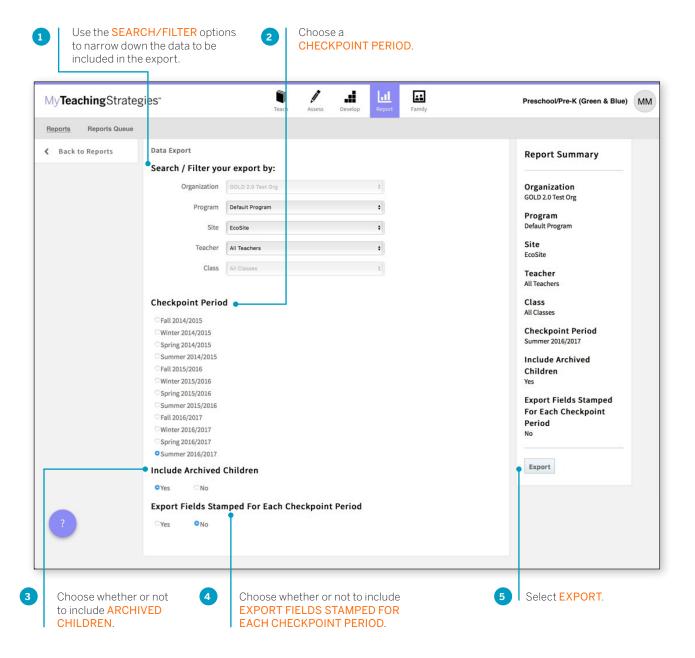
## **Data Export**

The Data Export report allows administrators to generate an Excel file with all checkpoint data for each child for a single checkpoint period.

To create a Data Export report, access the Report area, and then select GO for Data Export.





You will be taken to the Reports Queue. Select **DOWNLOAD EXPORT FILE** when the export is ready for download.

