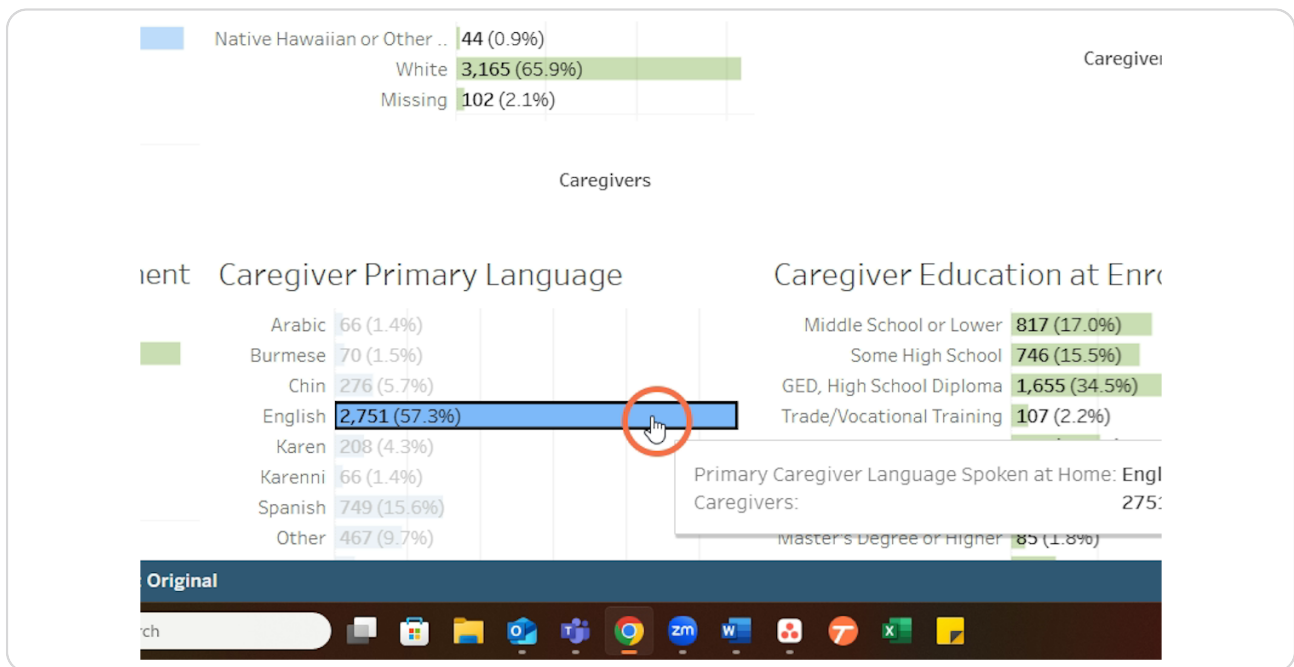


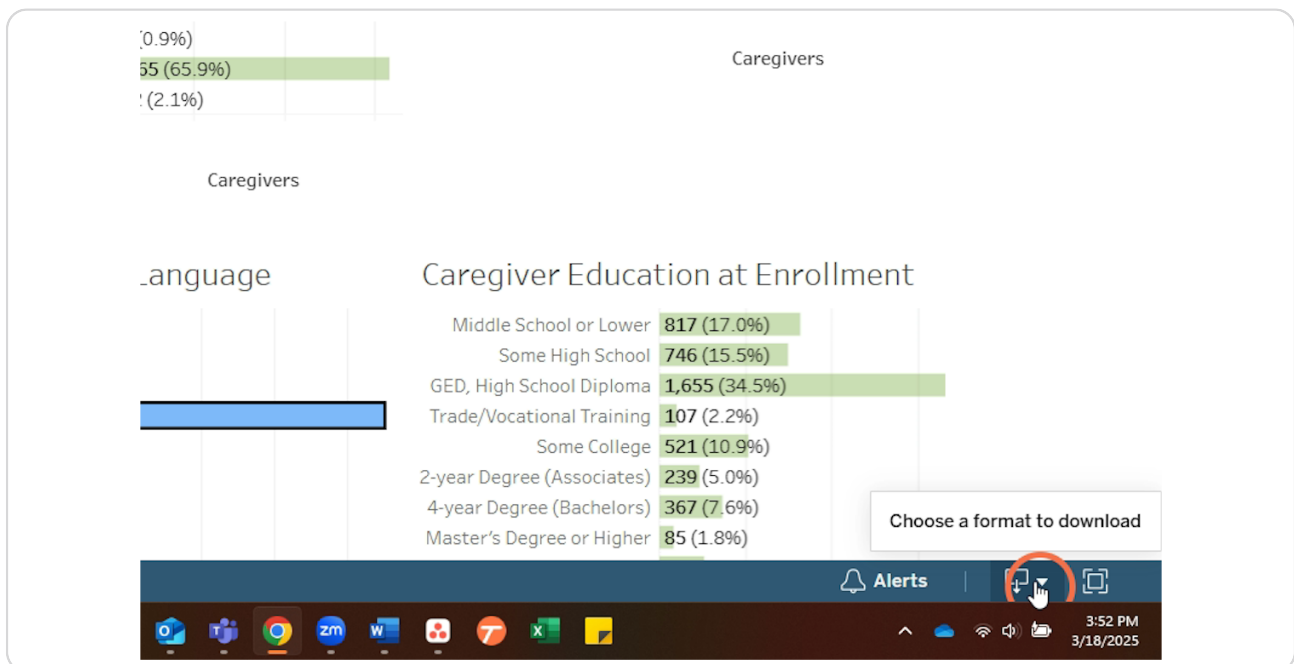
STEP 1

Select the reporting data field to explore via underlying data.



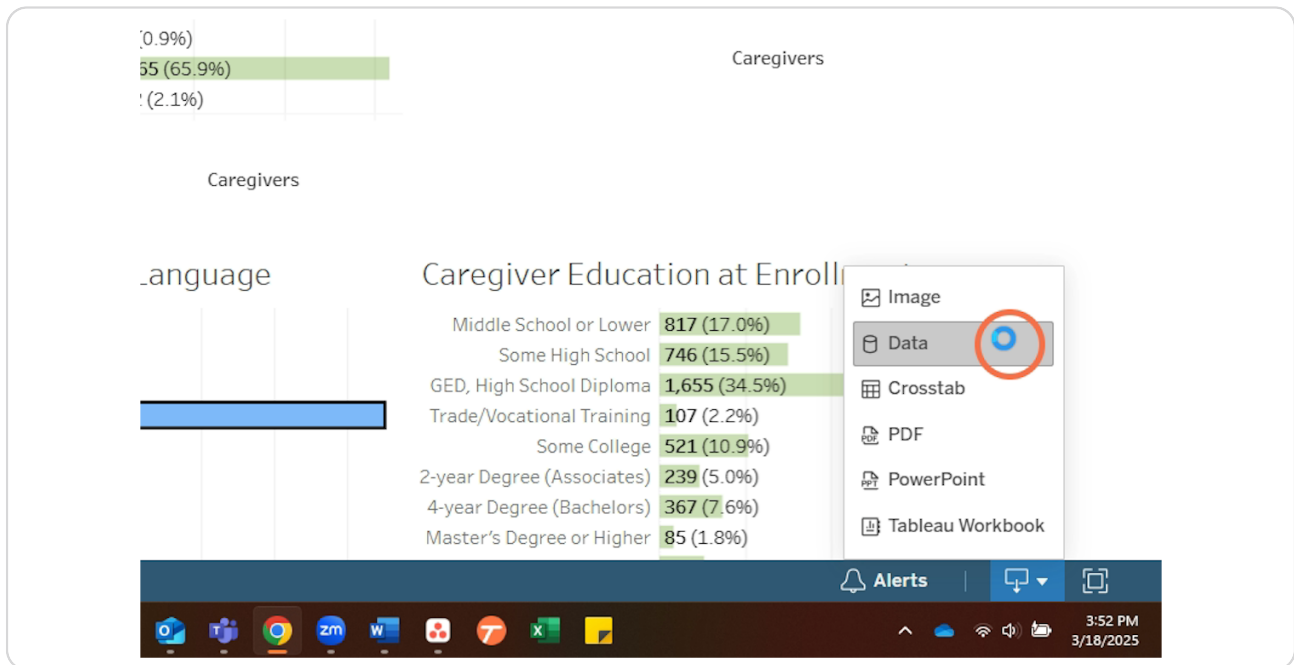
STEP 2

Select the download icon in the footer toolbar.



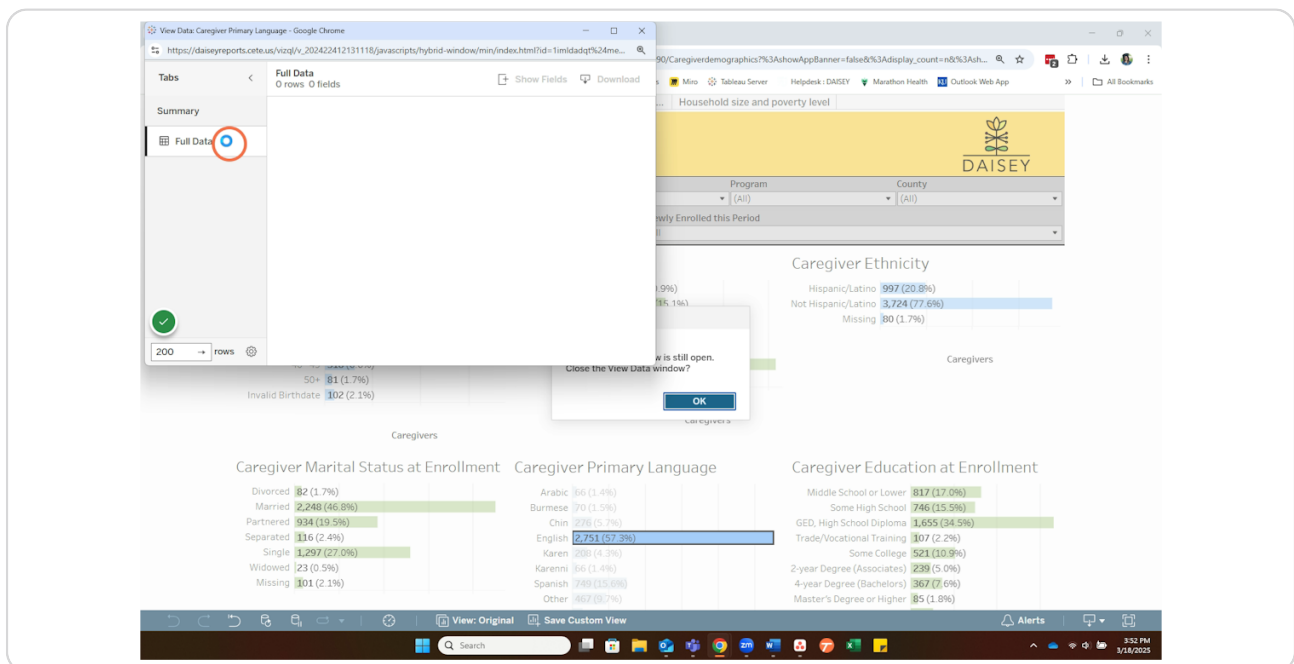
STEP 3

Select the Data option.



STEP 4

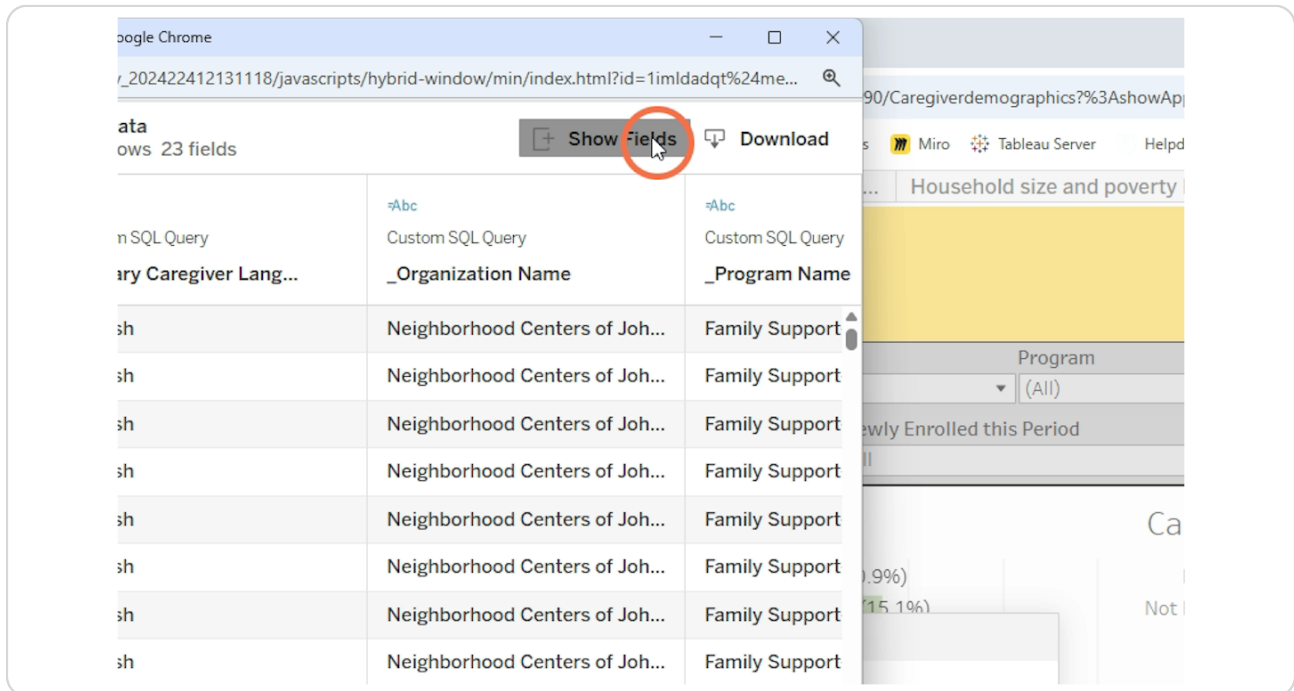
A new window should appear. Choose the Full Data option.



STEP 5

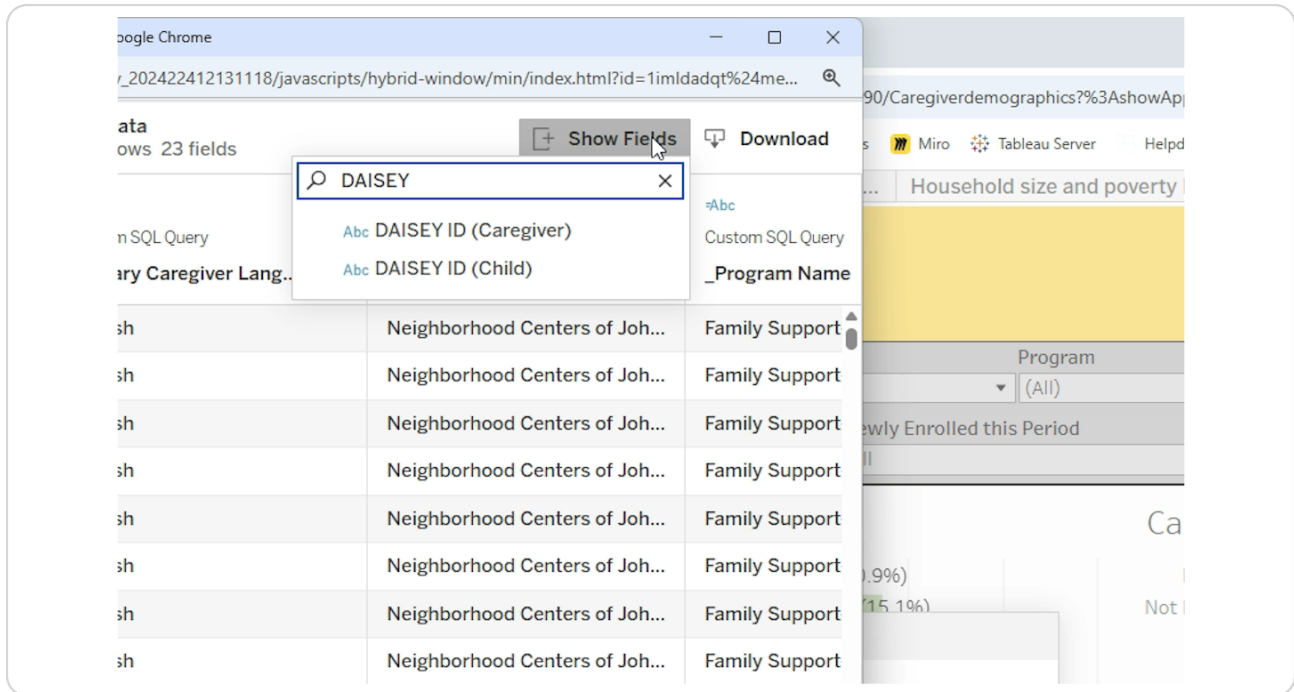
To ensure Caregiver and/or Child ID are included in the downloaded data, select **Show Fields**.

DAISEY Caregiver and/or Child ID field options will depend on the data point being explored.



STEP 6

Begin to type out DAISEY for options for DAISEY Caregiver ID and/or DAISEY Child ID to appear for selection.



STEP 7

Select the appropriate option(s) for the data field being explored.

The screenshot shows a web application interface. At the top, there's a browser window titled "e - Google Chrome" with a URL starting with "zql/v_202422412131118/javascripts/hybrid-window/min/index.html?id=1imldadt%24me...". Below the browser, there's a section titled "All Data" with "00 rows 23 fields". A search bar contains the text "DAISEY". A dropdown menu is open, showing two options: "Abc DAISEY ID (Caregiver)" and "Abc DAISEY ID (Child)". The first option is selected, indicated by a checkmark and a red circle around it. Below the search bar, there's a table with columns "Primary Caregiver Lang...", "Neighborhood Centers of Joh...", and "Family Support". The table has 8 rows, all with "nglish" in the first column and "Family Support" in the third column. To the right of the table, there's a sidebar with a "Download" button and a "Show Fields" button. Below the sidebar, there's a section titled "Household size and poverty level" with a "Program" dropdown menu set to "(All)".

STEP 8

Select download.

The screenshot shows the same web application interface as in Step 7. The "Download" button in the sidebar is now circled in red. The table below it has the same structure as in Step 7, but the first column is now labeled "er Lang...". The sidebar also shows a "Show Fields" button and a "Download" button. The "Household size and poverty level" section is still visible on the right.

STEP 9

When the underlying data file is ready, the option to access it via Excel or CSV file will appear.

