

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

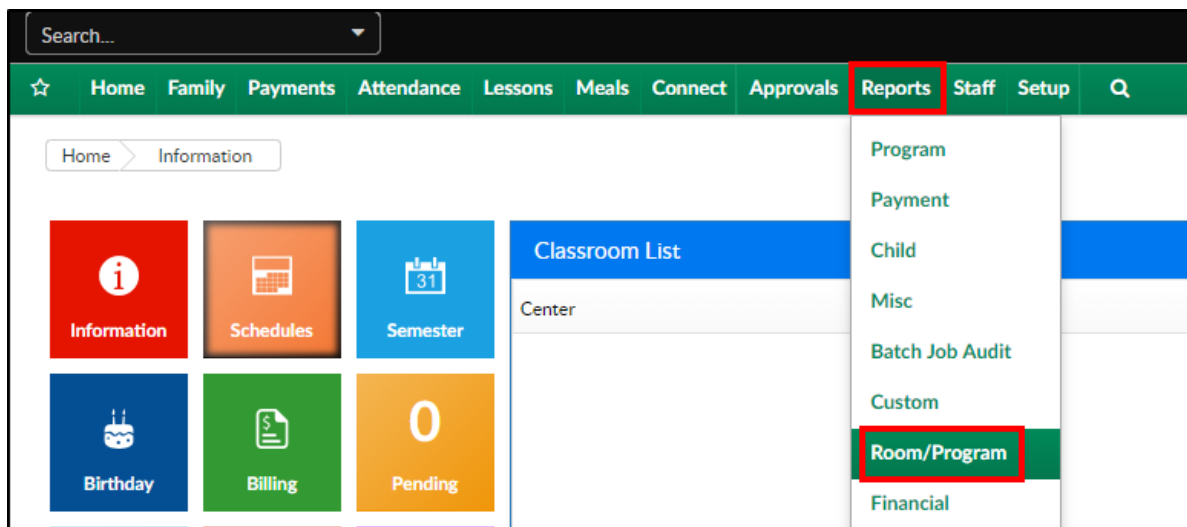
- Classroom is required

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



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



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



4. Use additional search criteria as needed

Search Criteria ▼

Center
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Semester
-- [Show All](#)

Category
--

Classroom
DCW Transactional- CENTER 1 - AM, Before School Care

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
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