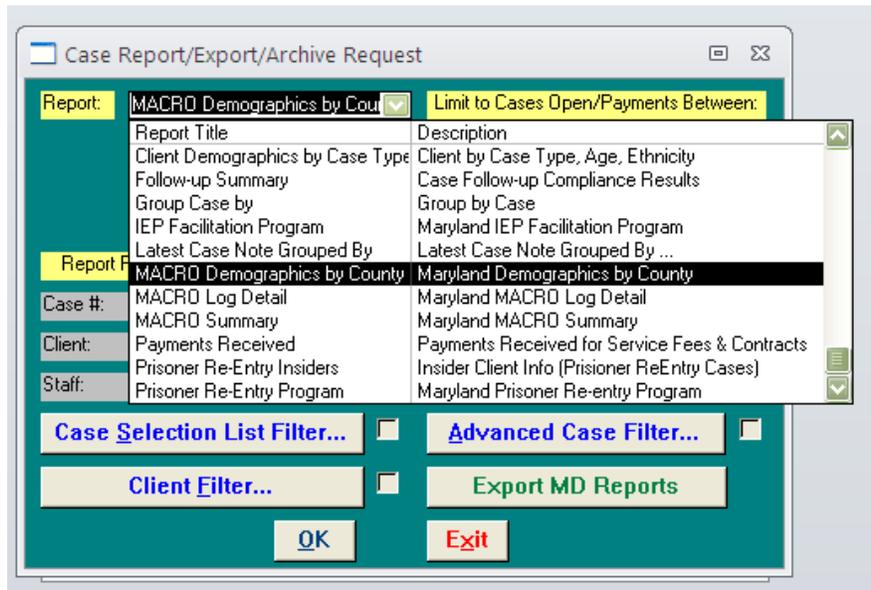
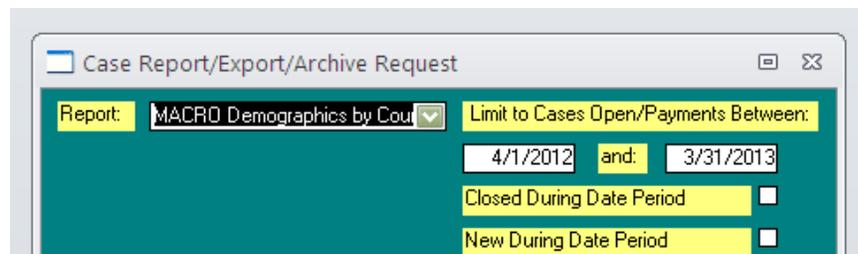


## Instructions for Submitting Demographics Report from MADtrac

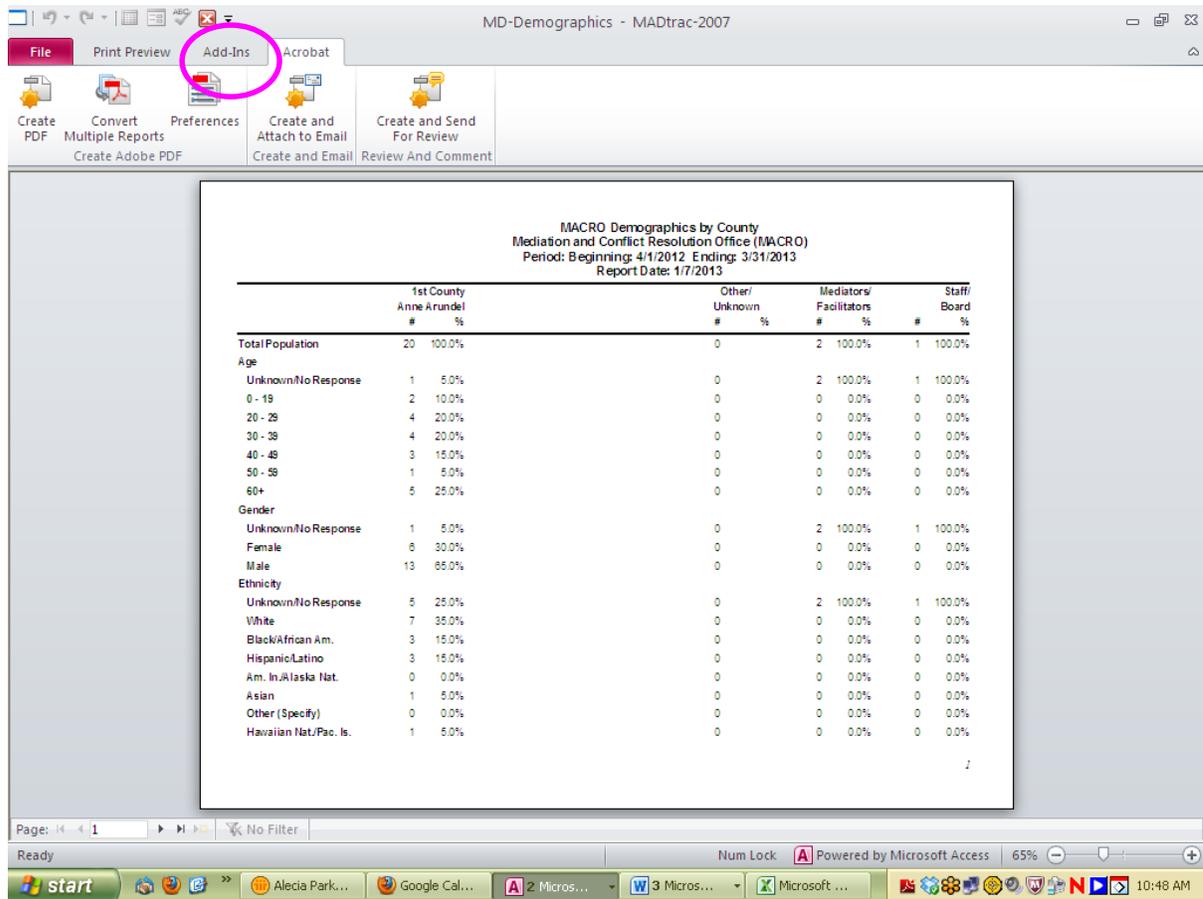
1. From the Case Report screen, select "MACRO Demographics Report by County".



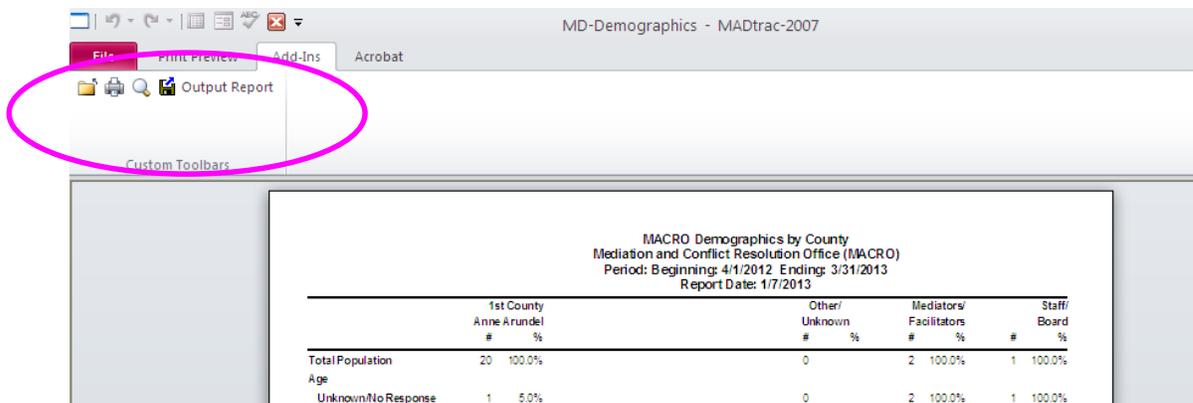
2. Enter the date range for your report. Click OK.



3. You will get a result that looks something like this: (Centers that serve multiple counties will look somewhat different.) (Note- the report is more than one page.)

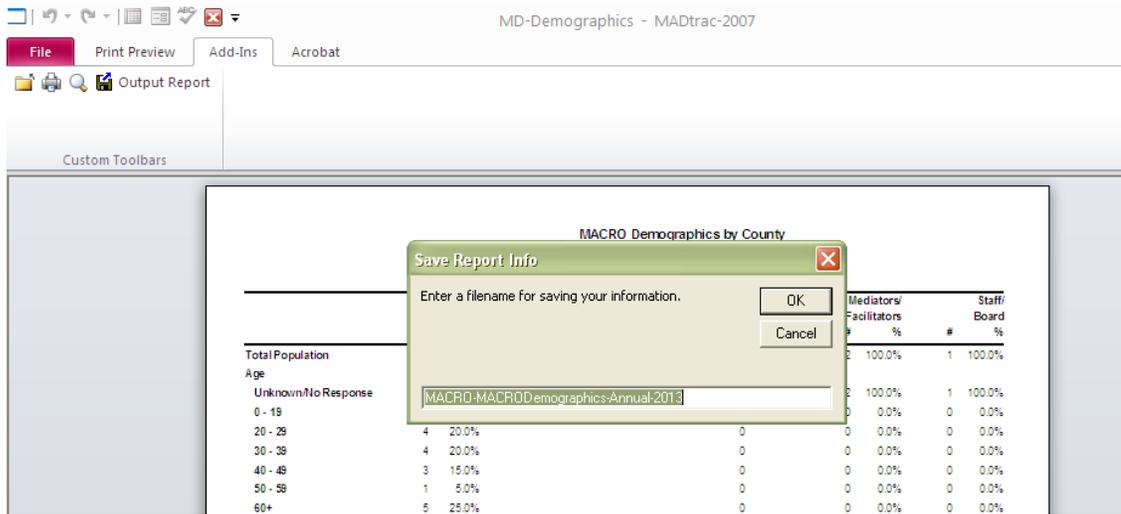


4. Next, from this same screen, click the “Add-Ins” tab at the top. (See the pink circle in the picture above.) This will change the options you have at the top:

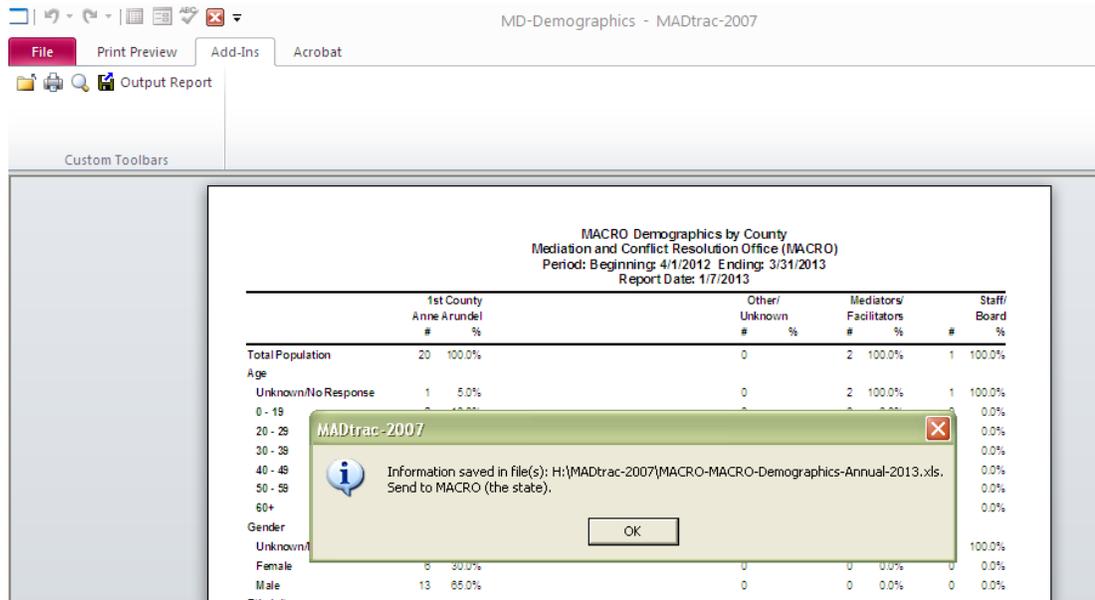


5. Click Output Report. This step will enable you to export the report to Excel Format.

It will ask you to enter a filename for the report. Note that the default file location for your exported reports is in the same folder as your MADtrac files are kept.



6. Once you have clicked OK and saved the file, it will give you a pop-up box that will tell you the path where the file was saved. Make a note of this location.



7. Next, you will need to open Excel. Go the file location where the exported report was saved, and open the report. The default version of this report will look something like the image below.

(Please note that the data you see in the sample below is based on fictional cases.)

	B=Primary County	C= Percentages from your Primary County	D= (any participants outside your primary county or counties)	E= Percentages of participants outside your Primary County	F= Data on the Center's Mediators and Facilitators	G= Percentage data on Mediators and Facilitators	H= Data on the Center's Staff and Board	I= Percentages on the Center's Staff and Board	
<b>MACRO Demographics by County</b> Mediation and Conflict Resolution Office (MACRO) Period: Beginning: 4/1/2012 Ending: 3/31/2013 Report Date: 1/7/2013									
2	Anne Arundel	1st %	Other	Oth %	Mediator: M/F %	Staff/Boz S/B %			
3	Total Population	20	100.0%	0	2	100.0%	1	100.0%	
4	Age								
5	Unknown/No Response	1	5.0%	0	2	100.0%	1	100.0%	
6	0 - 19	2	10.0%	0	0	0.0%	0	0.0%	
7	20 - 29	4	20.0%	0	0	0.0%	0	0.0%	
8	30 - 39	4	20.0%	0	0	0.0%	0	0.0%	
9	40 - 49	3	15.0%	0	0	0.0%	0	0.0%	
10	50 - 59	1	5.0%	0	0	0.0%	0	0.0%	
11	60+	5	25.0%	0	0	0.0%	0	0.0%	
12	Gender								
13	Unknown/No Response	1	5.0%	0	2	100.0%	1	100.0%	
14	Female	6	30.0%	0	0	0.0%	0	0.0%	
15	Male	13	65.0%	0	0	0.0%	0	0.0%	
16	Ethnicity								
17	Unknown/No Response	5	25.0%	0	2	100.0%	1	100.0%	
18	White	7	35.0%	0	0	0.0%	0	0.0%	
19	Black/African Am.	3	15.0%	0	0	0.0%	0	0.0%	
20	Hispanic/Latino	3	15.0%	0	0	0.0%	0	0.0%	

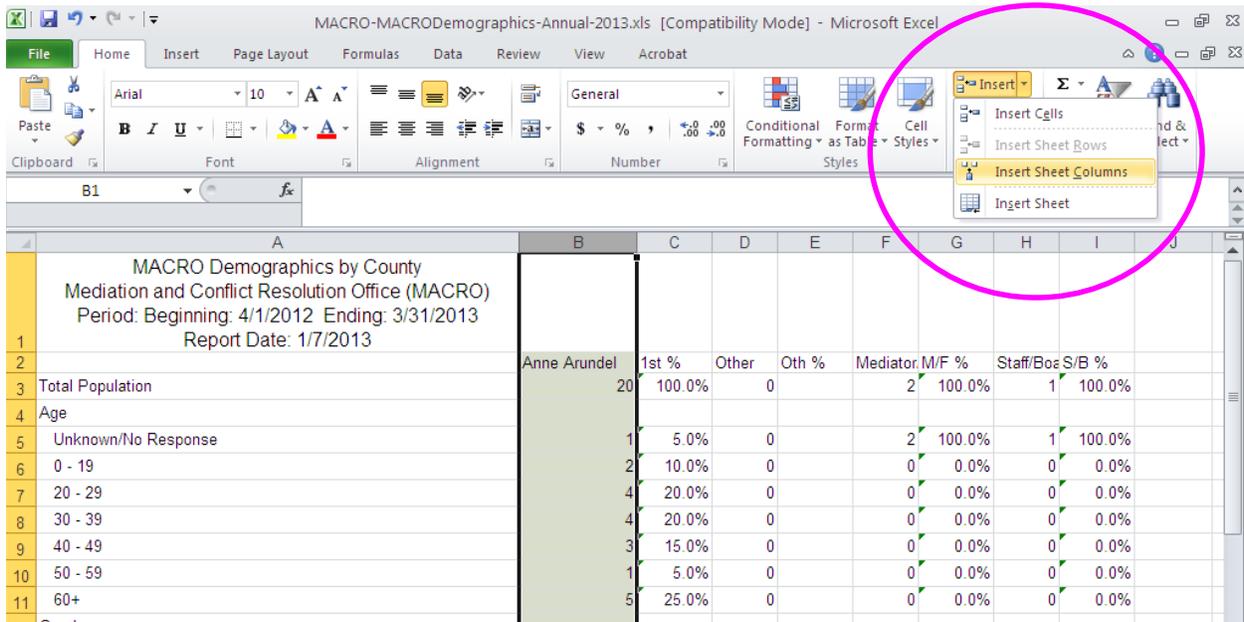
Key to column headings: B=Primary County, C= Percentages from your Primary County, D= (any participants outside your primary county or counties), E= Percentages of participants outside your Primary County, F= Data on the Center's Mediators and Facilitators, G= Percentage data on Mediators and Facilitators, H= Data on the Center's Staff and Board, I= Percentages on the Center's Staff and Board. (Notes, centers that serve more than one county will have additional Primary Counties. These will be labeled and will appear before the Other column.

**IMPORTANT – THE REPORT IS NOT DONE YET**

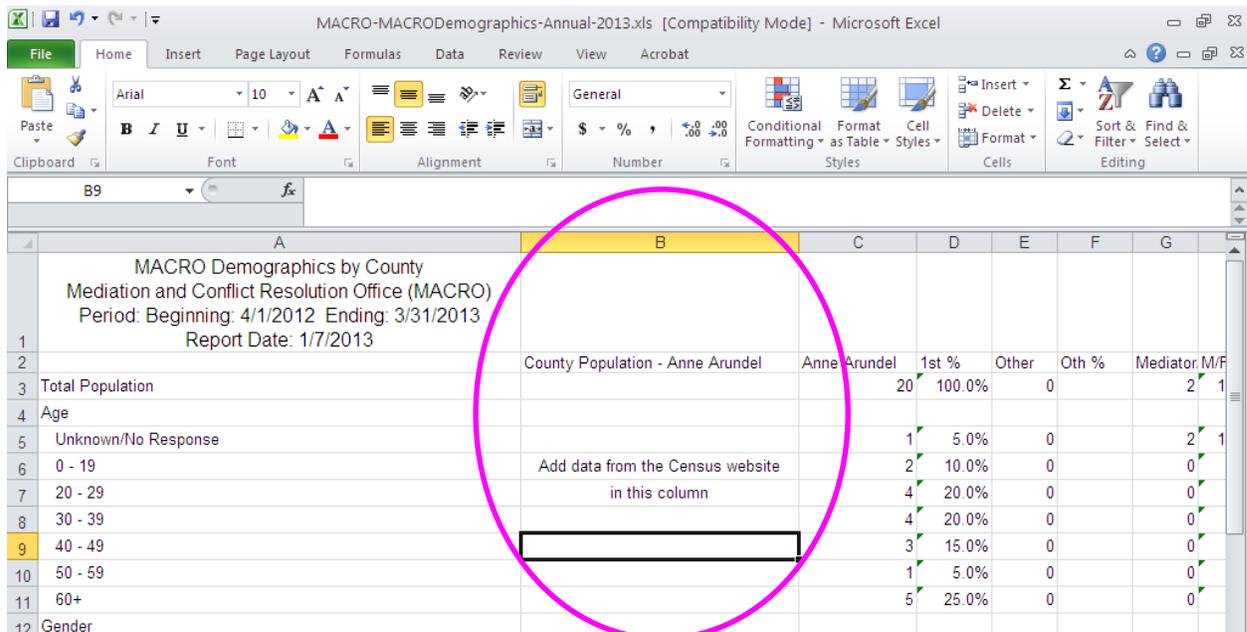
The report will list the primary county or counties that your center serves. It does not, however, contain the population data for your service area. You will need to add this data manually from the US Census or the current American Community Survey. In order to do that you will need to follow the steps below.

8. To add space for the full County demographic data from the Census, you will need to add a column to your report. To do this, you will need to select the primary county column by clicking the letter at the top. Then click the dropdown arrow next to Insert (see pink circle), and select Insert Sheet Columns from the list. This will add a blank column just in front of your primary county column.

(Centers with multiple counties will need to do this for each of their primary counties.)



At the top of the new blank column, add a heading for your County's census data. You will then need to visit the Census website to obtain your county's population data. **This data must be entered manually.** See separate instructions "How to Find Demographic Data for your County."



Centers that serve more than one county will need to repeat Step 8 for each of their primary counties.

9. Once you have completed the steps above, add borders to all the cells to make the columns easier to read. You can also add color or shading if you prefer, so long as you don't change the data, or the column or row headings.

10. Insert your completed demographics report into your application in the appropriate spot.