

## Quick Guide: DOE Import/Export - Export Report

SIMS DOE Field data values for students can be exported from iPass. Report run by Default School.

### Go to DOE ID Manager > Import/Export

**Select the fields to export.** Use the Ctrl-key with your mouse to click-select multiple fields. Scroll down to see all available DOE fields.

Set the **As of Date** if you want it to be different than the default of "today". When checking fields for SIMS you may want to use the report date when running the export (ie. 10/01/YYYY). Fields that are date specific will export the code as of that date.

Select **Export**.

Additional options are available for filtering the results by Student, Grade Level or Special Education Status. The Students field can be used to run the report for a single Student ID or multiple IDs (separated by a comma with no space in between).

After all selections are made click >> **PREVIEW**.

Scroll down to see a sample of the data fields selected.

Click **Submit** to create the export report.

Go to **My Reports** to find your report. Click on the report format you want to open.

**\*\* Refer to attached PDF with screen shots. \*\***

---

Article ID: 1146

Last updated: 18 Jan, 2019

DOE ID Manager -> Help -> Quick Guide: DOE Import/Export - Export Report

<http://www.imgsoftware.com/kb/entry/1146/>