## Online View with Multiple Semesters Report

Last Modified on 04/01/2019 10:58 am EDT

The Online View with Multiple Semesters report can be run for a room or category for multiple semesters.

## Accessing the Online View with Multiple Semesters Report

1. Click Reports, then select Room/Program

Se	earch			•								
☆	Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup	
Home Information								Program				
	Information								Payment			
									Child			
	Monthly release coming soon: Minor bug fixes and various enhancements. Please see relea							Misc	help			
						_	Batch Jo	b Audi	t			
	i			4 U 31	Cla	Classroom List			Custom			
	Informatio	n s	Schedules		Cent	er			Room/P	rogram		
					DC	N Transa	ctional- CE	NTER 1	Financia	d	Car	

2. In the Quick Search, enter "Online" and select Online View with Multiple

## Semesters

Reports Room/Program			
Room Reports	Quick Search	online	Q
Report Category	Report	Online(General)	
Select a Report Category	-	Online View with Multiple Semesters(General)	•

- 3. Select the Center from the drop-down
- 4. Choose one or more semesters from the Semesters section

Semesters			
	18-19 School Aged Child Care		*
	2019 Early Childhood		
	2019 Summer (Setup > Semester) Room/Program Cost		
	Daily Summer Camp		•

• To select multiple semesters, hold Ctrl while clicking the semester

names

• Click Show All to display past semesters



- 5. Select the Category, if applicable
- 6. Select the Classroom, if applicable
- Include Est. Rate check this box to have the estimated cost display in line with the student
- 8. Click Create Report
- 9. Students matching the search criteria will display

Student List - Apr 2019 - 18-19 School Aged Child Care										
	Student	Birthday	Mon	Tue	Wed	Thu	Fri	Est. Rate	Guardians	Notes
	Baggins, Bilbo	10/09/2018						\$0.00	bob & Berylla	*
	Baggins, Frodo	10/12/2011	◄	₹	1			\$0.00	bob & Berylla	
	Brave, Merida	09/19/2012						\$0.00	King Fergus & Queen Elinor	
	Brown, Stephanie	01/29/2014						\$0.00	Gordon & Guardian 2	
	Carter, Stephanie	08/27/2012	1	1	1	1	1	\$0.00	Susan & David	
	Doolittle, Eliza	02/01/2011	1	1	1	1	1	\$0.00	Henry & Mary	
	Frozen, Anna	12/31/2011	1	1	1	1	1	\$0.00	Queen & King	
	Giant, Clayton	08/08/2008	1	₹	1	1	1	\$0.00	Debra Mignola & Johnny	