

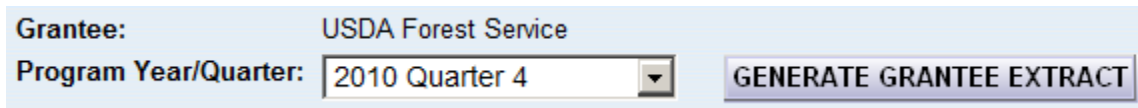
## Extracts on Demand

Only SPARQ users who have been designated as grantee administrators have the ability to create extracts on demand.

1. Click on the [QPR Review](#) link under **Monitoring** on the [SPARQ Home](#) page. The system will display the **Grantee QPRs** screen.

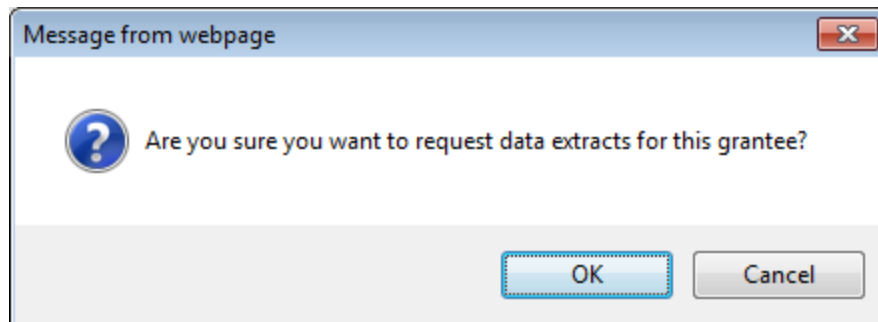
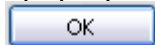


2. Click on the [Sub-Grantees](#) link for your Grantee.

A form with a 'Grantee:' label and a dropdown menu showing 'USDA Forest Service'. Below it is a 'Program Year/Quarter:' label and a dropdown menu showing '2010 Quarter 4'. To the right is a button labeled 'GENERATE GRANTEE EXTRACT'.

**Note:** Selecting the Program Year/Quarter from the drop down has no bearing on the exported data. No matter what value shows in the dropdown the export files will represent the data in SPARQ at that moment in time.

3. Click [GENERATE GRANTEE EXTRACT](#).
4. A pop-up window will appear, asking for confirmation of the extract request. Click



The following confirmation message will appear at the top of the screen:

***The extracts are being generated. It may take a few minutes. To download the extracts, go to the Extract Files link under Monitoring on the SPARQ Home page. You may work on other SPARQ screens in the meantime.***

- Click on the [Extract Files](#) link under **Monitoring** on the [SPARQ Home](#) page. The system will display the **Extract Files** screen.

Extract ID	Files	Extract Date	Status
61	Grantee Code: USDAFS <a href="#">Participant (0.0 mb)</a>   <a href="#">Waiver (0.0 mb)</a>   <a href="#">CSA (0.0 mb)</a>   <a href="#">Break (0.0 mb)</a>   <a href="#">Exit (0.0 mb)</a>   <a href="#">UE (0.0 mb)</a>	05/04/2011 2:09 PM (ID = 61)	PROCESSED

- Click on the link for each of the files to download them.