

Evaluation Data

A. Export Mid-Point or Final Evaluation Data

1. Click **Reports**.
2. In the Evaluation report group, click **Export Evaluation Data – Final Score**.
3. *Optional:* To save the report parameters, type a name in the Save Selected Parameters text field.
4. Select the **Building(s)** to include in the report.
5. Select one or more **Categories** to include in the report.
6. Pick a **Start Date**.
7. Pick an **End Date**.
8. Click **Create**.
9. Click the **Export** link to open or save the .csv file of the data. From this file you may manipulate the data as needed.

B. Export Other Evaluation Scores

1. Click **Reports**.
2. In the Evaluation report group, click **Export Evaluation Data – Evaluation Category Scores**.
3. *Optional:* To save the report parameters, type a name in the Save Selected Parameters text field.
4. Select the **Building(s)** to include in the report.
5. Select one or more **Categories** to include in the report.
6. Pick a **Start Date**.
7. Pick an **End Date**.
8. Click **Create**.
9. Click the **Export** link to open or save the .csv file of the data. From this file you may manipulate the data as needed.