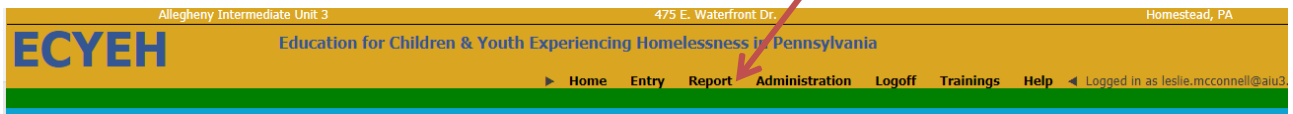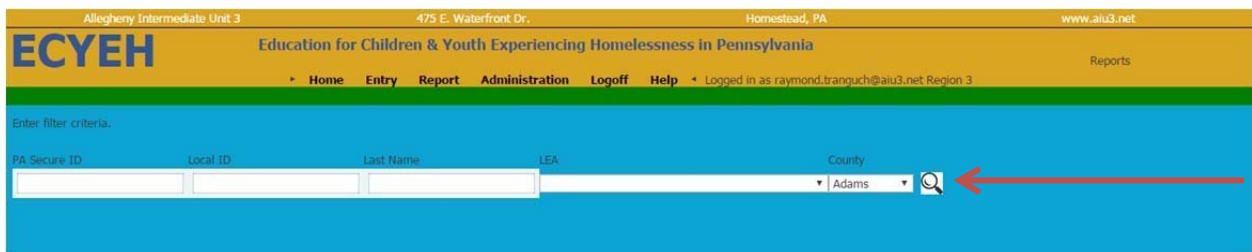# ECYEH Data QUICK GUIDE: Searching and Exporting Data

AIU will be adding to the report functionality of the ECYEH data collection web interface in the coming months.

To access the reports features, select **Report** from the top navigation.
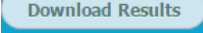

Enter the criteria you wish to search, filter, or report on. Users can search by ID, last name, LEA, or county.

Click the magnifying glass icon to register your search. If you want to generate a list of all individuals attributed to your entity, leave all the search fields blank and then click the magnifying glass icon.

A view-only list of students will display.

If the user wants to download/export these results, click the **Download Results** button in the lower left corner of the window and the report results will be generated in MS Excel.

The ECYEH Evaluation Team encourages all users to export a full list of students annually before the system closes for the year on June 30 at 5PM. This will provide a list of students reported for your records.

The ECYEH online system is a data capture system for evaluation; it is not a data warehouse. When the system re-opens for the new program year after Labor Day, no records from the prior year will be accessible.