General - Room Report - As PDF - No Total

Last Modified on 04/03/2019 12:56 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.
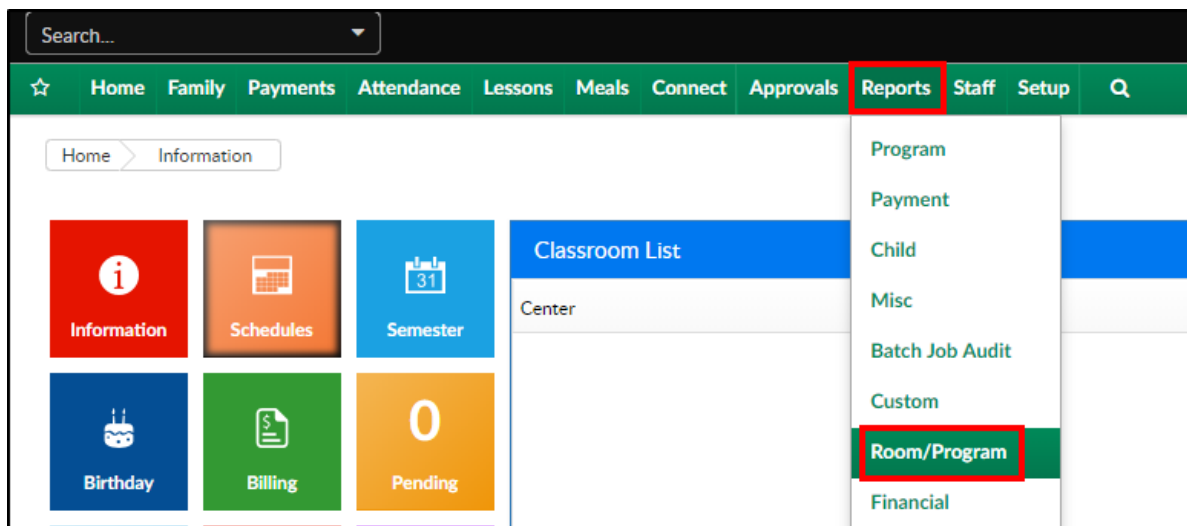
Report Conditions

- Classroom is required

Sample Report

Click the report name to view a sample: Room Report - As PDF - No Total.pdf 🔗
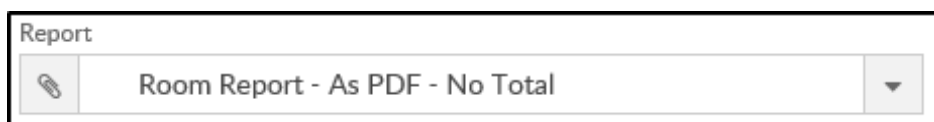

Accessing the Report

1. From the Reports menu, click Room/Program

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

3. Choose Room Report - As PDF - No Total from the Report drop-down

4. Use additional search criteria as needed

- 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
- Notes