



Export specific Campaign Data

Task: Export a subset of a campaign's submitted data.

Step 1. Click on the CAMPAIGN DATA tab.

EDIT	CAMPAIGN	FORM	PROVINCE	DISTRICT	CLUSTER	FORM DATE
	December 2020	Admin Data Coverage (Days 1-3)	Bamyan	Bamyan	Bamyan	18/09/2020
	December 2020	Admin Data Coverage (Days 1-3)	Bamyan	Kahmard	Kahmard	02/11/2020
	December 2020	Admin Data Coverage (Days 1-3)	Bamyan	Lal Wa Sarjangal	Lal Wa Sarjangal	02/11/2020
	December 2020	Admin Data Coverage (Days 1-3)	Badghis	Abkamani	Abkamani	30/10/2020
	December 2020	ICM Revisits	Balkh	Balkh	Balkh	28/10/2020
	December 2020	ICM Revisits	Bamyan	Bamyan	Bamyan	28/10/2020
	December 2020	ICM Revisits	Kunar	Asadabad	Asadabad	30/10/2020
	December 2020	ICM Revisits	Balkh	Balkh	Balkh	30/10/2020
	December 2020	Missed Children due to Reasons	Laghman	Alingar	Alingar	11/10/2020
	December 2020	Missed Children due to Reasons	Bamyan	Lal Wa Sarjangal	Lal Wa Sarjangal	
	December 2020	ICM Team Monitoring Checklist	Kunar	Asadabad	Asadabad	10/11/2020
	December 2020	Missed Children due to Reasons	Kabul	Dehsabz	Dehsabz	10/12/2020
	December 2020	ICM Team Monitoring Checklist	Zabul	Daychopan	Daychopan	17/09/2020
	December 2020	ICM Team Monitoring Checklist	Balkh	Charbulak	Charbulak	17/09/2020
	December 2020	ICM Team Monitoring Checklist	Badghis	Abkamani	Abkamani	17/09/2020
	December 2020	ICM Team Monitoring Checklist	Bamyan	Bamyan	Bamyan	10/11/2020
	December 2020	IC Household Monitoring Checklist (ICM)	Uruzgan	Chora	Chora	18/09/2020
	December 2020	IC Household Monitoring Checklist (ICM)	Parwan	Bagram	Bagram	29/09/2020
	December 2020	IC Household Monitoring Checklist (ICM)	Parwan	Jabalutsarsaj	Jabalutsarsaj	29/09/2020
	December 2020	IC Household Monitoring Checklist (ICM)	Parwan	Charikar	Charikar	29/09/2020
	December 2020	IC Household Monitoring Checklist (ICM)	Parwan	Salang	Salang	29/09/2020
	December 2020	IC Household Monitoring Checklist (ICM)	Parwan	Ghorband	Ghorband	29/09/2020

Step 2. Select the desired form and area. Click APPLY FILTERS.

EDIT	CAMPAIGN	FORM	PROVINCE	DISTRICT	CLUSTER	FORM DATE	MISSED CHILDREN	ICM SHEET (DAY 1-3)	NUMBER OF HOUSEHOLDS FROM MICROPLANE	HOUSEHOLDS FROM MICRO-PL...	HOUSEHOLD INFORMATION...	HOUSES BEING COVERED BY TH
	December 2020	Admin Data Coverage (Days 1-3)	Bamyan	Bamyan	Bamyan	18/09/2020						90
	December 2020	Admin Data Coverage (Days 1-3)	Bamyan	Kahmard	Kahmard	02/11/2020			567			300
	December 2020	Admin Data Coverage (Days 1-3)	Bamyan	Lal Wa Sarjangal	Lal Wa Sarjangal	02/11/2020			567			450
	December 2020	Admin Data Coverage (Days 1-3)	Badghis	Abkamani	Abkamani	30/10/2020			567			300
	December 2020	Admin Data Coverage (Days 1-3)	Zabul	Arghandab	Arghandab	18/09/2020						450
	December 2020	Admin Data Coverage (Days 1-3)	Wardak	Daymirdad	Daymirdad	01/09/2020						450
	December 2020	Admin Data Coverage (Days 1-3)	Kapisa	Mahmud-e-Ra...	Mahmud-e-Ra...	18/09/2020						450
	December 2020	Admin Data Coverage (Days 1-3)	Baghlan	Andarab	Andarab	17/09/2020						450
	December 2020	Admin Data Coverage (Days 1-3)	Baghlan	Andarab	Andarab	17/09/2020						450



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Step 3. Click EXPORT then click the EXPORT button just below.

The screenshot shows the APMIS Campaign Data interface. On the left is a sidebar with navigation links: Dashboard, Campaigns, Users, Configuration, About, Settings, and Logout (ad min). The main content area is titled 'Campaign Data' and includes a 'CAMPAIGN DATA' tab. At the top right, there are buttons for 'EXPORT', 'NEW FORM', and 'IMPORT'. Below these, a red arrow points to the 'EXPORT' button. The interface also features a table with columns: EDIT, CAMPAIGN, FORM, PROVINCE, DISTRICT, CLUSTER, FORM DATE, MISSED CHILDREN TALLY SHEET (DAY 1...), NUMBER OF HOUSEHOLDS FROM MICRO-PLANS, HOUSEHOLDS FROM MICRO-PLANS, HOUSEHOLD INFORMATION, and HOUSES BEING COVERED BY THE TEAM. The table contains one row of data for December 2020.

EDIT	CAMPAIGN	FORM	PROVINCE	DISTRICT	CLUSTER	FORM DATE	MISSED CHILDREN TALLY SHEET (DAY 1...)	NUMBER OF HOUSEHOLDS FROM MICRO-PLANS	HOUSEHOLDS FROM MICRO-PLANS	HOUSEHOLD INFORMATION	HOUSES BEING COVERED BY THE TEAM
	December 2020	Admin Data Coverage (Days 1-...	Badghis	Abkamari	Abkamari	30/10/20...		567			300

Step 4. The file will download.

The screenshot shows the APMIS Campaign Data interface with an 'Export' dialog box open in the center. The dialog box has a title 'Export' and a message: 'The export is being prepared. This may take a while. You can close this dialog after the download has completed.' The background interface is dimmed, showing the same table and navigation elements as the previous screenshot.