

To download your site's lab report, please click on the Schools tab. Click on your day care site's name. On the right-hand side of the screen, you will see a column labeled 'Documents.' In that list of documents, please find and click on the one with "Lab Report" in the name.

The screenshot shows the 'Jennifer's Academy' page with the 'Schools' tab selected. The 'Documents' list on the right contains three items: '7234-Email to Day Care\_1553771261251728.pdf', '7234-Lab Report\_1553771261251728.pdf' (circled in orange), and '7233-Lab-Samples Logged\_1553771261251728.pdf'. The 'Demographic Information' section shows the school is Public, Registered? Yes, and has 0 of 0 Total Samples and 0 of 0 Exceedances.

A pdf will download to your computer at the bottom left of the screen.

This screenshot shows the same page as above, but with a download progress bar at the bottom left. The progress bar for '7234-Lab Report\_1...pdf' is circled in orange, indicating the file is being downloaded.

You can click on this to open, save it to a specific folder, or attach it to an email. This is what the first page of the Lab Report file should look like:

