

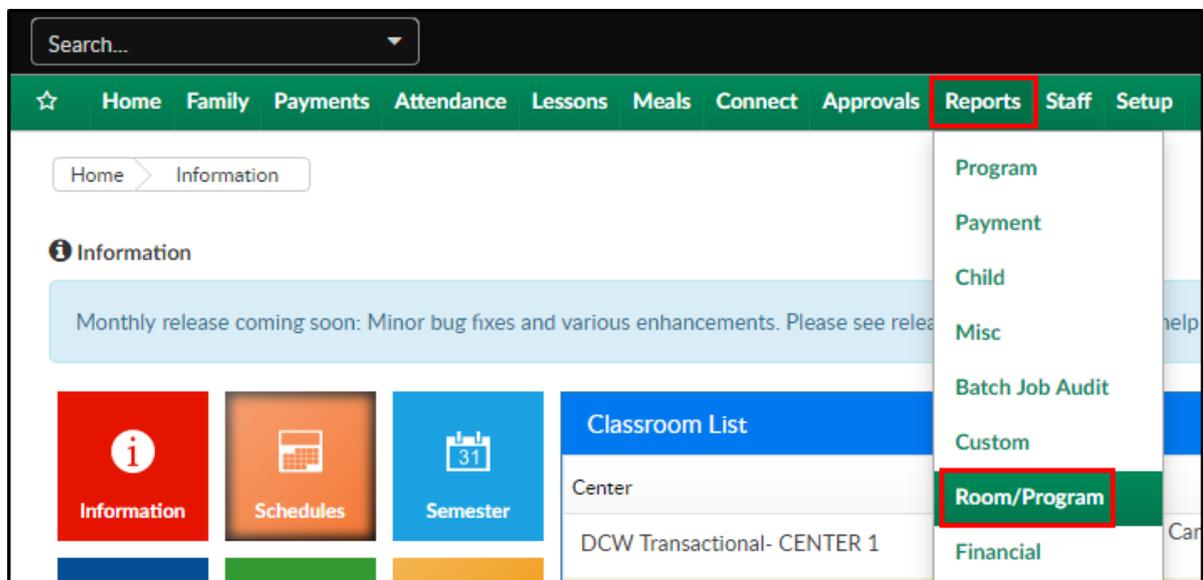
Online View with Multiple Semesters Report

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

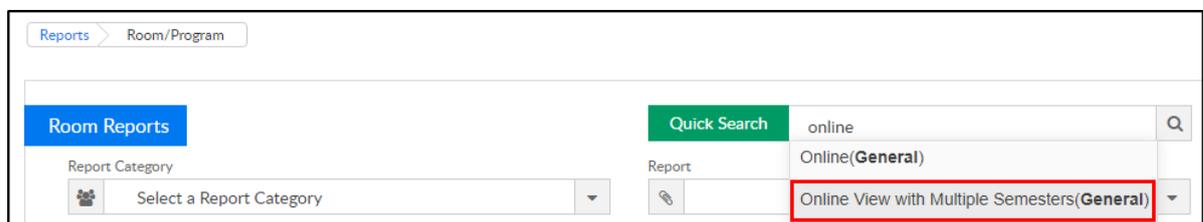
The Online View with Multiple Semesters report can be run for a room or category for multiple semesters.

Accessing the Online View with Multiple Semesters Report

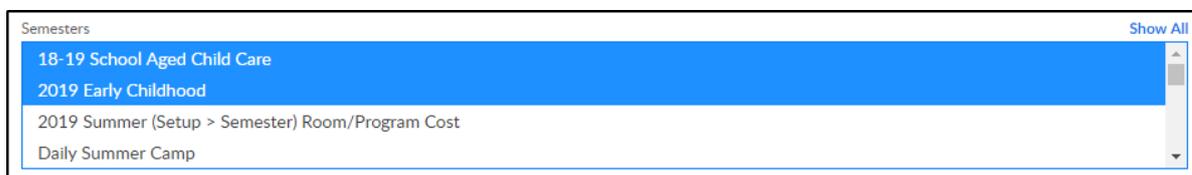
1. Click Reports, then select Room/Program



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



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



- 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
7. 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										
<input type="checkbox"/>	Student	Birthday	Mon	Tue	Wed	Thu	Fri	Est. Rate	Guardians	Notes
<input type="checkbox"/>	Baggins, Bilbo	10/09/2018						\$0.00	bob & Berylla	
<input type="checkbox"/>	Baggins, Frodo	10/12/2011	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			\$0.00	bob & Berylla	
<input type="checkbox"/>	Brave, Merida	09/19/2012						\$0.00	King Fergus & Queen Elinor	
<input type="checkbox"/>	Brown, Stephanie	01/29/2014						\$0.00	Gordon & Guardian 2	
<input type="checkbox"/>	Carter, Stephanie	08/27/2012	<input checked="" type="checkbox"/>	\$0.00	Susan & David					
<input type="checkbox"/>	Doolittle, Eliza	02/01/2011	<input checked="" type="checkbox"/>	\$0.00	Henry & Mary					
<input type="checkbox"/>	Frozen, Anna	12/31/2011	<input checked="" type="checkbox"/>	\$0.00	Queen & King					
<input type="checkbox"/>	Giant, Clayton	08/08/2008	<input checked="" type="checkbox"/>	\$0.00	Debra Mignola & Johnny					