Health - Allergy/Alert - Excel/PDF

Last Modified on 04/24/2019 1:09 pm EDT

Report Description

The Allergy/Alert report pulls allergies for students with allergy/alert detail on file by center.
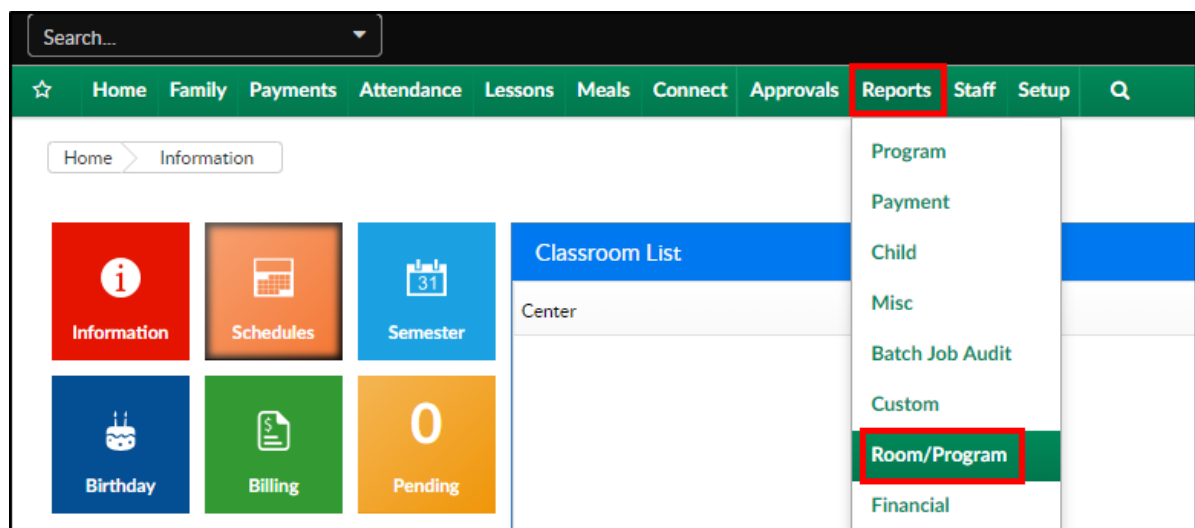
Report Conditions

- When no date is selected, the data will pull for the current day
- When entering the From Date, data will pull from the From Date to the current date

Sample Report

Click the report name to view a sample: Allergy Alert Report.xls 🔗

Accessing the Report

1. From the Reports menu, click Room/Program

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

3. Choose Allergy/Alert - Excel from the Report drop-down

Report

🔗 Allergy/Alert - Excel ▾

4. Use additional search criteria as needed

Search Criteria 🔽

Center
🏛 -- ▾

Semester   Show All
📖 -- ▾

Category   **Classroom**
▦ -- ▾   🏠 -- ▾

From Date   **To Date**
📅   📅

- ○ Center - choose the center or leave blank to pull all centers
- ○ Semester - select a semester, if needed
- ○ Category - select a category, if needed
- ○ Classroom - choose a classroom to show only students within the selected room
- ○ From Date - to view data within a specific date range, select a date
- ○ To Date - choose a to date, if applicable

5. Click Create Report
6. The report will download in Excel format

A	B	C	D
Allergy/Alert Report from 04/24/2019 To 04/24/2019			
Child	Room	Doctor	Phone
Peter Pan, Tinkerbell	AM, Before School Care (Recurring Billing Room, Monthly)	Dr. Gator	858-888-5050
	Allergies: dust		
Brave, Merida	Chess for Beginners	Dr. Blade	(123) 213-1231
	Allergies: fear		

Report Fields

If no center was selected, each center will be on a separate tab

- Child Name
- Room
- Doctor Phone
- Allergies