

# Master Cadre Data Export Report Documentation

## Activity Trackers Worksheet

Activity Tracker Form Key	Master Cadre Member	Start Date Time	End Date Time	Pyramid Model Activity	Participant Fee
<i>This is a unique identifier for the activity tracker record.</i>	<i>The username of the master cadre member assigned to this activity tracker.</i>	<i>The date and time when the activity first started.</i>	<i>The date and time when the activity ended.</i>	<i>The type of Pyramid Model Activity completed.</i>	<i>The fee for each participant.</i>

Funding Source	Open to the Public?	Meeting Type	Meeting Location	Did the Event Occur?	Target Audience	# of Hours Planned for Session	Event ID #	Course ID #
<i>The funding source for the activity.</i>	<i>“Yes” if the activity is open to the public. “No” otherwise.</i>	<i>The type of meeting for the activity.</i>	<i>The meeting location for the activity.</i>	<i>“Yes” if the event occurred. “No” otherwise.</i>	<i>The activity’s target audience.</i>	<i>The number of hours planned for the activity.</i>	<i>This is the Event ID of the activity tracker record added to PIDS.</i>	<i>This is the Course ID of the activity tracker record added to PIDS.</i>

State Key	State	Added by	Date Added	Last Edited by	Last Edit Date
<i>This is a unique identifier for the state record that is associated with the activity tracker record.</i>	<i>This is the state name for the state record that is associated with the activity tracker record.</i>	<i>This is the username of the user that added the activity tracker record to PIDS.</i>	<i>This is the date that the activity tracker record was added to PIDS.</i>	<i>This is username of the user that last edited the activity tracker record.</i>	<i>This is the date that the activity tracker record was last edited.</i>

## Activity Tracker Dates

Activity Tracker Form Key	Date	Start Time	End Time	State Key	State	Added by	Date Added	Last Edited by	Last Edit Date
<i>This is a unique identifier for the related activity tracker record.</i>	<i>The date of the activity.</i>	<i>The time when the activity started.</i>	<i>The time when the activity ended.</i>	<i>This is a unique identifier for the state record that is associated with the related activity tracker record.</i>	<i>This is the state name for the state record that is associated with the related activity tracker record.</i>	<i>This is the username of the user that added the date record to PIDS.</i>	<i>This is the date that the date record was added to PIDS.</i>	<i>This is username of the user that last edited the date record.</i>	<i>This is the date that the date record was last edited.</i>

## Training Debriefs Worksheet

Training Debrief Key	Master Cadre Member	Pyramid Model Activity	Date Completed	Training Format	Meeting Location	# of Attendees	# of Evaluations Received	Event ID #	Course ID #
<i>This is a unique identifier for the training debrief record.</i>	<i>The username of the master cadre member assigned to this training debrief record.</i>	<i>The type of Pyramid Model Activity completed.</i>	<i>The date of the debrief.</i>	<i>The training format.</i>	<i>The meeting location.</i>	<i>The number of attendees.</i>	<i>The number of evaluations received.</i>	<i>This is the Event ID of the training debrief record added to PIDS.</i>	<i>This is the Course ID of the training debrief record added to PIDS.</i>

Attended & Evaluations Uploaded to ASPIRE?	Was there interest in coaching or additional coaching circles/community of practice? What are the plans for follow-up?	Reflection – How did the session go overall?	Assistance I Need – Who do I Plan to Contact
<i>Indicates whether this is true with a “Yes” or “No”.</i>	<i>The information about interest in coaching and follow-up plans.</i>	<i>A summary of the session.</i>	<i>Who the master cadre needs to contact for assistance.</i>

State Key	State	Added by	Date Added	Last Edited by	Last Edit Date
<i>This is a unique identifier for the state record that is associated with the training debrief record.</i>	<i>This is the state name for the state record that is associated with the training debrief record.</i>	<i>This is the username of the user that added the training debrief record to PIDS.</i>	<i>This is the date that the training debrief record was added to PIDS.</i>	<i>This is username of the user that last edited the training debrief record.</i>	<i>This is the date that the training debrief record was last edited.</i>

**Intent:** This report is designed to export all the records that exist on the Master Cadre dashboard for the specified timeframe and selected state(s).

**Activity Trackers Worksheet:** This worksheet includes all the Activity Trackers that meet the following criteria:

1. The activity tracker's oldest date is between the Start Date criteria and End Date criteria.
2. The activity tracker is within the selected state(s).

**Activity Tracker Dates Worksheet:** This worksheet includes all the Activity Tracker Dates that meet the following criteria:

1. The date is between the Start Date criteria and End Date criteria.
2. The related activity tracker is within the selected state(s).

**Training Debriefs Worksheet:** This worksheet includes all the Training Debriefs with that meet the following criteria:

1. The training debrief's date completed is between the Start Date criteria and End Date criteria.
2. The training debrief is within the selected state(s).

Criteria Name	Optional?	Description
Start Date	No	This date forms the start of the window that determines what records to include in the report.
End Date	No	This date forms the end of the window that determines what records to include in the report.
State(s)	No	This filters the records that are included in the report.