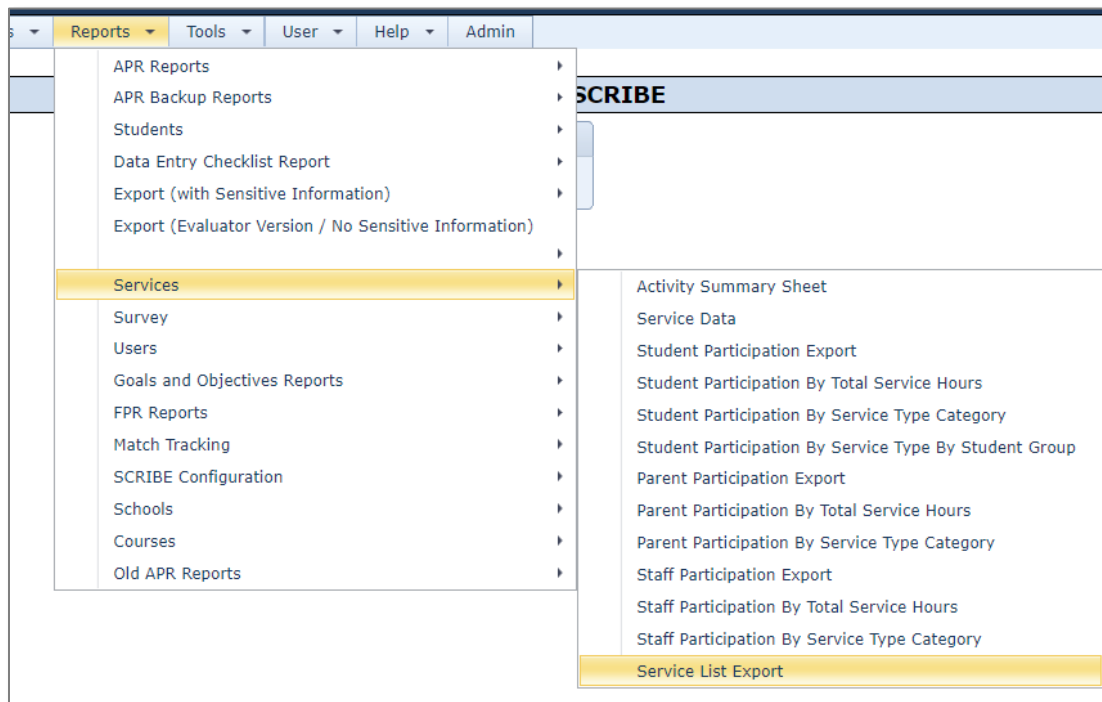


How to Run a Service List Export

Services are events and activities that further the GEAR UP goals and objectives that are GEAR UP sponsored or GEAR UP branded. Users can create services manually and through an import. This PDF covers how to run a Service List Export from SCRIBE which will generate a list of all services created in SCRIBE for a given school year. See [How to Create Services via Import](#) and [How to Create a Service Manually](#) on the [SCRIBE Help Desk](#).

Run a Service List Export

1. From the SCRIBE main menu, click **Reports > Services > Service List Export**.



2. Check the **School Year(s)** and **School(s)** for which you want to run the export.

Enter a **Service Start Date** and **Service End Date** if you want the export to generate only services from a specific time frame. If these are left blank, the export will list services for the entire school year(s) selected.

Narrow the export results further through the other parameters, if desired.

Select CSV or Excel under **Report Format**.

Click **Generate Report**.

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SCRIBE Home > Service List Export

Service list export report

Report Filters

School Year(s): * ☒ 2019 - 2020 ☐ 2016 - 2017
☐ 2018 - 2019 ☐ 2015 - 2016
☐ 2017 - 2018

School(s): * ☒ Instance - GEAR UP Demo_Current
☐ District - Test District
☐ Bayside Middle School
☐ College
☐ West Beverly High School

Service Start Date: **To**

Service End Date: **To**

Include Single Participant: * ☐ Yes ☐ No ☒ All

Create Date: **To**

Created By: --- Select One ---

Is STEM?: * ☐ Yes ☐ No ☒ All

Is ELL?: * ☐ Yes ☐ No ☒ All

Services By Program(s): ☐ GEAR UP ☐ Talent Search ☐ EIP
☐ Upward Bound ☐ Outreach

Report Format: * ☒ CSV ☐ EXCEL ☐ PDF

Generate Report

3. The Service List Export contains the following fields:
- ServiceID: internal for SCRIBE use.
 - ExternalServiceID: unique ID used to identify the service, used for importing participation.
 - ServiceName: name of the service.
 - SchoolYear
 - StartDate: date service began.
 - EndDate: date service ended.
 - StartMonth
 - SchoolNameList: indicates which school the services was created for.
 - DistrictNameList: indicates which district the services was created for.
 - ProgramList: which program the service was created for, if applicable. If the grant does not have different student programs, the name of the grant is listed in this field.
 - PersonTypeList: indicates which person type the service was created for (student, parent/guardian, staff).
 - ServiceTypeCategoryID: service category code. See the Service Taxonomy export from SCRIBE for grant-specific codes.
 - ServiceTypeCategoryName: name of the service type category that corresponds to the ID.
 - ServiceTypeID: service type code. See the Service Taxonomy export from SCRIBE for grant-specific codes.
 - ServiceTypeName: name of the service type that corresponds to the ID.

How to Run a Service List Export

- p. ServiceTypeAdditionalInfo: additional info about the service provided when the service was created.
- q. ServiceTimingCategoryID: internal for SCRIBE use.
- r. ServiceTimingCategoryName: will read N/A.
- s. ServiceTimingID: internal for SCRIBE use.
- t. ServiceTimingName: will read N/A.
- u. ServiceTimingAdditionalInfo: internal for SCRIBE use, will be blank.
- v. ServiceDeliveryCategoryID: service delivery category code.
- w. ServiceDeliveryCategoryName: service delivery category name (Real (Not Virtual), Virtual, Telephonic).
- x. ServiceDeliveryID: service delivery code.
- y. ServiceDeliveryName: name of the delivery (Real (Not Virtual), Virtual, Telephonic).
- z. ServiceDeliveryAdditionalInfo: any additional information added when the service was created.
- aa. IsStem: indicates whether service is a STEM service (Yes, No).
- ab. IsELL: indicates whether service is a ELL service (Yes, No).
- ac. ServiceNotes: any additional notes added when the service was created.

Sample Service List Export

	A	B	C	D	E	F	G	S
1	ServiceId	ExternalServiceId	ServiceName	SchoolYear	StartDate	EndDate	StartMonth	
2	202229	OneT.CSS.UTSA.Nov2019.WBHS	OneT.CSS.UTSA.Nov2019.WBHS	2019 - 2020	11/1/2019	11/30/2019	November	V
3	208383	OneT.CSV.FSU.Jan2020.WBHS	OneT.CSV.FSU.Jan2020.WBHS	2019 - 2020	1/20/2020	1/20/2020	January	B
4	209528	OneT.FAC.529BNight.Oct2019.BMS	OneT.FAC.529BNight.Oct2019.BMS	2019 - 2020	10/17/2019	10/17/2019	October	B
5	202231	OneT.FAC.FAFSAworkshop.Aug2019.WBHS	OneT.FAC.FAFSAworkshop.Aug2019.WBHS	2019 - 2020	8/1/2019	8/31/2019	August	V
6	209400	OneT.GPD.DistrictLeadershipInstitute.Jul2019.Bayside	OneT.GPD.DistrictLeadershipInstitute.Jul2019.Bayside	2019 - 2020	7/18/2019	7/21/2019	July	B
7	212759	Rec.MEN.FridayZoom.Apr2020.WBHS	Rec.MEN.FridayZoom.Apr2020.WBHS	2019 - 2020	4/1/2020	4/30/2020	April	V
8	202230	Rec.MEN.peer.Dec2019.WBHS	Rec.MEN.peer.Dec2019.WBHS	2019 - 2020	12/1/2019	12/31/2019	December	V
9	202232	Rec.SWS.Fridayworkshop.Sep2019.WBHS	Rec.SWS.FridayWorkshop.Sep2019.WBHS	2019 - 2020	9/1/2019	9/30/2019	September	V
10	202157	Rec.TMT.AlgebraAfterSchool.Oct2019.WBHS	Rec.TMT.AlgebraAfterSchool.Oct2019.WBHS	2019 - 2020	10/1/2019	10/31/2019	October	V
11	207294	REC.TUT.MathPeer.Oct2019.DJM	REC.TUT.MathPeer.Oct2019.DJM	2019 - 2020	10/1/2019	10/31/2019	October	B
12	207291	REC.TUT.MathPeer.Oct2019.JAJ	REC.TUT.MathPeer.Oct2019.JAJ	2019 - 2020	10/1/2019	10/31/2019	October	B
13	207292	REC.TUT.MathPeer.Oct2019.JFK	REC.TUT.MathPeer.Oct2019.JFK	2019 - 2020	10/1/2019	10/31/2019	October	B
14	207295	REC.TUT.MATHPEER.Oct2019.SB	REC.TUT.MATHPEER.Oct2019.SB	2019 - 2020	10/1/2019	10/31/2019	October	B
15	207293	REC.TUT.MathPeer.Oct2019.SU	REC.TUT.MathPeer.Oct2019.SU	2019 - 2020	10/1/2019	10/31/2019	October	B

Additional Resources

[How to Create a Service Manually](#)

[How to Create a Service via Import](#)

[How To Add Participation Manually](#)

[How to Add Participation Via Import](#)

Log into the [SCRIBE Help Desk](#) using your SCRIBE log in.