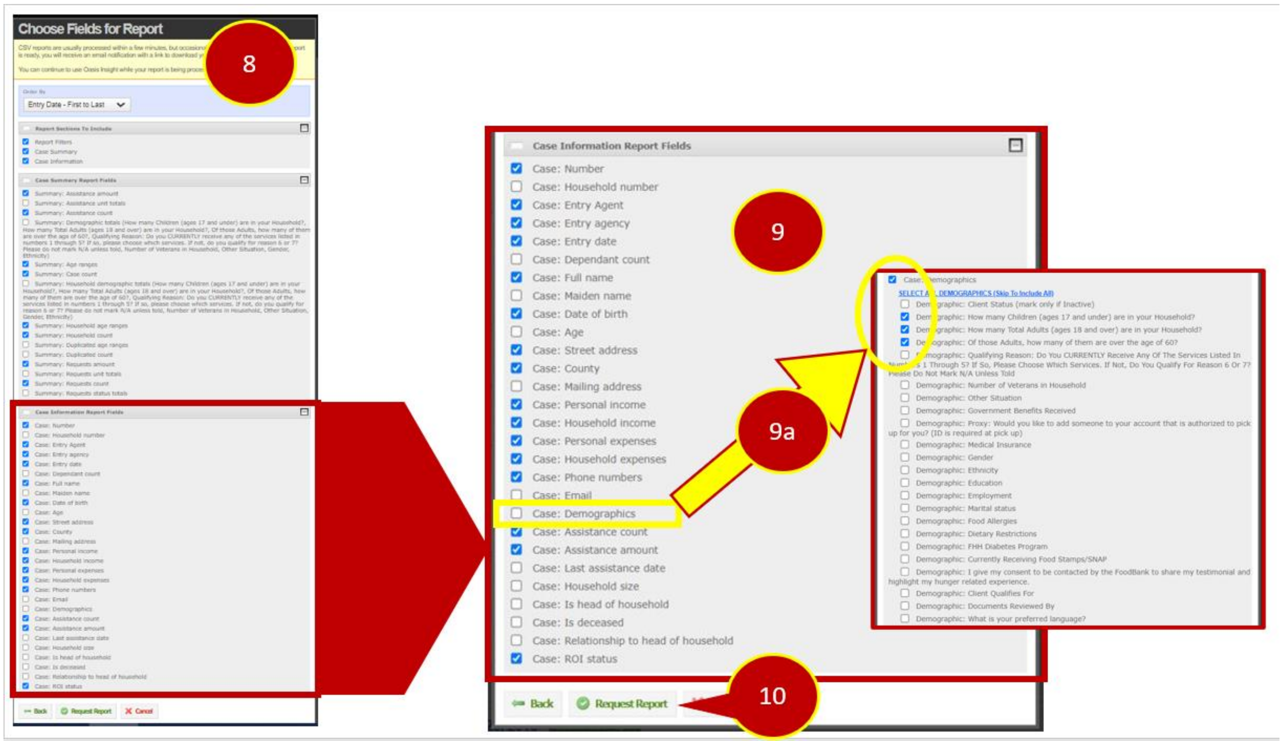
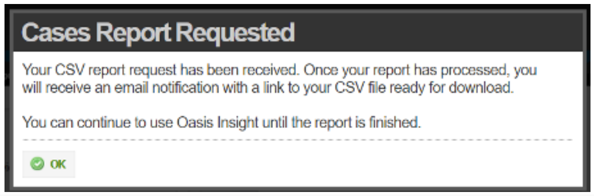
Neighbor List

1. Click on My Agency
2. Click on the Reports Tab
3. Click on the Cases Report button

4. To create a list that will be downloaded to your computer as a CSV file (this can be resaved as an Excel file), choose CSV first.
5. Next, to get your active Neighbors, choose Show Cases Assisted By Your Agency. This selection will ensure you are only getting Neighbors that are actively getting food for the time period you choose.
6. Now click on the gray bar that says Filter By Date of Assistance. The bar will expand to allow you to enter the time period you want to see the Neighbors that came and got Assistance. You can filter by one day, one year or several years.
7. Hit Next to proceed.



8. The next pop up screen has A LOT of information on it. You will want to focus on the bottom report section called Case Information Report Fields.
9. Under the Case Information Report Fields, you can check any and all fields you want to see on your Neighbor List. Maybe you want to Verify Household information, maybe you want to verify their address. Check the boxes of what columns you want on your CSV file.
   a. TO GET DEMOGRAPHICS ON YOUR REPORT, be sure to click on the Case: Demographics box; This will pop up all the demographic information and you can choose the HH information here.
10. Hit Request Report to when finished.



11. Your report may take a few minutes to run. STAY LOGGED INTO OASIS. When your report is ready, you will receive an email that will link you to your report. Click on the blue hyperlink in your email.

12. Clicking on the hyperlink will take you here. You can now click on this hyperlink and it will download (and possibly open) the CSV file on your computer. Remember to save the file as an Excel Spreadsheet or you will not be able to edit the file! All files from Oasis get downloaded into your HARDDRIVE's download folder.