cssr.berkeley.edu/tdm/#docs>