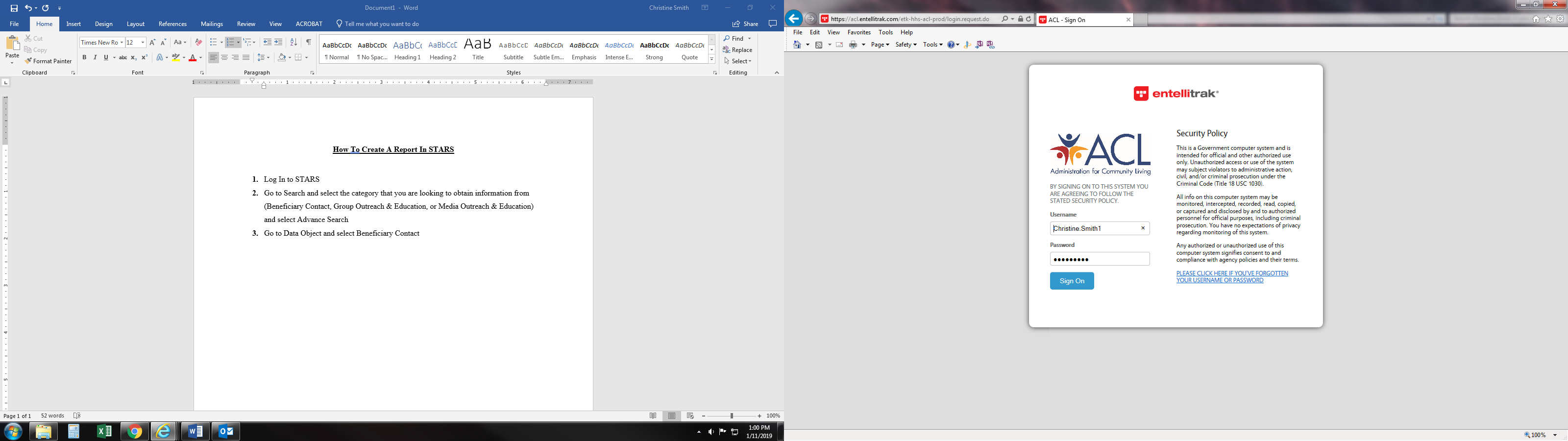
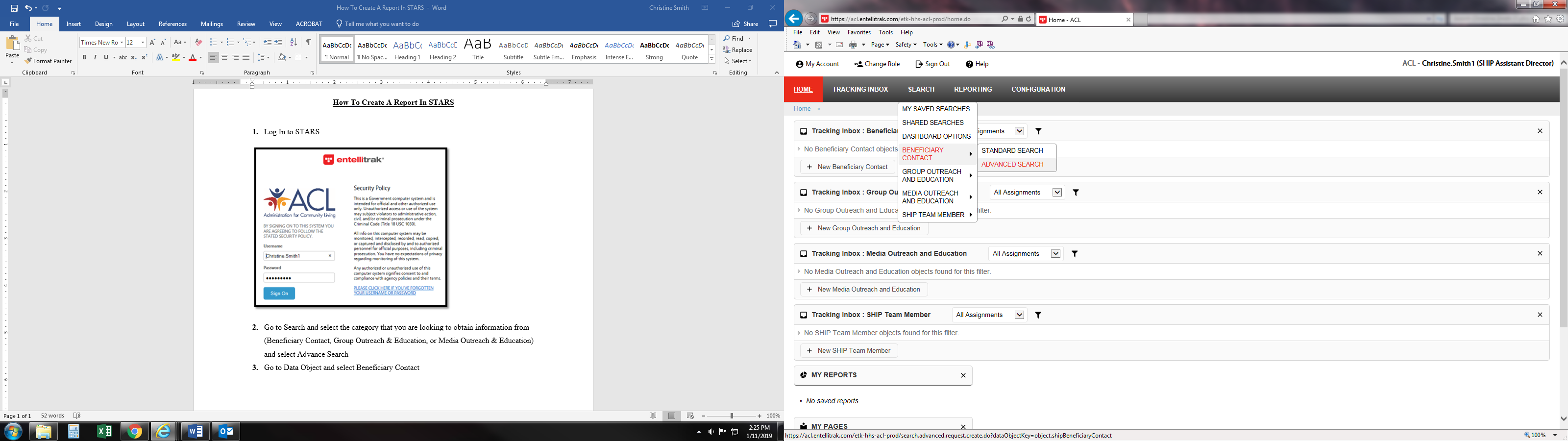
**Quick Guide: How To Create An Advance Report In STARS**

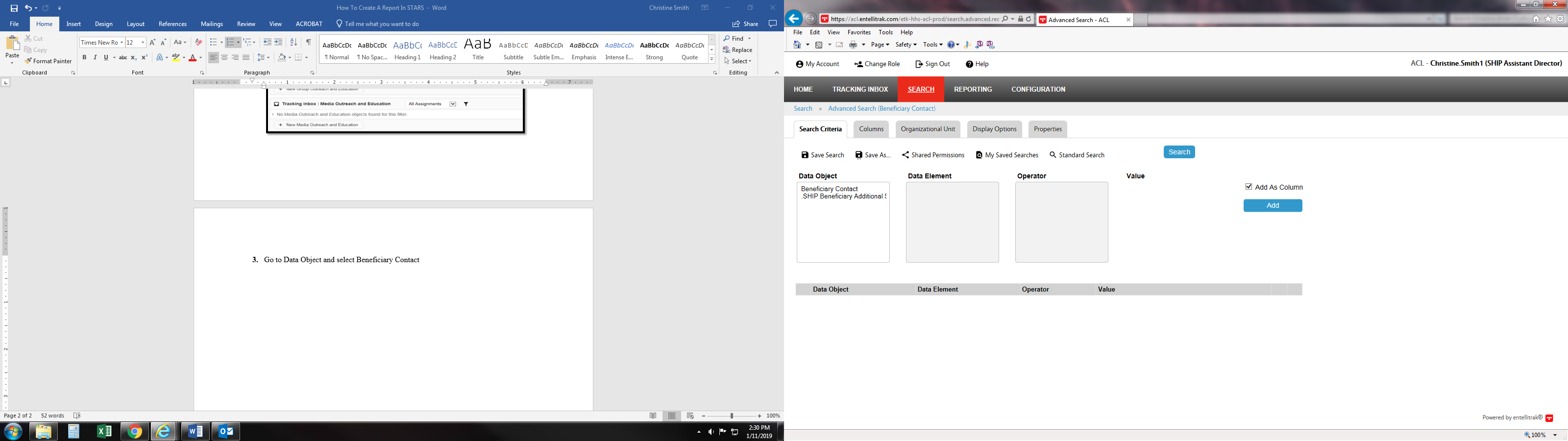
1. Log into STARS



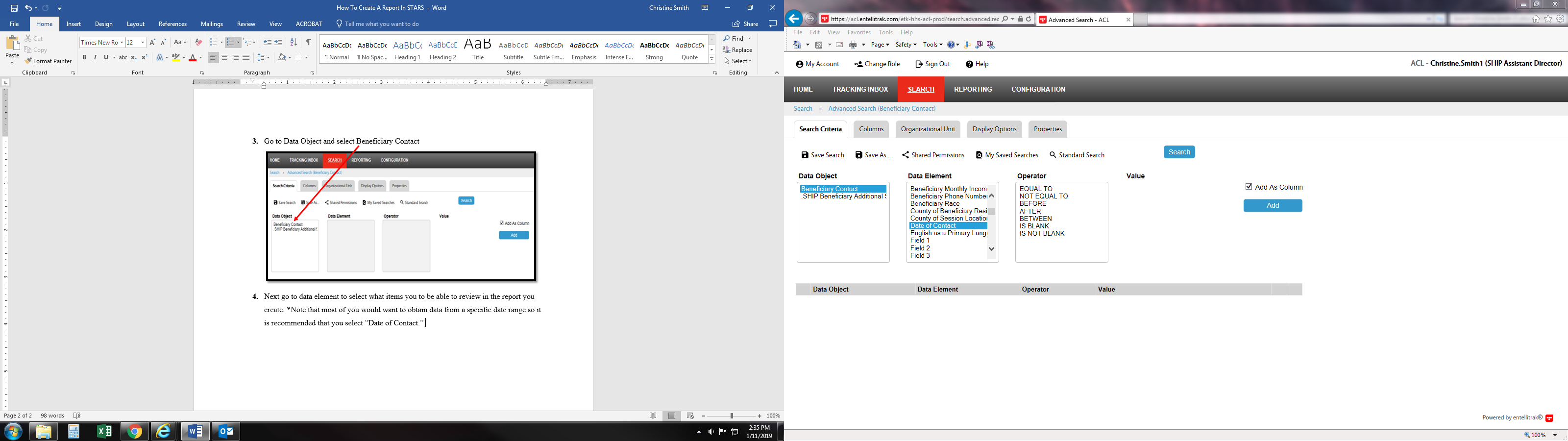
1. Go to Search and select the category that you are looking to obtain information from (Beneficiary Contact, Group Outreach & Education, or Media Outreach & Education) and select Advance Search.



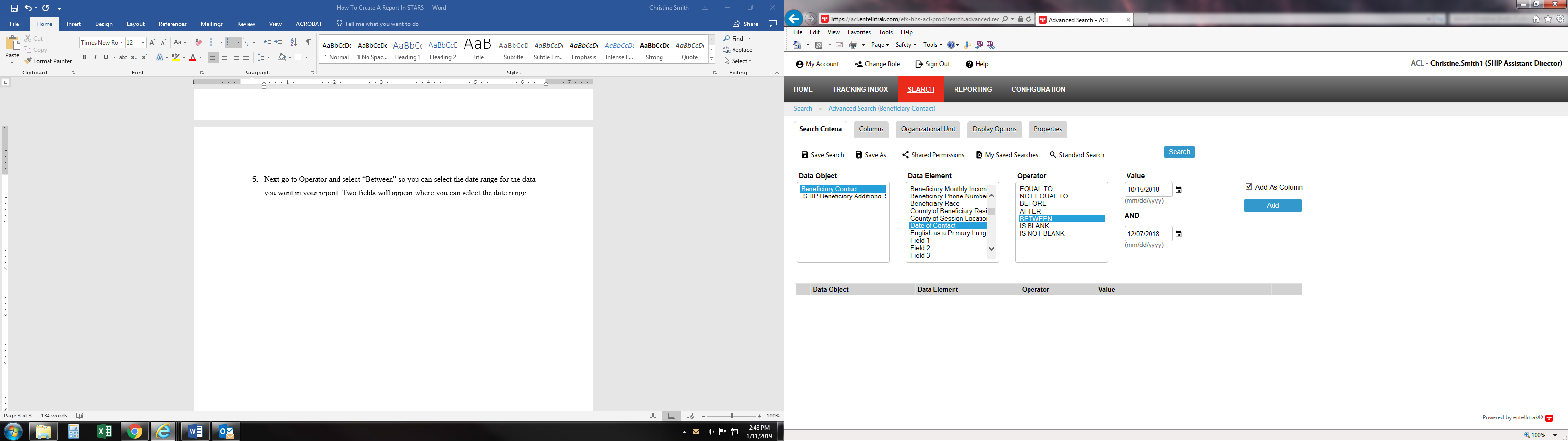
1. Go to Data Object and select Beneficiary Contact, Group Outreach & Education, or Media Outreach & Education. \*Note: The Additional Sessions also provides data too so you should create the same report for both but keep them as separate reports.



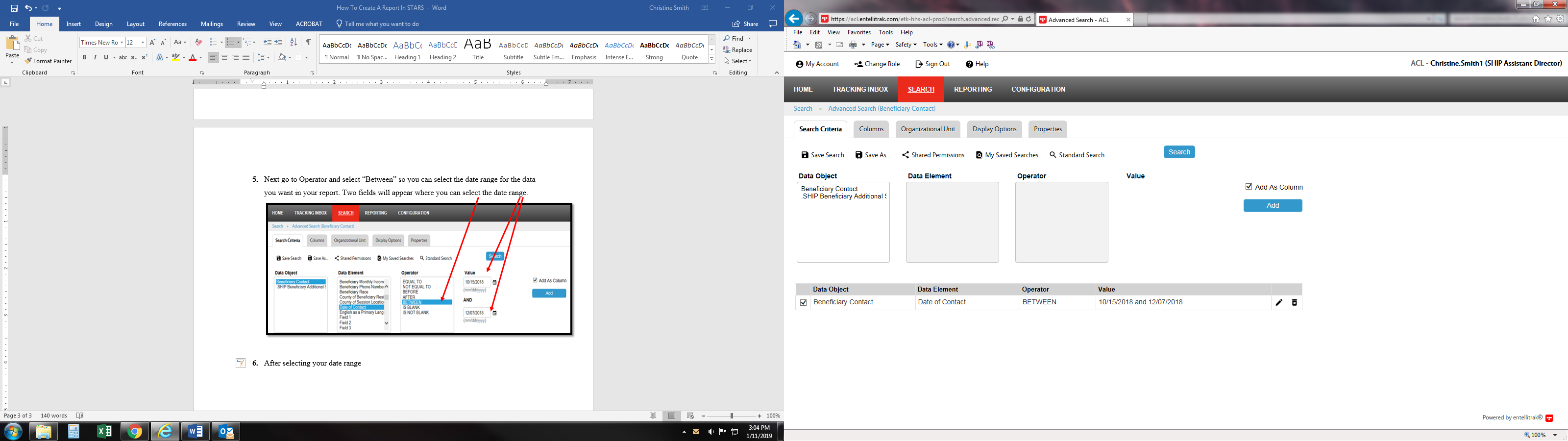
1. Next go to Data Element to select what items you to be able to review in the report you create. \*Note: Most of you would want to obtain data from a specific date range so it is recommended that you select “Date of Contact.”



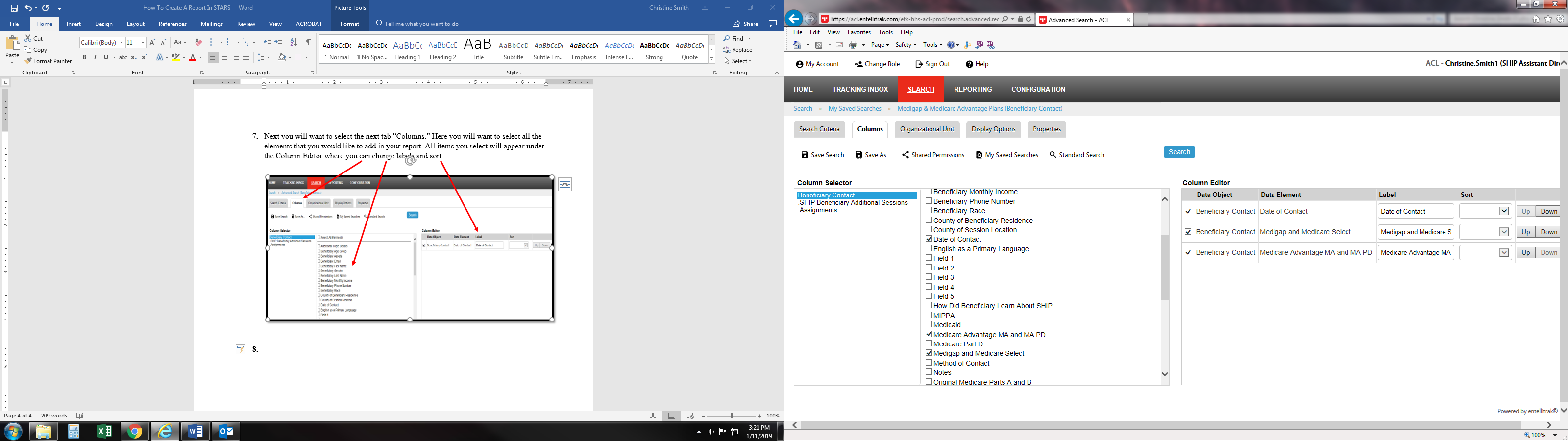
1. Next go to Operator and select “Between” so you can select the date range for the data you want in your report. Two fields will appear where you can select the date range.



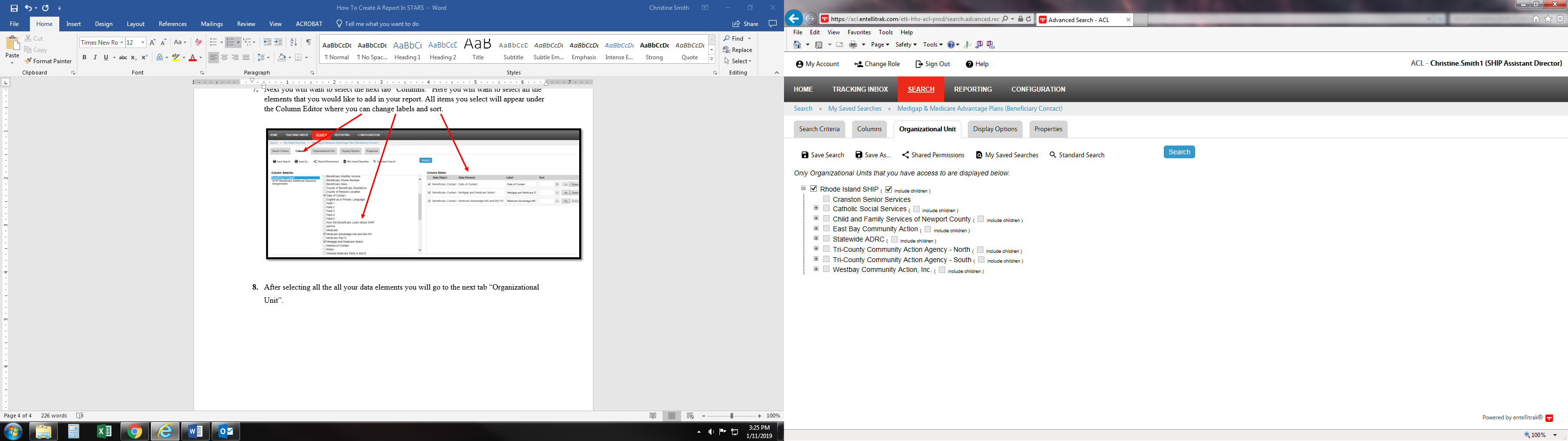
1. After selecting your date range click Add. A box will appear at the bottom indicating all the items that you want to be included in your report.



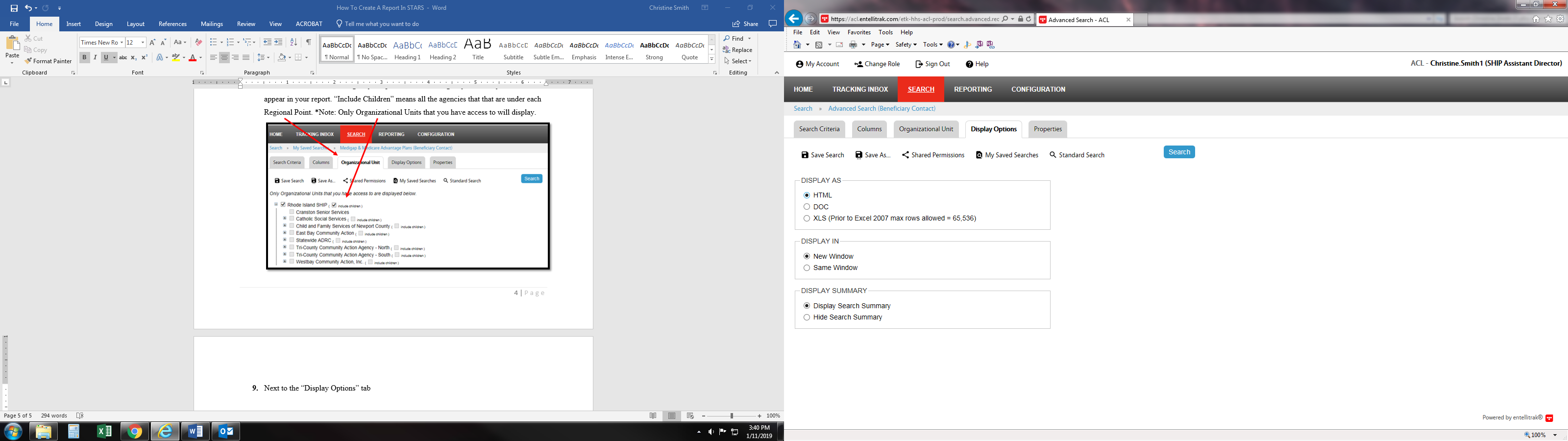
1. Next you will want to select the next tab “Columns.” Here you will want to select all the elements that you would like to add in your report. All items you select will appear under the Column Editor where you can change labels and sort. \*Note: Always select “Date of Contact” again if you are obtaining data during a certain time period.



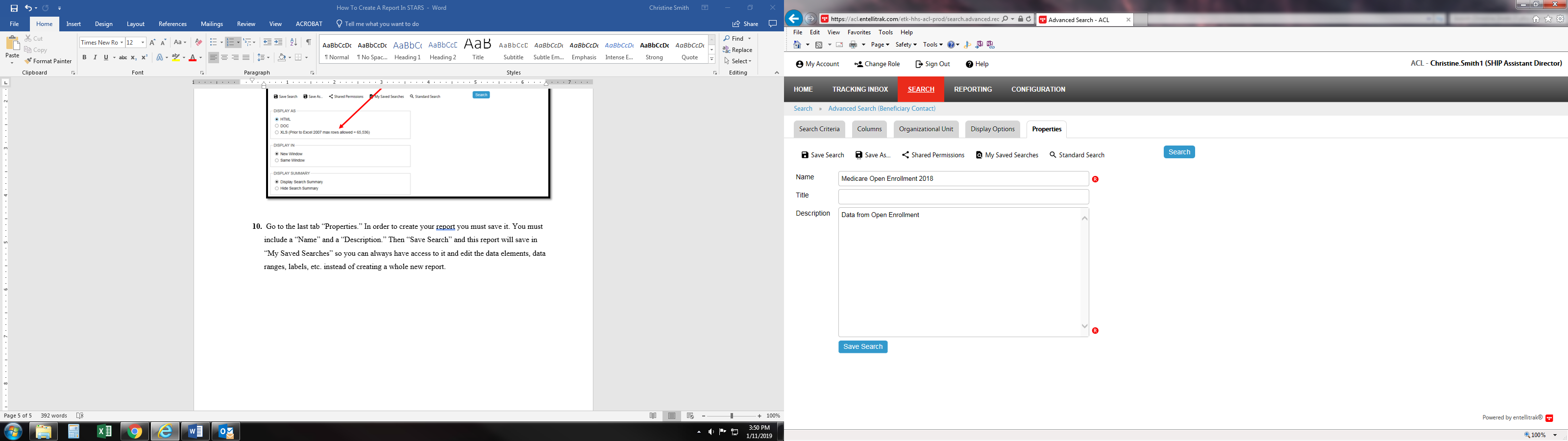
1. After selecting all the all your data elements you will go to the next tab “Organizational Unit”. Under this tab it will give you option to select the agency data that you want to appear in your report. “Include Children” means all the agencies that that are under each Regional Point. \*Note: Only Organizational Units that you have access to will display.



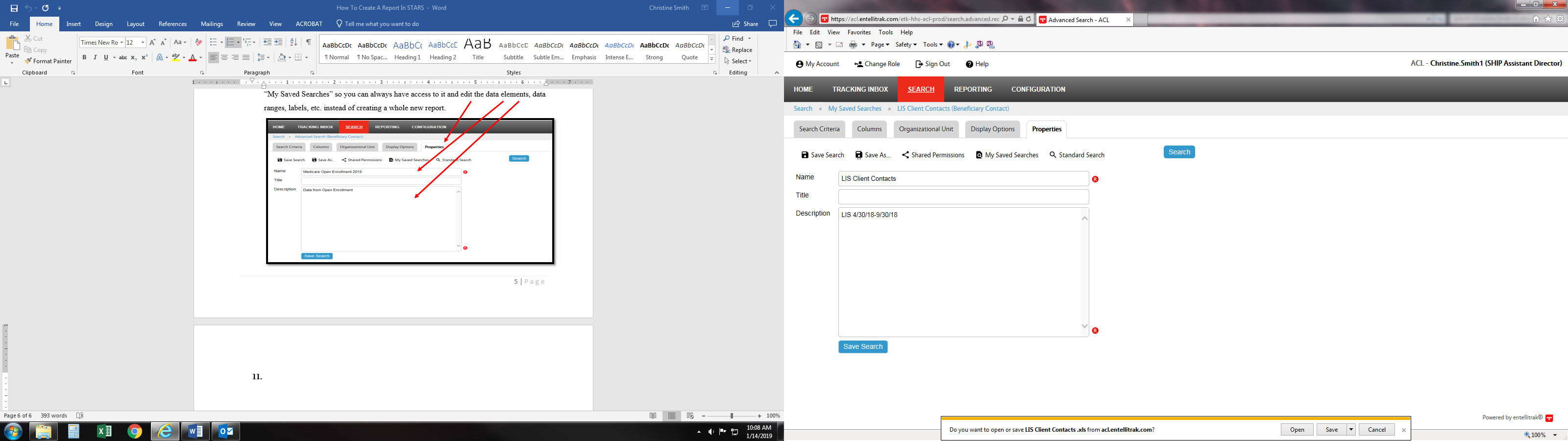
1. Next to the “Display Options” tab. In this tab you are selecting on how you want to be able to view your report. It is recommended that you always select XLS (Excel) option that way you can play around with your data easier.



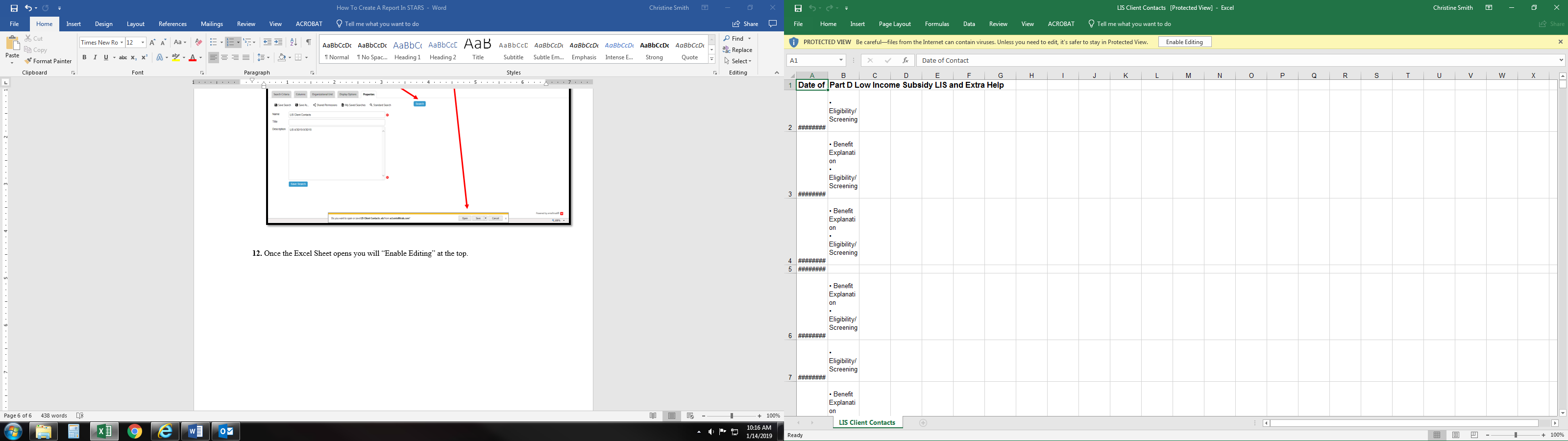
1. Go to the last tab “Properties.” In order to create your report you must save it. You must include a “Name” and a “Description” then “Save Search” and this report will save in “My Saved Searches” so you can always have access to it and edit the data elements, data ranges, labels, etc. instead of creating a whole new report.



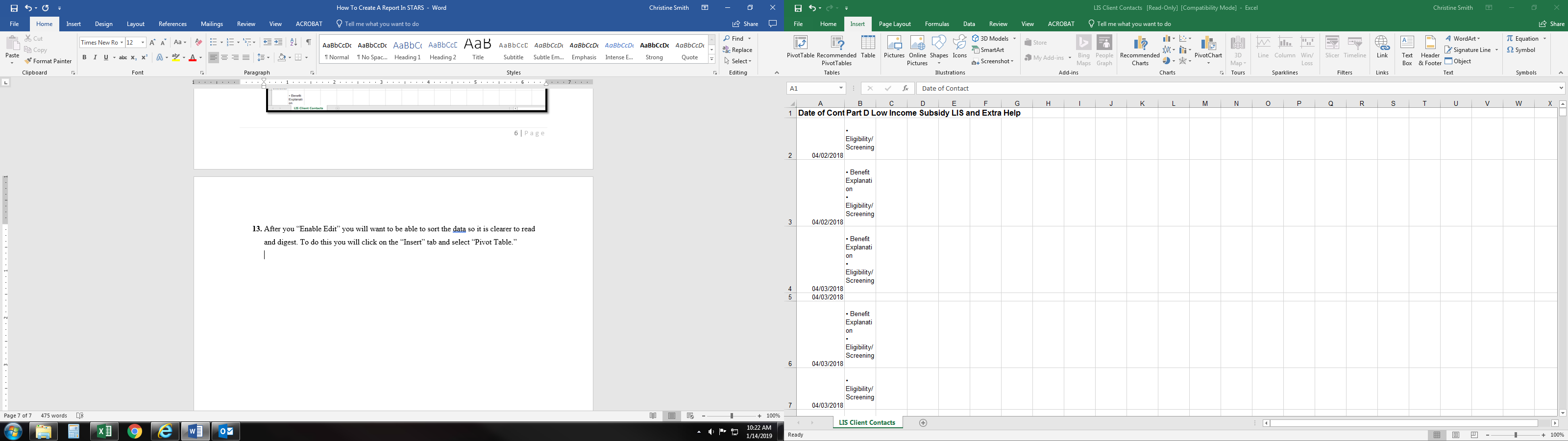
1. Next you will click “Search” to view the report that you created. A box will appear at the bottom and you will have the choice to “Open” or “Save” it the file.



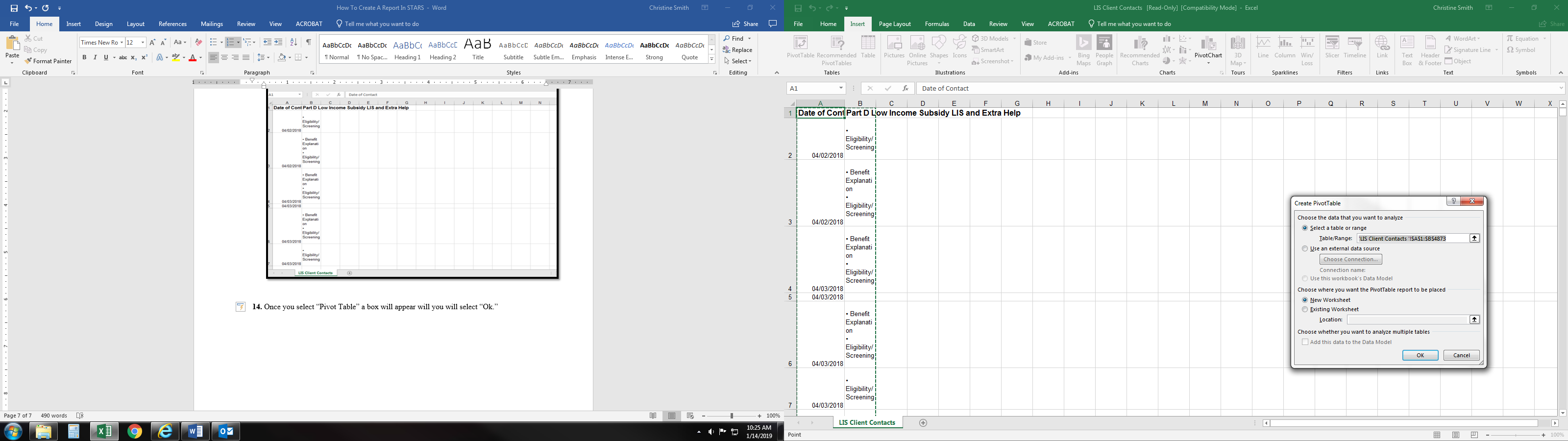
1. Once the Excel Sheet opens you will “Enable Editing” at the top.



1. After you “Enable Edit” you will want to be able to sort the data so it is clearer to read and digest. To do this you will click on the “Insert” tab and select “Pivot Table.”



1. Once you select “Pivot Table” a box will appear will you will select “Ok.”



1. Once you select “Okay” your Pivot Table will appear. A box will appear on the right side where you will need to drag the fields from the top box to the below boxes that are labeled: “Filters”, “Columns”, “Rows”, and “Values.” You can play around with this data and sort it how you want.

