

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