

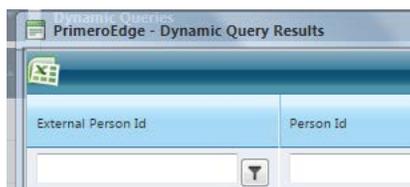
Directions for Exporting Direct Certification & Foster Lists from PrimeroEdge

1. Go to **SYSTEMS** tab on the PrimeroEdge Home Page
2. Choose **Administration**
3. Choose **Dynamic Queries** from the dropdown list
4. Click **Apply** button
5. Go to **Pre Approval – DC Foster** and click **EXECUTE** button
6. Click on **Excel Icon** in upper left hand corner (example below)
7. **OPEN/SAVE** document (example below)
8. **Go back to Step 5 and do the same for:**
 - o **Pre-Approval - DC SNAP,**
 - o **Pre-Approval - Direct Cert (TANF)**
 - o **Pre-Approve - DC Unmatched**
9. Apply benefits to students

*****Please Note:** your export will only be as good as your latest SRM import.

| Query Description | Module | Execute |
|--|---------------------|---------|
| Applications - View Backdated Applications Losing Benefits | Student Eligibility | Execute |
| Get Ingredient Data | Menu Planning | Execute |
| Get Recipe Data | Menu Planning | Execute |
| Get Recipe Step Data | Menu Planning | Execute |
| Person Detail - Students | Student Eligibility | Execute |
| Pre Approval - DC Foster | Student Eligibility | Execute |
| Pre Approval - DC SNAP | Student Eligibility | Execute |
| Pre Approval - Direct Cert | Student Eligibility | Execute |
| Pre Approve - DC Unmatched | Student Eligibility | Execute |

Example of Excel Icon:



Options to Open/Save Excel File:

