How to Run a Full Data Validation Report

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When running a preview, users will only see their first 100 records if reporting directly to a rule or group. To run a full report, a few initial setup steps must be taken. The intent is for a district admin to create a Validation Group comprised of the Validation Rules, then run the new group of rules from the Data Validation Report screen by selecting the Validation Group from a drop-down. You must specify which user group(s) can access that Validation Group, and ensure users have access to that user group.

1. Navigate to **Validation Groups**.
2. Click **New**.
3. Enter a Name.
4. Click **Add** and select the rule(s) from the Add Validation Rules menu. Rule definitions can be previewed before selection by clicking the + button next to each rule.
5. Click **Close**.
6. Select any applicable **User Groups**.

   Note: You must select a user group to be able to make use of what you are doing here in the next steps on the Data Validation Report screen. Also, ensure your users belong to the selected user group(s) or they will not be able to run the report. If you do not belong to the user group(s) you have selected, you will not be able to complete the next step with your account.

7. Navigate to **Data Validations Report**.
8. Select a **Data Validations Group** from the drop-down. If the drop-down is empty, ensure your user account is assigned to a user group you associated the Validation Group with earlier.
9. Select **CSV** in Format Type to do additional filtering of the results in Excel.
10. Click **Generate**.