Export Data
Riverside Score™ Quick Guide

Riverside Score allows account holders and administrators *only* to export data files of committed test records. Administrators must have permissions checked on their information page to conduct this procedure.

To export data:

1 On the Dashboard, move the pointer over the **Reports** tab and click **Data Export**. The **Data Export** page appears. Fields with an asterisk (*) are required.

2 In the **Manage Data Exports** list, select an existing export that has already been configured or select **New data export**.

For a new report, the **Name your export** dialog box appears.

3 Enter the following information.

- **Export Name:** Type a name for the data export
- **From / To:** Click in each field to view a calendar and select start (**From**) and end (**To**) dates for the data export

4 Click **Continue** to save the data export settings and display available products.

5 Select a product (**ECAD**, **WJ IV**, **Bateria IV**, or **WMLS–R**) from the **Product** menu. The **Examiner Selection** field opens below the **Product** field.

For *WMLS III*, the **Product** field defaults to **WMLS III** and cannot be changed. A **Building Level** field opens below it without your taking any action.

Note: As soon as you have entered your product, links to lists of variable definitions appear (for *WJ IV*, *ECAD*, *Bateria* IV, and *WMLS III*). Click a link to view a list of variable names, types, lengths, and long descriptions (labels) to help you interpret the exported data.