

Enrollment - Bi Weekly Schedule - Excel

Last Modified on 04/03/2019 1:14 pm EDT

Report Description

The Bi Weekly Schedule report displays 2 weeks of schedules at a time. Each Room at each center will be on a separate tab within the Excel workbook.

Report Conditions

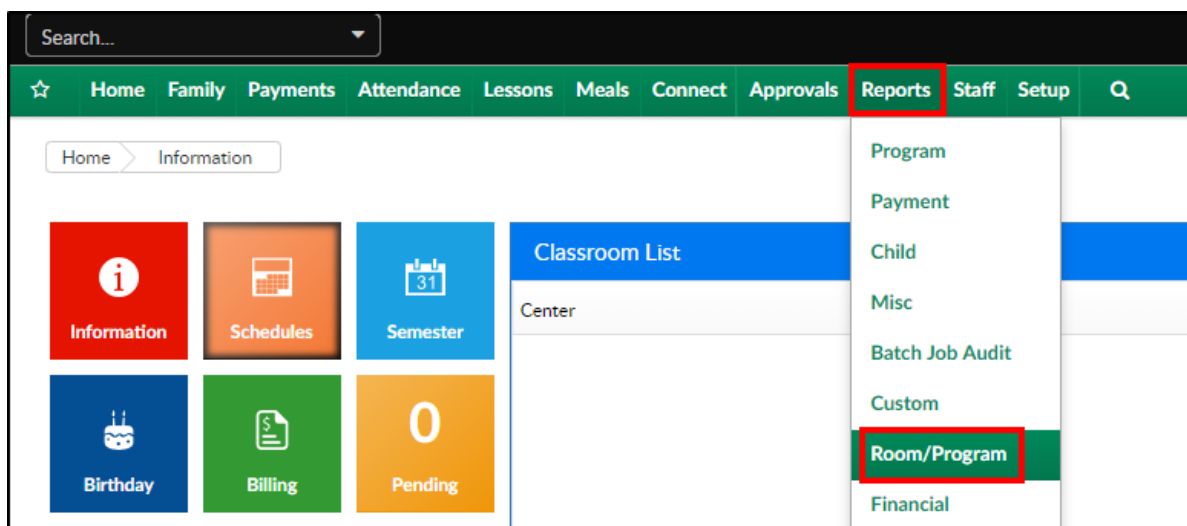
- If no date is chosen, the data will pull for the current week

Sample Report

Click the report name to view a sample: [Bi Weekly Schedule - Excel.xlsx](#) 

Accessing the Report

1. From the Reports menu, click Room/Program





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






3. Choose Bi Weekly Schedule - Excel from the Report drop-down



Report





 Bi Weekly Schedule - Excel 


4. Use additional search criteria as needed


Search Criteria 

Center  -- 

Semester  --  [Show All](#)

Category  --  Classroom  -- 

From Date 



- 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, if applicable
- From Date - choose a from date, if applicable. If no date is chosen, it will pull the current week

5. Click Create Report

6. The report will download in Excel format

Report Fields

- Student Last Name
 - Student First Name
 - Each date for weeks
 - Check in time
 - Check out time
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