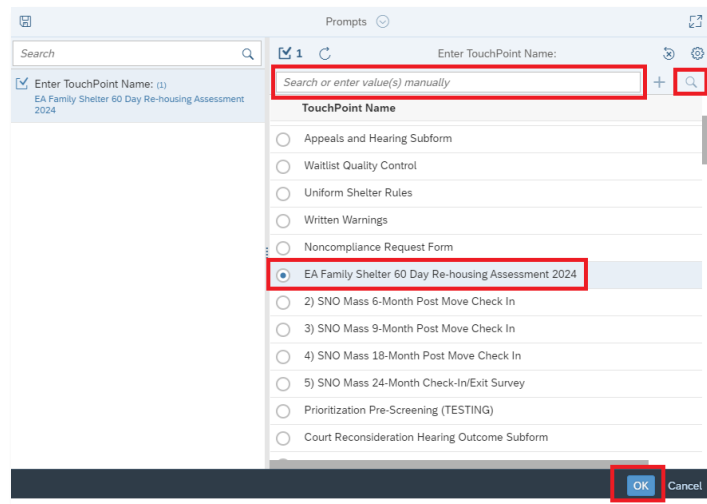
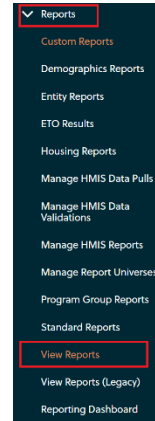
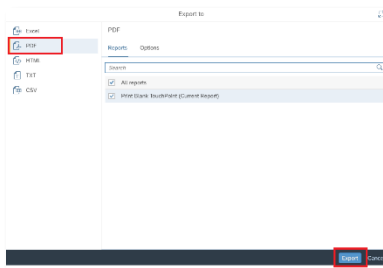
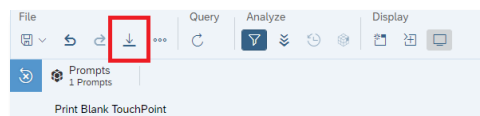


# BLANK TOUCHPOINT

1. Go to the side navigation pane; Click on Reports
2. Scroll down; Click on View Reports
3. Click on the (+) Plus Sign next to TouchPoint Reports
4. Choose **TouchPoint – Blank TouchPoint**
5. Find TouchPoint (ex: EA Family Shelter 60 Day Re-housing Assessment 2024)
  - a. Find the touchpoint by using the magnifying glass and entering the name of the TouchPoint in the search field OR scroll down until the TouchPoint is found.
  - b. Click on OK



6. Choose the download button, select PDF and click on Export



7. The document will now appear in your download files:

