

ChildWare

Using Export Function in ChildWare 2.0

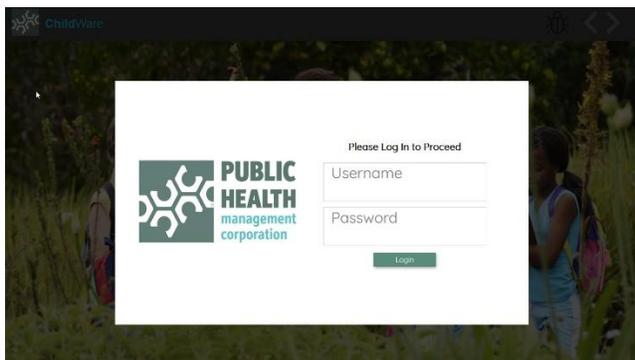
There are times when you may need to print out information from ChildWare 2.0 for your agency, parents, or funding sources. The easiest way to do this is to use the export function in ChildWare 2.0.

Depending what area of ChildWare 2.0 you are in determines what information you will be able to download.

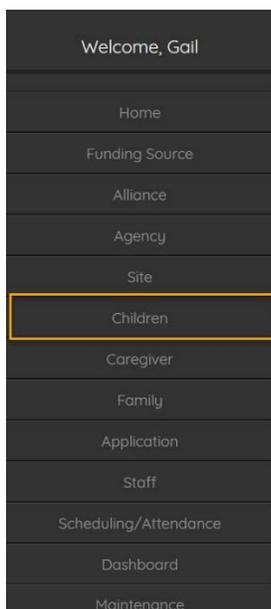
Downloading your Children List:

Open your Chrome browser and in the address bar type: childware.phmc.org

This will take you to the login screen where you can type in your username and password.



Using the Navigation Menu – Scroll down to Children to see a list of Children in your site.

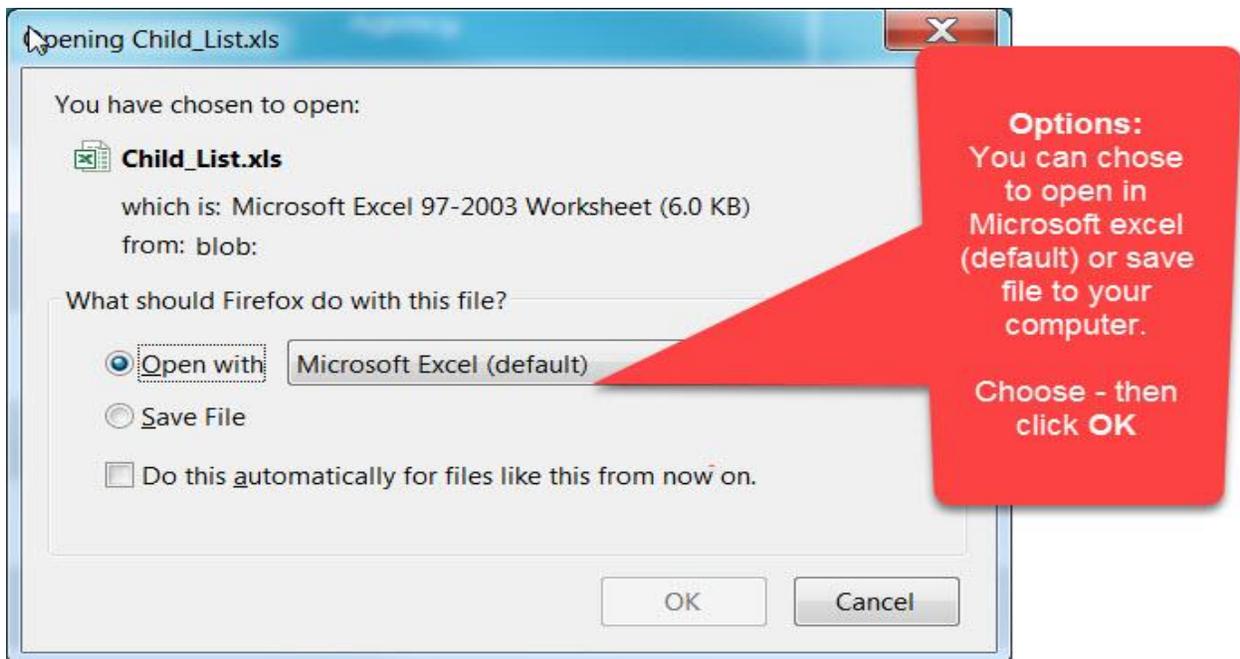


ID#	First Name	Last Name	Agency	Age	DOB
9097	Han	Solo	ABC Daycare LLC	4	07/11/2013
9095	Luke	Skywalker	ABC Daycare LLC	3	07/11/2014
9093	Ariel	Mermoid	ABC Daycare LLC	4	07/20/2013
9091	Peter	Pan	ABC Daycare LLC	4	11/28/2013
9080	Minnie	Mouse	ABC Daycare LLC	4	11/28/2013
9071	Moana	Waiolki	ABC Daycare LLC	4	11/28/2013

At the top of your screen, you will see the “Export” Icon , which you can find on many pages throughout ChildWare 2.0. Whenever you see this icon – you can create a list of the information on your screen.



Click on the export icon.



If you choose Microsoft Excel, the program will open and you will see a spreadsheet containing the information on your children list.

Click on **Enable Editing** to be able to save, sort and manipulate this spreadsheet.

Now you have a list of your children including their ID#, First and Last Names, Agency/Site Name, Age, and Date of Birth. Save the file to your desktop or a folder of your choice.

Need to sort by age?

Click on Data tab

1. Click on arrow at left corner of sheet.
2. Click Sort.
3. Check off - My data has headers.
4. Scroll to age.
5. Click OK

ID	First Name	Last Name	Agency	Age	DOB
9097	Han	Solo	ABC Daycare LLC	4	07/11/2013
9095	Luke	Skywalker	ABC Daycare LLC	3	07/11/2014
9093	Ariel	Mermaid	ABC Daycare LLC	4	07/20/2013
9091	Peter	Pan	ABC Daycare LLC	4	11/28/2013
9080	Minnie	Mouse	ABC Daycare LLC	4	11/28/2013
9071	Moana	Waiialiki	ABC Daycare LLC	4	11/28/2013
9013	Coco	Chanel	ABC Daycare LLC	4	07/04/2013
8891	Tinker	Belle	ABC Daycare LLC	3	07/04/2014
8887	Mickey	Mouse	ABC Daycare LLC	4	12/25/2013
8874	Henry	Harper	ABC Daycare LLC	4	05/01/2014
8873	Helen	Harper	ABC Daycare LLC	4	05/01/2014
8871	Aqua	Dasani	ABC Daycare LLC	4	02/02/2014
8869	Maurice	Watson	ABC Daycare LLC	4	05/05/2014

Sort Warning

The following sort key may not sort as expected because it contains some numbers formatted as text:

Age

What would you like to do?

Sort anything that looks like a number, as a number

Sort numbers and numbers stored as text separately

OK Cancel Help

Sort numbers and numbers stored in text separately button will be depressed as a default.

Click OK.

A spreadsheet sorted by age (lowest to highest) appears. Save to desktop or folder.

	A	B	C	D	E	F	G
1	ID	First Name	Last Name	Agency	Age	DOB	
2	9095	Luke	Skywalker	ABC Daycare LLC	3	07/11/2014	
3	8891	Tinker	Belle	ABC Daycare LLC	3	07/04/2014	
4	9097	Han	Solo	ABC Daycare LLC	4	07/11/2013	
5	9093	Ariel	Mermaid	ABC Daycare LLC	4	07/20/2013	
6	9091	Peter	Pan	ABC Daycare LLC	4	11/28/2013	
7	9080	Minnie	Mouse	ABC Daycare LLC	4	11/28/2013	
8	9071	Moana	Waiialiki	ABC Daycare LLC	4	11/28/2013	
9	9013	Coco	Chanel	ABC Daycare LLC	4	07/04/2013	
10	8887	Mickey	Mouse	ABC Daycare LLC	4	12/25/2013	
11	8874	Henry	Harper	ABC Daycare LLC	4	05/01/2014	
12	8873	Helen	Harper	ABC Daycare LLC	4	05/01/2014	
13	8871	Aqua	Dasani	ABC Daycare LLC	4	02/02/2014	
14	8869	Maurice	Watson	ABC Daycare LLC	4	05/05/2014	