



How To:
**Create a “Full” AIDS Institute
Extract**

INTRODUCTION

Starting with AIRS V8.5, the “AIDS Institute Extract” will limit the amount of information that is included in the AIDS Institute Extract so that it is smaller in size. [This default is set to include data from the past 1 year.](#) Besides all client data, the Extract will only include recent data entry of, or changes/deletions to, Encounters, Services, Sessions, Syringe Exchanges, and CTR Testing data.

For most users, there will be no need to change the default 1 year setting when running the Extract.

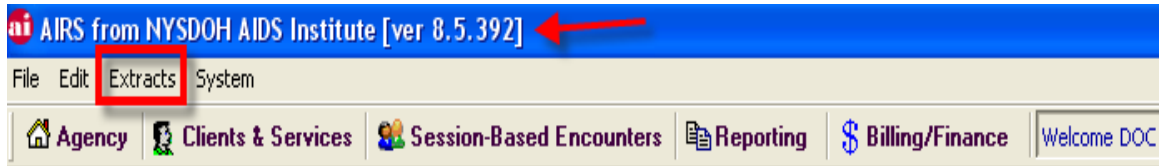
If there is a need to create an AIDS Institute Extract that contains [all data](#) from AIRS, the following pages will provide step-by-step instruction to successfully complete a truly complete/full AIDS Institute Extract from AIRS.

NOTES:

1. This document assumes your agency is not submitting “Incremental” Extracts
2. **If you are submitting Incremental Extracts:** Do not follow these instructions until you’ve contacted the AIDS Institute for guidance on how to proceed.

HOW TO CREATE A FULL 'AIDS INSTITUTE EXTRACT'

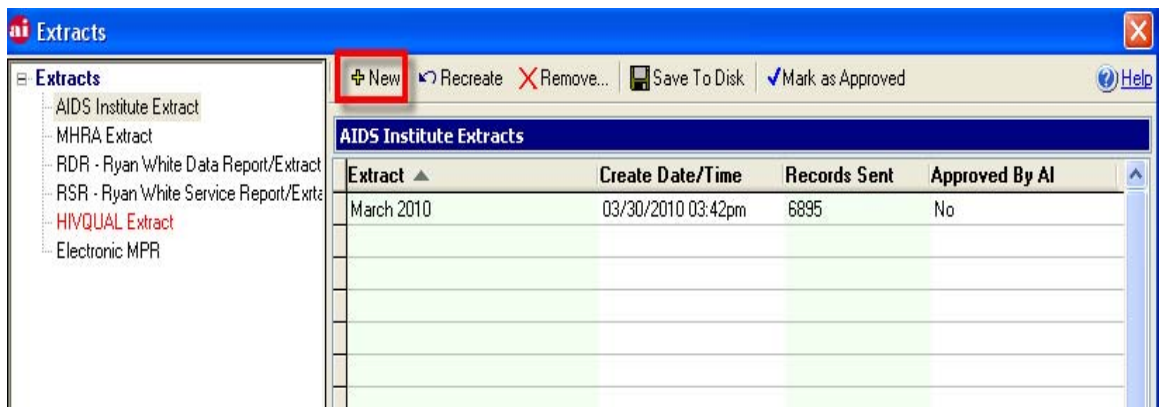
1) Go to the EXTRACTS Menu.



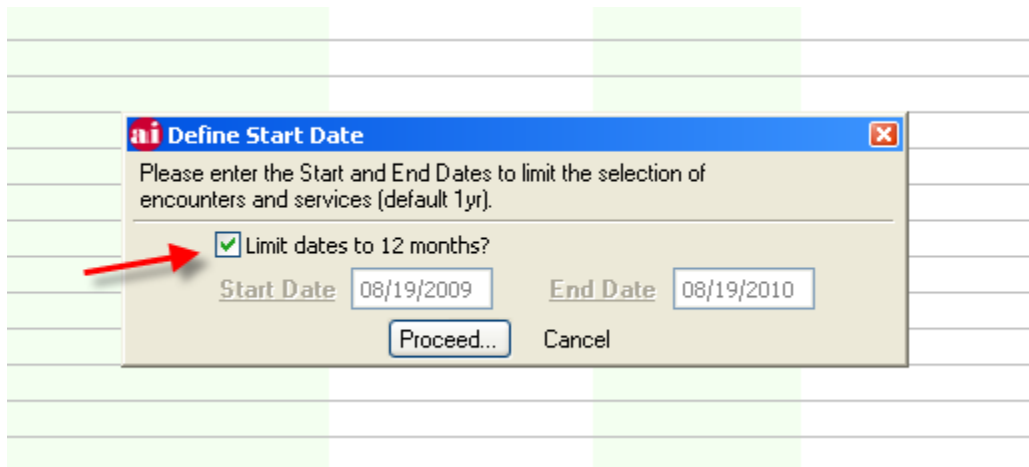
2) Select "Extracts"

3) Open "Extracts" option.

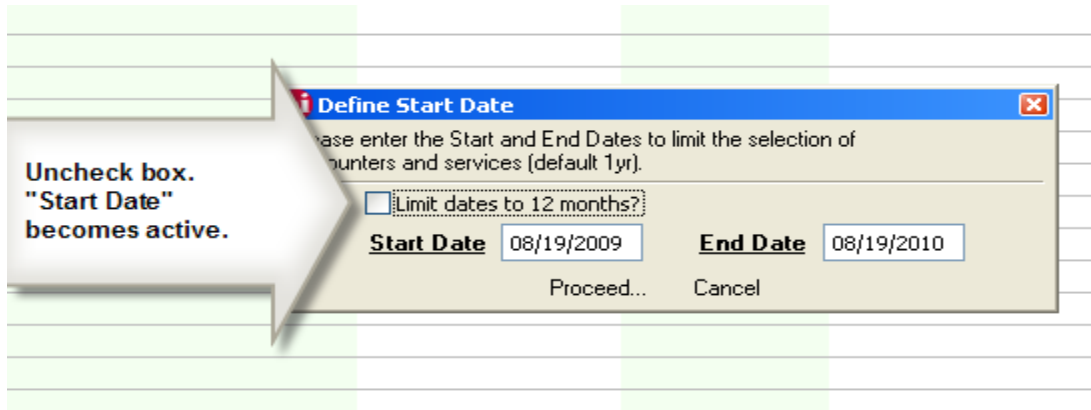
4) Click on [New]. (Note: You will have to [Remove] the current month's Extract if it already exists.)



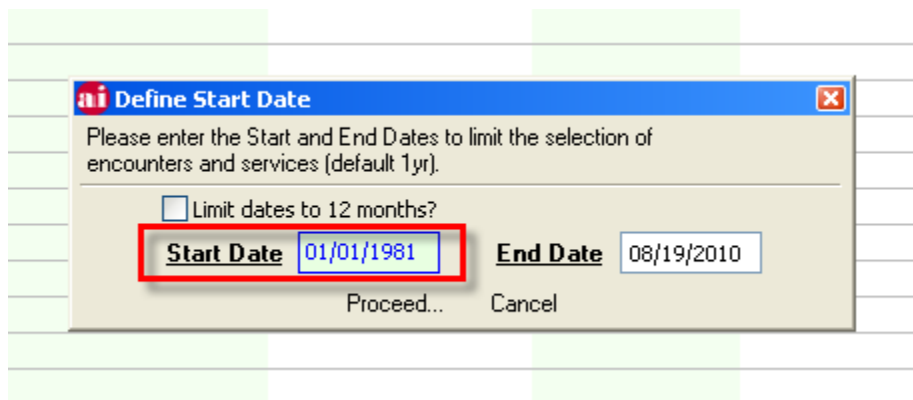
5) You will see that the Encounters and Services default to "Limit dates to 12 months" and the *Start Date* and *End Date* fields are inactive.



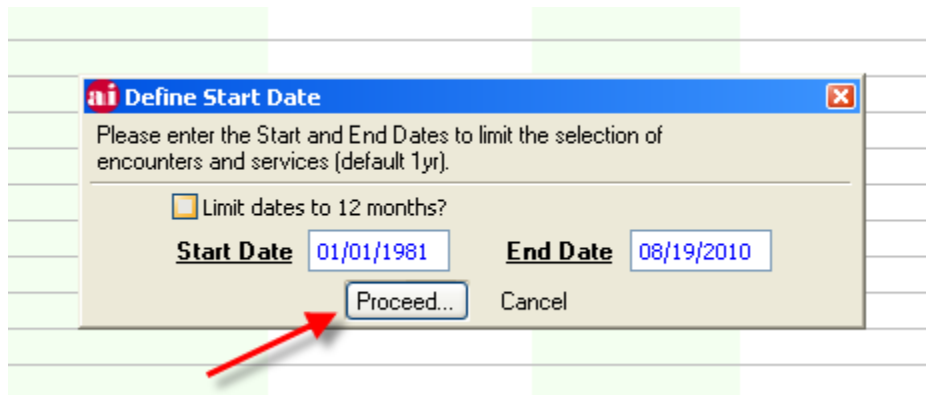
6) **Uncheck** the box next to “Limit dates to 12 months”. This allows you to change the *Start Date*.



7) Change the *Start Date* to **01/01/1981**. (Do not change the *End Date*.)



8) Click on [**Proceed**].



9) When complete, click on [Save to disk] and forward the Extract to the AIDS Institute.