General - As PDF - Future

Last Modified on 04/03/2019 12:48 pm EDT

Report Description

The General Room Report is a weekly report which displays information such as: student name, birthday, and check in/out times.

Report Conditions

• Classroom is required

Sample Report

Click the report name to view a sample: As PDF - Future.pdf 🗞

Accessing the Report

1. From the Reports menu, click Room/Program

Search											
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	Home Information							Program			
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	i		Schedules	31 Semester	Cla	Classroom List			Child		
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	Birthday		Billing	Pending					Financia	I	

2. From the Report Category drop-down, select General

Report Category				
205	General		-	

3. Choose As PDF - Future from the Report drop-down

Report					
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4. Use additional search criteria as needed

Search Criteria 🔻		
Center		
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Semester		Show All
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Category	Classroom	
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From Date		
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		🗅 Create Report

- Center select a center or leave blank to view all centers
- Semester select a semester, if applicable
- Category select a category, if applicable
- Classroom choose a classroom (required)
- From Date choose a from date
- 5. Click Create Report
- 6. The report will download in PDF format

Report Fields

- Student name
- Birthday
- Monday-Friday
 - Check In Time
 - Check Out Time
- Total number of students
- Notes