

# Campaign Finance Reporter Technical Bulletin

## Exporting Entity Data

Campaign Finance Reporter can export information about recorded entities; including name, address, contribution amounts, etc. The exported data is created in a comma delimited text file specified by the user.

1. In the top menu bar, select **File\Export**. Click the **Browse** button. Navigate to the directory you wish to save the file in. Enter the name you would like to save the file as in the **File name** field.

*You can save the file as a text file (.txt) or as a comma separated variable (.csv) file. The comma separated variable format is compatible with many spreadsheet applications, such as Microsoft Excel*

2. If you wish to export specific entities, click the **Selection Criteria\*** button and select the requirements accordingly. When you are satisfied with the setup of the data to be exported, click **OK**. A message reporting the number of entities exported to the file will popup, click **OK** again to end the export.

\* For further instruction on using Selection Criteria, see below

## Using Selection Criteria

The Selection Criteria form is used for specifying data requirements for several functions in Campaign Finance Reporter including letter writing, exporting entity data, and refining reports.

In the form, you will use True/False logic to create restrictions on what data to include in the results. Two different types of operators will define the requirements; combining operators (AND, OR) and mathematical operators (=, >, <, <> does NOT equal, <= Less than or equal to, >= Greater than or equal to). A combination of these operators can filter the data down to only those records that meet the 'selection criteria'.

For example, if we wanted to export a file of only those entities that had contributed more than \$25 this year AND lived in St Paul, the following illustrates how to achieve only those records.

1. In the first drop-down list under the column labeled **Field**, select 'YTD Contrib Amt'
2. In the corresponding row under the column labeled **Operator**, select '>'
3. In the corresponding row under the column labeled **Value**, enter the number 25

*When the Field value is selected, the box on the right-hand side labeled 'Valid Options for Value based on Selected Field' displays what type of data can be entered in the Value column for comparison*

4. In the next row, check **AND** on the left-hand side
5. In the **Field** column of the second row, select 'City'
6. In the **Operator** column, select '='
7. In the **Value** column, enter 'St Paul'
8. Click **OK**

This will insert the requirements into the form that is using the specified selection criteria. You must then select the previous form's action button (OK, Import, etc) in order to generate the results.