

# General - Room Report - As PDF

Last Modified on 04/03/2019 12:45 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

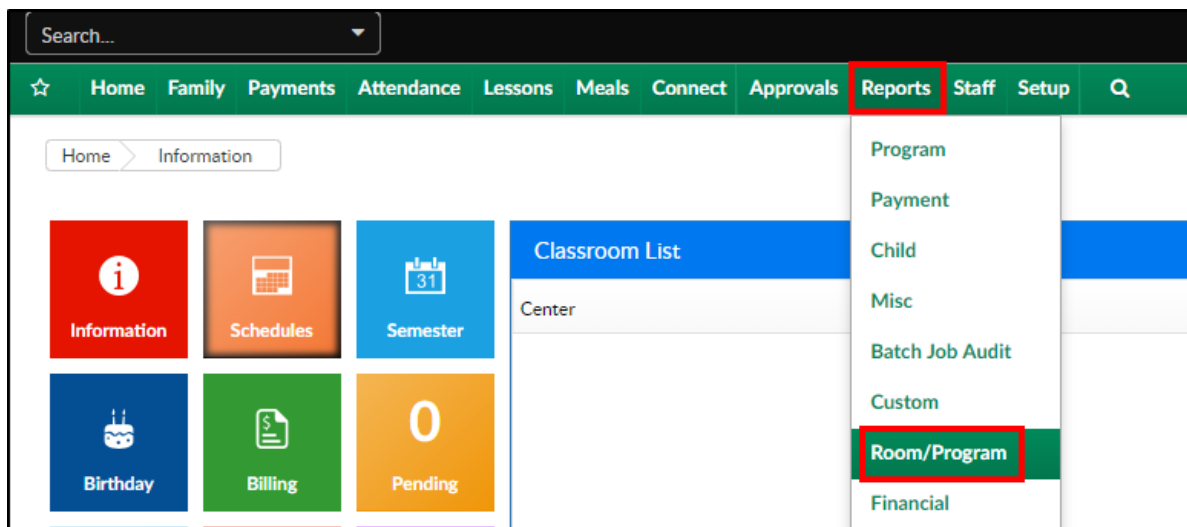
- Classroom is required

## Sample Report

Click the report name to view a sample: [Room Report - As PDF.pdf](#)

## Accessing the Report

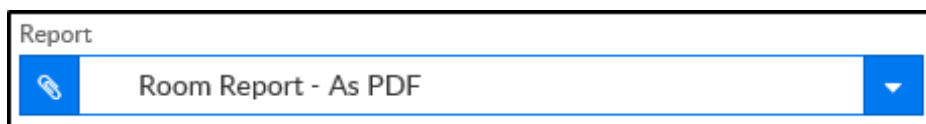
1. From the Reports menu, click Room/Program



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



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



4. Use additional search criteria as needed

**Search Criteria** ▼

Center  
--

Semester  
-- [Show All](#)

Category  
--

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

From Date  
03/04/2019

[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

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## Report Fields

- Student Name
  - Birthday
  - Monday-Friday
    - Check In time
    - Check Out Time
  - Total number of students
  - Notes
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