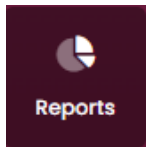


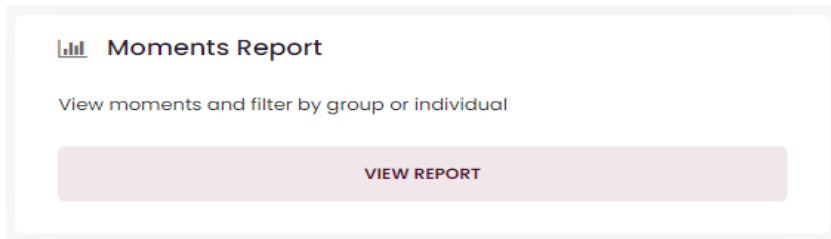
How to pull sleep check report

[Video Link](#)

1. Go to "Reports" on the left hand side



2. Scroll down and click on "Moments Report"



3. You can then choose a date range you would like to check

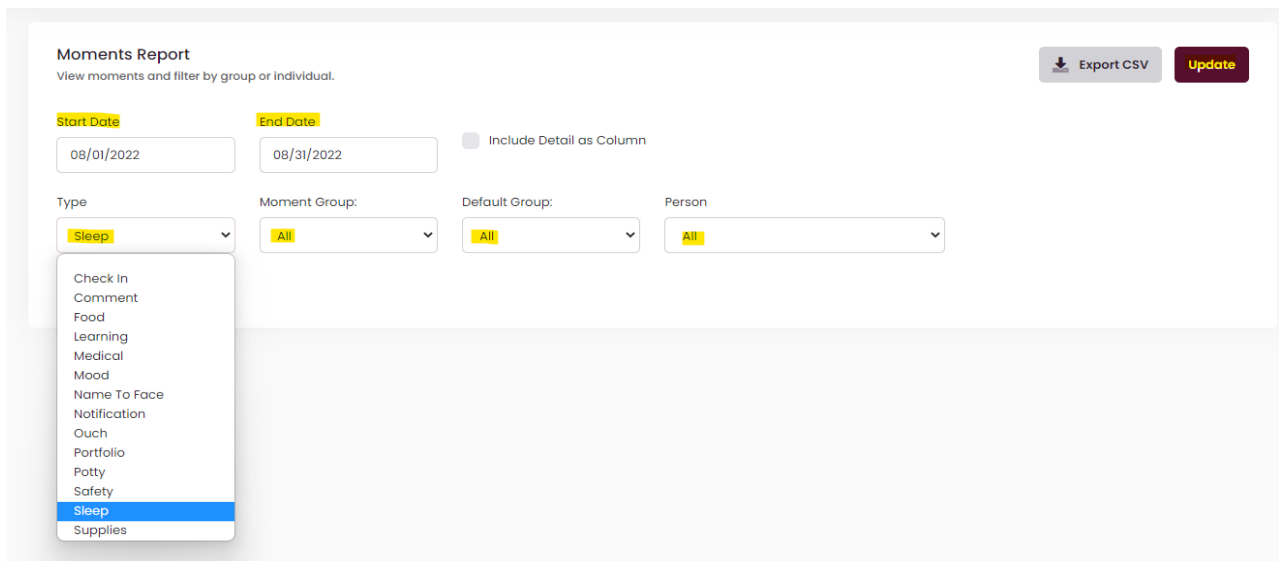
Type: Sleep

Moment group: All or choose a specific infant class to you want to check

Default group: All or choose one group

Person: All

Make sure to check the box next to "Include Detail as Column"



A screenshot of the "Moments Report" filter form. The form includes a title "Moments Report" and subtitle "View moments and filter by group or individual." in the top left. In the top right, there are "Export CSV" and "Update" buttons. The form contains several input fields: "Start Date" (08/01/2022), "End Date" (08/31/2022), and a checkbox for "Include Detail as Column". Below these are four dropdown menus: "Type" (set to "Sleep"), "Moment Group:" (set to "All"), "Default Group:" (set to "All"), and "Person" (set to "All"). A dropdown menu is open under "Type", showing a list of categories including "Check In", "Comment", "Food", "Learning", "Medical", "Mood", "Name To Face", "Notification", "Ouch", "Portfolio", "Potty", "Safety", "Sleep" (highlighted in blue), and "Supplies".



4. Then click "Update"

Moments Report

View moments and filter by group or individual.

[Export CSV](#) [Update](#)

Start Date: 10/03/2022 End Date: 10/07/2022 Include Detail as Column

Type: Sleep Moment Group: All Default Group: All Person: All

Date/Time	Creator	Attribution	Type	Description	People	Group	Detail
10/3/2022 9:39 am	[REDACTED]	[REDACTED]	Sleep		[REDACTED]	Bright Beginnings (0-18months)	Slept for 0:50 (9:39 am - 10:29 am) Detail Go To Sleep Checks: [REDACTED] at 10:03 am Sleep Position: Right Side Signs of Distress: No
10/3/2022 9:48 am	[REDACTED]	[REDACTED]	Sleep		[REDACTED]	Bright Beginnings (0-18months)	Slept for 1:04 (9:48 am - 10:52 am) Detail Go To

Note: When the LPA asks for the report, you can either click Export CSV or directly print the report.