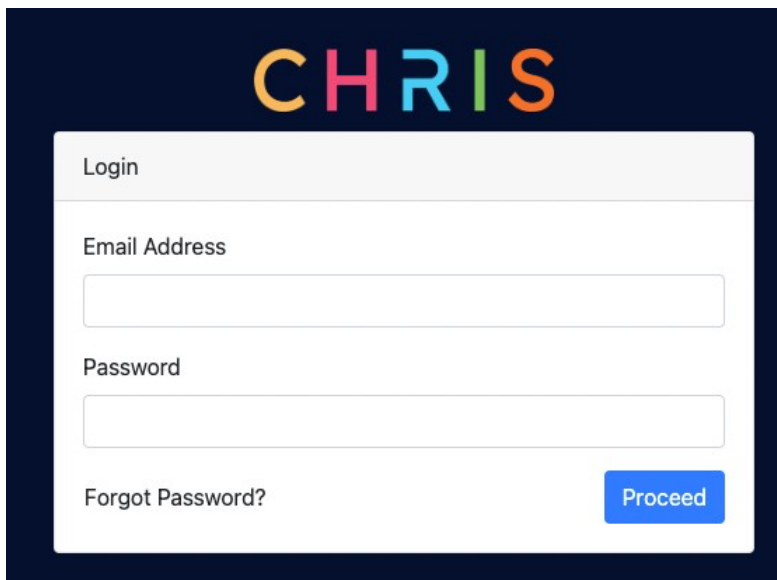


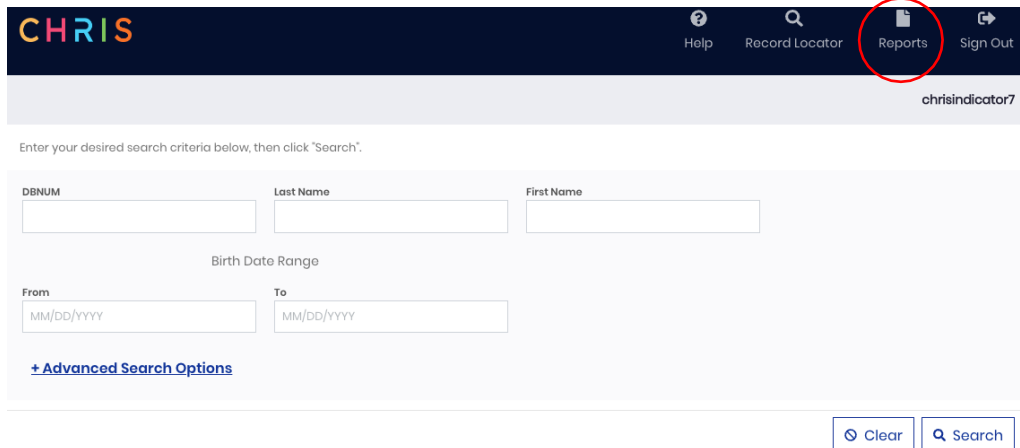
CHRIS Child Outcomes Form Excel Report

This tutorial will teach users how to create a report that will export COS (Child Outcomes Summary) data stored in CHRIS from the user's district into a downloadable Excel spreadsheet. The user will also have the option to view the number of records found without downloading a report. A video explaining the procedures for entering COS data into the CHRIS database is available on our website: http://www.chris.miami.edu/training/cos_process_training.html

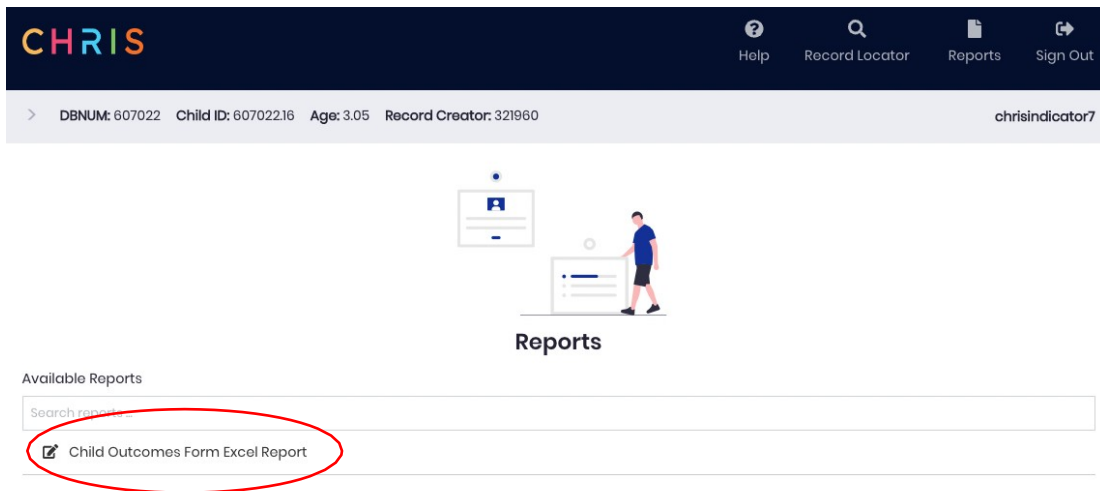
1. The Child Outcomes Form Excel Report is accessed by logging into the CHRIS program via the CHRIS login screen and entering a username based on the user's work email address and a password created by the user. To set up a CHRIS COS entry account, please contact your TATS representative.



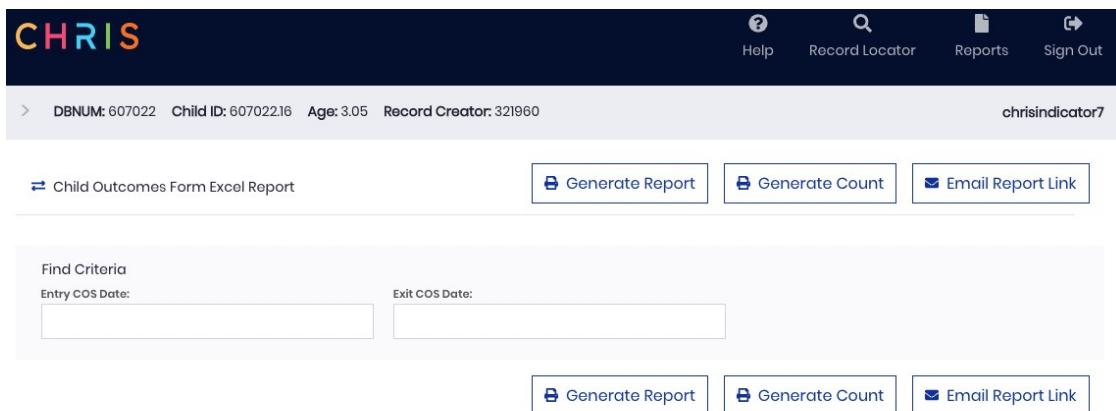
2. Once the user has entered their credentials and clicked "Proceed", they will be taken to the CHRIS Record Locator Screen. To access this report, select the "Reports" option from the main menu.




3. Selecting “Reports” shows the Available Reports screen. The only option displayed is a link to the Child Outcomes Form Excel Report.



4. Clicking on this link will take the user to the Find screen for the Child Outcomes Form Excel Report.



5. The user can now enter find criteria into one or both available fields (Entry COS Date and Exit COS Date) or exit back to the Available Reports screen by clicking on the  button next to the name of the report.
 - a. The find criteria can be a singular date or a date range. To enter a date range, use the following format: mm/dd/yyyy...mm/dd/yyyy.

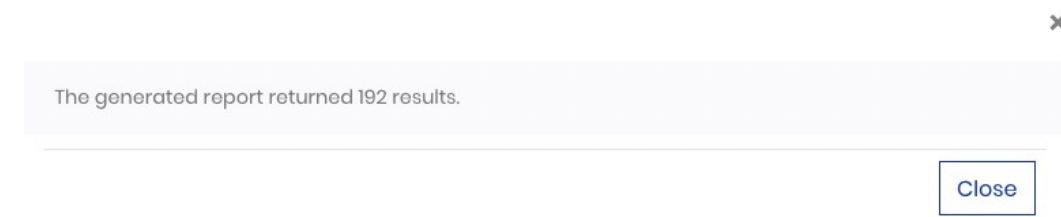
6. There are three output formats available: Generate Report, Generate Count, or Email Report Link.

a. Clicking the “Generate Report” button will create an Excel Spreadsheet that will be downloaded to the user’s Downloads folder.

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
2	COSFormDate	LastName	FirstInitial	MiddleInitial	DOB	StudentID	TeacherName	EnterDate1	EnterDate2	EnterDate3	EnterDate4	EnterDate5	EnterDate6	EnterDate7	EnterDate8	EnterDate9	EnterDate10	EnterDate11	EnterDate12	EnterDate13	EnterDate14	
1	02/22/2022	Eln	Om		01/28/2017	F1001234567890	FSOB	10/06/2022	10/04/2022													
2																						
3																						
4	02/22/2022	Zjo	Hel		06/25/2019	F100009411234		Date	02/22/2022	02/22/2022												
5		Nba	Laf	Wma	04/13/2019	F1000087654321		Date	03/09/2022	03/09/2022												
6	05/31/2022	Ebo	Asu		05/14/2019	F100009640255		Date	05/31/2022	05/31/2022												
7	07/18/2022	Oqa	Mdy		06/01/2019	F10000889474		Date	03/15/2022	06/15/2021												
8		Vtu	Tro		03/16/2019	F100008796176		Date	04/01/2022	04/01/2022												
9	07/14/2022	Zaa	Ole		04/11/2019	F100008761706		Date	01/27/2022	10/18/2021												
10		Ova	Nat		07/29/2019	F100008892767		Date	03/28/2022	03/28/2022												
11	02/09/2022	Zaa	Lga	San	02/12/2019	F100008899564		Date	03/10/2022	03/10/2022												
12	02/04/2022	Zdi	Ole	Lmi	04/05/2019	F10000872316		Date	01/10/2022	01/10/2022												
13	07/19/2022	Nca	Laf		10/28/2019	F100009093656		Date	01/25/2022	04/29/2021												
14	04/15/2022	Nca	Nca		06/14/2019	F1000087694112		Date	01/18/2022	06/29/2021												
15	02/04/2022	Sfa	Lga	Sja	06/14/2019	F100008862101		Date	01/25/2022	12/09/2021												
16	02/04/2022	Ku	Ncu	Ode	07/12/2019	F100008863080		Date	01/04/2022	01/22/2021												
17	06/23/2022	Zaa	Mel	Sth	08/02/2019	F100008878779		Date	05/20/2022	05/20/2022												
18	07/05/2022	Mo	Ena	Zbe	06/10/2019	F100009213637		Date	07/05/2022	07/04/2022												
19		Amc	Yie		08/29/2019	F100008761299		Date	03/28/2022	07/26/2021												
20	02/04/2022	Obe	Nja	Sma	09/08/2019	F100008891816		Date	03/01/2022	03/01/2021												
21	03/10/2022	Vdi	Nac	Nja	05/15/2019	F100008977968		Date	03/10/2022	03/10/2022												
22	06/07/2022	Zru	Tro	Egr	09/23/2019	F100008919351		Date	06/07/2022	06/07/2022												
23	03/15/2022	Mo	Lga	Ode	09/17/2019	F100009012608		Date	03/15/2022	03/15/2022												
24	03/07/2022	Zpe	Hno	Iha	10/08/2019	F100008962482		Date	03/07/2022	03/07/2022												
25	02/04/2022	Zpe	Sjo	Dde	02/02/2020	F100009114686		Date	01/11/2022	01/11/2022												
26	07/25/2022	Eae	Nca	Lac	01/04/2020	F1000090517681		Date	07/25/2022	07/25/2022												
27	02/10/2022	Ope	Rry	Sth	04/12/2019	F100008987184		Date	02/10/2022	02/10/2022												
28		Sca	Omz	Dul	10/20/2019	F10000898184		Date	04/01/2022	04/01/2022												
29		du	Lra	Oca	09/12/2019	F10000898159		Date	03/11/2022	06/01/2021												
30	05/16/2022	Oou	Ala		09/05/2019	F100008968002		Date	05/16/2022	05/16/2022												
31	02/04/2022	Zca	Sma		06/04/2019	F100008972206		Date	01/05/2022	03/08/2021												
32	02/22/2022	Sgo	Nju		11/04/2019	F100008981211		Date	02/22/2022	02/22/2022												
33	03/15/2022	Aug	Arv	Lia	10/26/2019	F100008978150		Date	03/15/2022	04/08/2021												
34	05/17/2022	Zre	Aan		10/17/2019	F100008997197		Date	05/17/2022	05/17/2022												
35	02/09/2022	Kmc	Nju		06/05/2019	F100009047895		Date	02/09/2022	02/09/2022												
36	03/02/2022	Ema	Lda	Oed	12/25/2019	F100009517447		Date	03/02/2022	03/02/2022												
37		Laf	Nac	Nac	04/10/2020	F100009095204		Date	06/30/2022	06/30/2022												
38		Oye	Nja		07/30/2019	F100009051052		Date	03/15/2022	04/06/2021												
39	06/03/2022	Tta	Mad	Ial	01/03/2020	F100009041995		Date	06/03/2022	06/03/2022												
40		Lsp	Nja		07/22/2019	F100009047798		Date	02/02/2022	02/02/2022												
41	02/08/2022	Omz	Aur	Omz	12/12/2019	F100009064210		Date	02/01/2022	02/01/2021												
42	05/18/2022	Zva	Iam		08/05/2019	F100009186295		Date	01/13/2022	01/13/2022												

(Some column headings edited for space)

b. Clicking the “Generate Count” button will display a window showing the number of COS records found based on the entered find criteria.



c. Clicking “Email Report Link” will email a web link providing access to the report in step a to the user who is currently logged into CHRIS. Please note, this link will expire after 24 hours.

7. Once the user has completed using the reporting features of CHRIS, clicking the Record Locator option in the main menu will take the user back to the CHRIS Locator Screen where they can conduct a new find or add a new child.

