

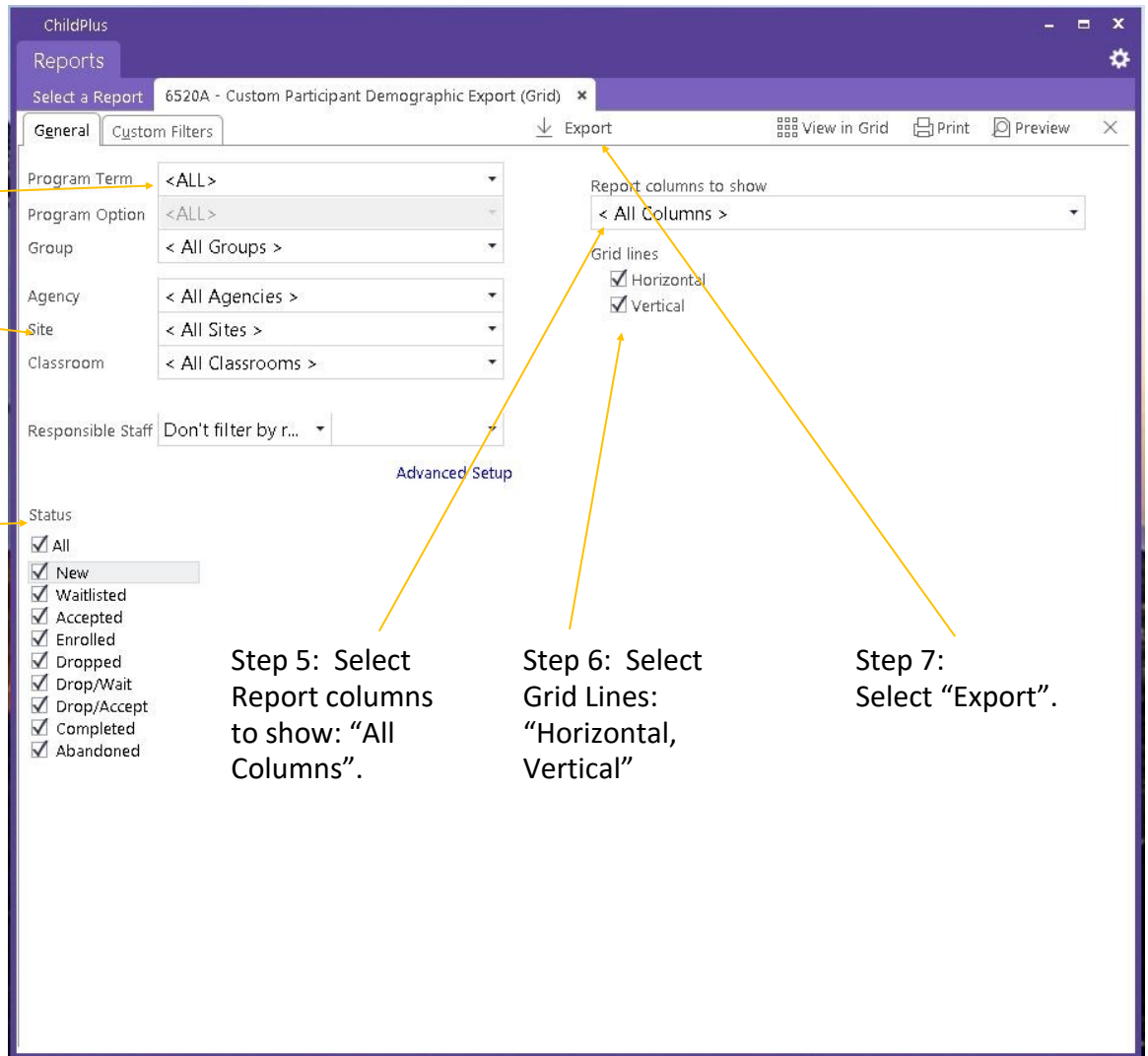
Downloading ChildPlus Report 6520 A

Step 1: In the ChildPlus Reports tab, open the 6520 A—Custom Participant Demographic Export (Grid)

Step 2: Select the relevant Program Term.

Step 3: Select All Agencies, Sites, and Classrooms.

Step 4: Select Status: "All"



Step 5: Select Report columns to show: "All Columns".

Step 6: Select Grid Lines: "Horizontal, Vertical"

Step 7: Select "Export".

Downloading ChildPlus Report 6520 A

Step 8: Navigate to where you want to save the file.

Step 9: Name the File "6520 A_Program Term_Today's Date".

Step 10: Select Save as type: "Comma Separated Values (.csv)"

This Is VERY Important.

