

Export a List from EPIC Dashboard April 2016 v3 Final

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.

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Region			Al Bogions	*
Ollice		4	SNVP E&I Office 1642 W. 59th Street 1st Hoor Chicago, IL 60636	*
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si Name	Hirst Name	Region	Office	Customer Information
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Jackson	Lora	1	SNVP E&T Office - 1642 W. 59th Street Chicago	Prolle
	JOHN	1	SNVP E&T Office - 1642 W. 59th Street Chicago	Ptollo
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Jay	Happy			
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1	First Name	Last Name 🛛 💌	SSI 🔻 E	ima 💌	Birth Dat 💌	Address Line 1				-	Stat 💌	ZIP Cod 🔻	Regio	Office	•	Orientation Status	Orientation Dat	Taken NOCTI Tes
2	JOHN	JONES	7272		2/2/1979	123 MARKING BIRD	LANE		CHAIC	AGO	IL .	60636		1 SNAP E	&T Office, Chicago	Has Not Attended Orientation	3/8/2016	Required To Take
3	Нарру	Joy	9349		3/11/1974	21 S. Pleaseant			Chicag	0	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			Rockfo	ord	IL .	61101		2 FCRC, R	ockford	Has Not Attended Orientation	3/8/2016	Required To Take
5	Robbie	Gould	7293		4/9/1963	2329 w. State Stree				et City	IL .	64932		2 FCRC, R	ockford	Has Not Attended Orientation	3/8/2016	Required To Take
6	Cornelius	Washington	8992		11/1/1967	56 East Ti 12 d	May	use for check	(-in	ord	IL .	61101		2 FCRC, R	ockford	Has Not Attended Orientation	3/8/2016	Required To Take
7	Patrick	Mannelly	5779		1/8/1998	1423 S. Ridge Rd				wood	IL .	63492		2 FCRC, F	reeport	Has Not Attended Orientation	3/8/2016	Required To Take
8	Craig	Steltz	8935		1/12/1998	313 B. Lula			Barrin	gton	IL .	64723		2 FCRC, R	ockford	Has Not Attended Orientation	3/8/2016	Required To Take
9	Cheta	Ozoguwu	4288		3/1/1998	987 N. Finish Ave.			Rockfo	ord	IL .	61101		2 FCRC, R	ockford	Has Not Attended Orientation	3/8/2016	Required To Take
10	Anthony	Walters	5694		3/9/1979	3958 East St.			Chicag	0	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			Rockfo	ord	IL .	61101		2 FCRC, R	ockford	Has Not Attended Orientation	3/8/2016	Required To Take
12	Major	Wright	6789		3/3/1982	2938 East Rd			Chicag	0	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			chicag	0	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			Rockfo	ord	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			Chicag	0	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.			Chicag	0	IL.	60636		1 SNAP E	&T Office, Chicago	Has Not Attended Orientation	3/8/2016	Required To Take

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- **CBO** Assignment
- Language Spoken