Instructions for Downloading data for the ACTION VAD Registry.
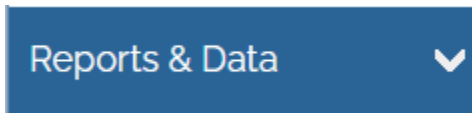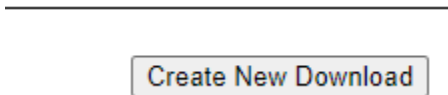
1. Click on "Reports and Data" on the left-hand side of the page

   Reports & Data ⌄

2. Click on "Downloads"

   Reports & Data ⌃

   Downloads

3. Click on "Create New Download" in the upper right-hand corner of the screen

   Create New Download

4. Name your file

   a. Create a password for your file. Please make a note of this as the password cannot be retrieved.

5. Choose your output file type

   Create Download ✕

   File Name: _____

   Password: _____

   Password Confirmation: _____

   Output To:
   - ☐ Microsoft Access   Version: [2010 ▾]
   - ☐ Microsoft Excel
   - ☐ Delimited   Delimiter: [Comma ▾]
     - ☐ Skip Value Quotes
   - ☐ SAS Datasets
   - ☐ SAS7BDAT Files

6. Choose your Data filters (you will only be able to pull data for your site)

Data Filters

Sites:	● All Sites ○ Specify Sites
Form Statuses:	● All Statuses ○ Specify Statuses

7. Add yourself to the notifications list.

8. Click on "OK"

9. Once the status changes to "Completed" you should be able to view your data by clicking on the file in the "Formats" column