# 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.
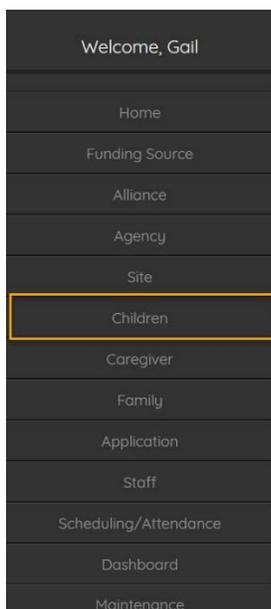
Downloading your Children List:

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.
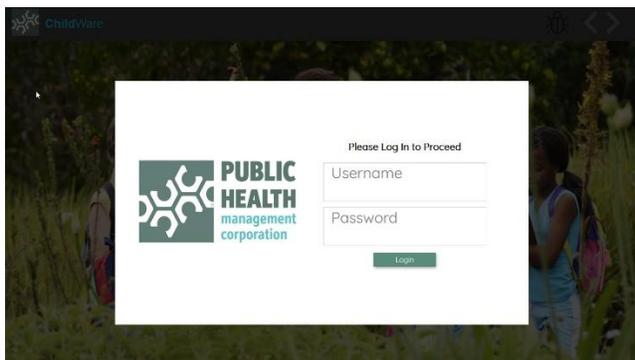
Using the Navigation Menu – Scroll down to Children to see a list of Children in your site.
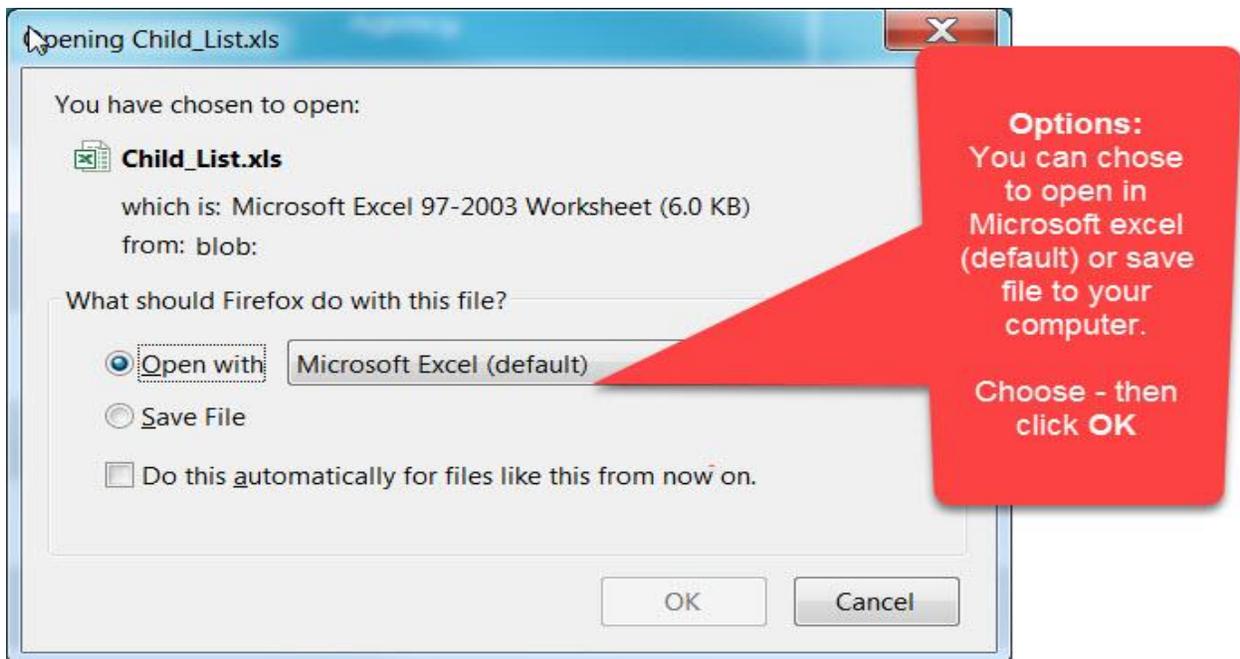
At the top of your screen, you will see the "Export" Icon , which you can find on many pages throughout ChildWare 2.0. Whenever you see this icon – you can create a list of the information on your screen.

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.

Next: Spread out the columns to be able to see all the data in the cells.

Hold down the Ctrl Key and the A key to select "All" or click on arrow in left corner.

1. Click on Format Icon

2. Scroll down to AutoFit Column Width.

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?

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