

# HOW TO PULL A REPORT FOR LIFETOUCH ON PROCARE

## Where to Go?

- Family Data & Accounting
  - Reports
    - Data Viewer
      - Family Data
        - Child Information (User Defined)
          - Create

## How to Narrow Down Your Report

Choose Fields

- None
- Choose:
  - Last Name
  - First Name
  - Primary Classroom
  - Enrollment Status
  - (whatever else you want on there)

### →Hit Exit

Refine Enrollment Status to Enrolled

Sort by Primary Classroom by Clicking on “Primary Classroom”

Export as Excel