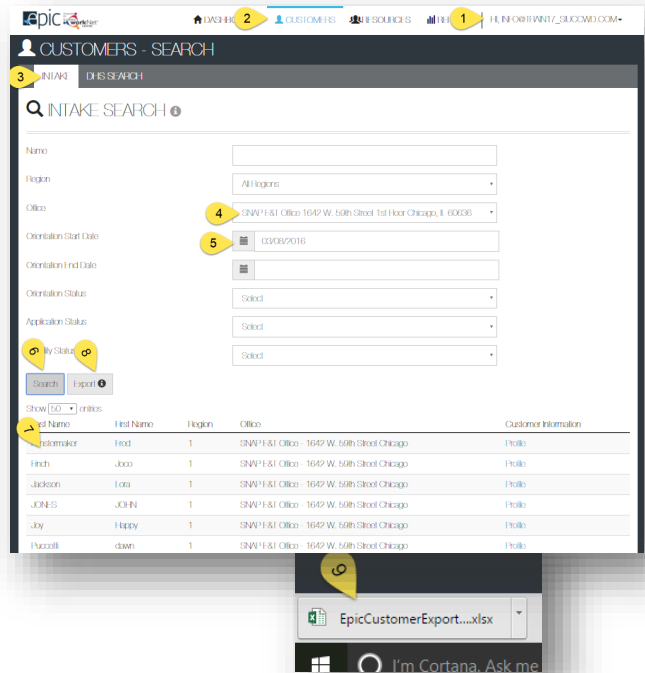


How to Export a List from your EPIC Dashboard

1. **Log in** to your EPIC Dashboard.
2. Click **Customers** from top menu. (*Default*)
3. Click **Intake** tab. (*Default*)
4. Select your **Region/Office** (if you have access to more than one office).
5. Enter the filter parameter you wish to search.
6. Click **Search**.
7. Wait for the list to filter.
8. Click **Export**.
9. File will download to your computer.
10. Open Excel spreadsheet.
11. Print.
12. It may be used for check-in at Orientation.
13. The report provides user name and password, follow-up date, customer's identifying numbers, and assignments depending upon the report you export.



1	First Name	Last Name	SSN	Email	Birth Date	Address Line 1	City	State	ZIP Code	Region	Office	Orientation Status	Orientation Date	Taken NOCTI Test
2	JOHN	JONES	7272		2/2/1979	123 MARKING BIRD LANE	CHICAGO	IL	60636	1	SNAP E&T Office, Chicago	Has Not Attended Orientation	3/8/2016	Required To Take
3	Happy	Joy	9349		3/11/1974	21 S. Pleasant	Chicago	IL	60643	1	SNAP E&T Office, Chicago	Has Not Attended Orientation	3/8/2016	Required To Take
4	Shea	McClellin	2190		5/30/1982	764 S. Help Street	Rockford	IL	61101	2	FCRC, Rockford	Has Not Attended Orientation	3/8/2016	Required To Take
5	Robbie	Gould	7293		4/9/1963	2329 w. State Street	Rockford	IL	61101	2	FCRC, Rockford	Has Not Attended Orientation	3/8/2016	Required To Take
6	Cornelius	Washington	8992		11/1/1967	56 East Tl	Rockford	IL	61101	2	FCRC, Rockford	Has Not Attended Orientation	3/8/2016	Required To Take
7	Patrick	Mannelly	5779		1/8/1998	1423 S. Ridge Rd	Rockford	IL	63492	2	FCRC, Freeport	Has Not Attended Orientation	3/8/2016	Required To Take
8	Craig	Steltz	8935		1/12/1998	313 B. Lula	Barrington	IL	64723	2	FCRC, Rockford	Has Not Attended Orientation	3/8/2016	Required To Take
9	Cheta	Ozoguwwu	4288		3/1/1998	987 N. Finish Ave.	Rockford	IL	61101	2	FCRC, Rockford	Has Not Attended Orientation	3/8/2016	Required To Take
10	Anthony	Walters	5694		3/9/1979	3958 East St.	Chicago	IL	38273	1	SNAP E&T Office, Chicago	Has Not Attended Orientation	3/8/2016	Required To Take
11	Lance	Briggs	3776		1/14/1998	783 S. Jump	Rockford	IL	61101	2	FCRC, Rockford	Has Not Attended Orientation	3/8/2016	Required To Take
12	Major	Wright	6789		3/3/1982	2938 East Rd	Chicago	IL	39485	1	SNAP E&T Office, Chicago	Has Not Attended Orientation	3/8/2016	Required To Take
13	dawn	Puccetti	2587		3/4/1970	1 main	chicago	IL	60636	1	SNAP E&T Office, Chicago	Has Not Attended Orientation	3/8/2016	Required To Take
14	Lora	Jackson	5444		3/3/1998	214 Donelda Lane	Rockford	IL	60636	1	SNAP E&T Office, Chicago	Has Not Attended Orientation	3/8/2016	Required To Take
15	Joco	Finch	6748		3/5/1964	5419 harper ave	Chicago	IL	60636	1	SNAP E&T Office, Chicago	Has Not Attended Orientation	3/8/2016	Required To Take
16	Fred	Fenstermaker	5345		3/3/1986	123 Wyman St.	Chicago	IL	60636	1	SNAP E&T Office, Chicago	Has Not Attended Orientation	3/8/2016	Required To Take

O	TI Tests	DHS Case Number	workNet ID	Application Start Date	Application Submit Date	User Name	Password	Account Status
	o Take NOCTI		6907			JJONES2	JONES020279	New account created
	o Take NOCTI	3176667711443	6963			HJoy	Joy031174	New account created
	o Take NOCTI		6973			SMcClellin	McClellin053082	New account created
	o Take NOCTI		6974			RGould1	Gould040963	New account created
	o Take NOCTI		6975			CWashington	Washington110167	New account created
	o Take NOCTI		6976			PMannelly1	Mannelly010898	New account created
	o Take NOCTI		6977			CSteltz	Steltz011298	New account created
	o Take NOCTI		6978			C Ozoguwwu	Ozoguwwu030198	New account created
	o Take NOCTI		6979			AWalters	Walters030979	New account created
	o Take NOCTI		6980			LBriggs	Briggs011498	New account created
	o Take NOCTI		6981			MWright	Wright03038	New account created
	o Take NOCTI	9420022000001	7994			dPuccetti	Puccetti0304	New account created
	o Take NOCTI		8004			LJackson	Jackson0303	New account created
	o Take NOCTI		8001			JFinch	Finch030564	New account created
	o Take NOCTI		8002			FFenstermaker	Fenstermake	New account created

- Filters include:**
- Application Status
 - Eligibility Status
 - Consent Status
 - Random Assignment Group
 - CBO Assignment
 - Language Spoken