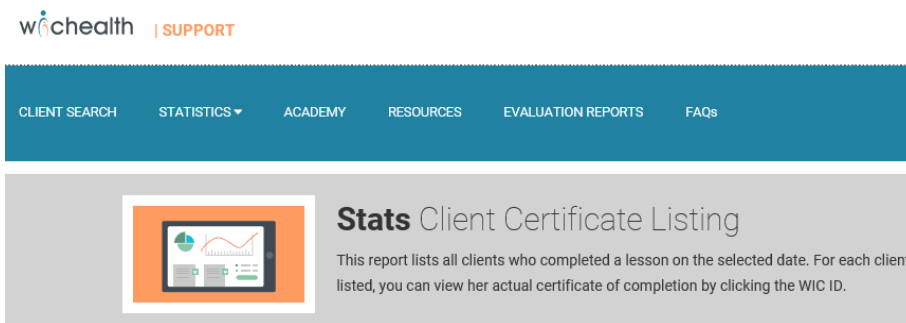# How to run daily WIC Health lesson reports

What you'll need before you get started:
- Your agency's WIChealth.org username
- Your agency's WIChealth.org password

Running daily WIC Health lesson reports is useful for agencies that want to start the lesson completion process *before* the participant contacts the agency. There is no requirement to use these daily reports.

Stats Client Certificate Listing

This report lists all clients who completed a lesson on the selected date. For each client listed, you can view her actual certificate of completion by clicking the WIC ID.

Each daily report provides the following information:
- WIC ID number
- First name of participant
- Lesson name
- Date/time lesson was done

Instructions for accessing daily reports

1. Go to https://www.wichealth.org/support and log-in with your agency username and password.
2. Click on *Usage Statistics* (2nd box).
3. Click on *Statistics* on the top bar (2nd item).
4. Click on *Client Certificate Listing* (last item on list).
5. Enter the following:
   - Date – Input day for which you want data. The reports can only be done one day at a time.
   - Time Zone – PST (Pacific Standard Time) [or MST (Mountain Standard Time) for Malheur]
   - State – Oregon
   - WIC Agencies – select your agency from the dropdown
6. Click *Update Report*, wait a few seconds, then scroll down to see data displayed.
7. Click on the lesson name (or the WIC ID number) to view a participant's certificate.
8. Click the *Download Data* box, on the right above the information, to save this data on a spreadsheet. An Excel spreadsheet will open. Copy and paste the data into a spreadsheet developed by your agency. For help with this, find a staff member with Excel expertise. It is less complicated than it sounds!
9. Repeat process for **each day** desired. Remember to run the report for week-end days and holidays, since some participants may take lessons on a Saturday, Sunday or holiday.