Enrollment - Capacity Enrollment Remaining - PDF

Last Modified on 04/03/2019 1:20 pm EDT

Report Description

The Capacity Enrollment Remaining report displays the month's total capacity for a room, current number of students enrolled, and remaining spots left.
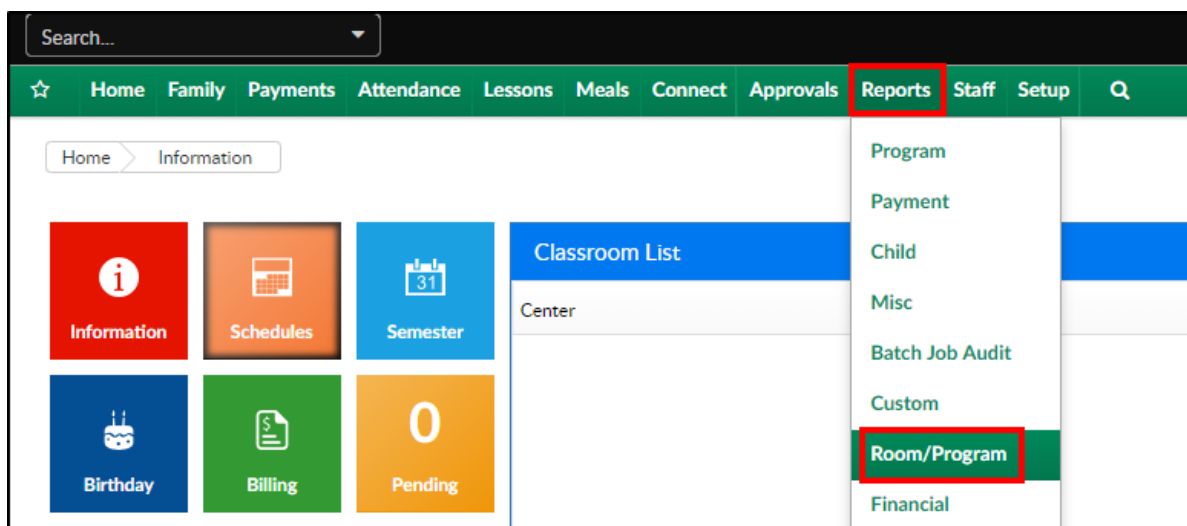
Report Conditions

- N/A

Sample Report

Click the report name to view a sample: Capacity Enrollment Remaining.pdf 🔗

Accessing the Report

1. From the Reports menu, click Room/Program

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

3. Choose Capacity Enrollment Remaining from the Report drop-down

Report

Capacity Enrollment Remaining - PDF

4. Use additional search criteria as needed

Search Criteria ▼

Center

🏛 DCW - Transactional

Semester   Show All

📖 --

From Date

📅

🗎 Create Report

- Center - select a center or leave blank to view all centers
- Semester - select a semester, if applicable
- From Date - choose a from date, if applicable. If no date is chosen, it will pull the current month

5. Click Create Report
6. The report will download in PDF format

Report Fields

- Weeks 1-5
- Date Range
- Sunday-Saturday
- Summary
- Utilization