Health - Allergy/Alert - PDF - Full List

Last Modified on 04/24/2019 1:22 pm EDT

Report Description

The Allergy/Alert Full List report displays the students with allergy/alert detail on file.

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 Full List.pdf 📎

Accessing the Report

1. From the Reports menu, click Room/Program

Search		•							
☆ Home Fa	mily Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff Setup	۹
Home Inf	ormation						Program		
							Paymen	t	
			Classroom List			Child			
L formation		31	Cente	er			Misc		
Information	Information Schedules Semester						Batch Job Audit		
ш.	ß	0			Custom				
							Room/P	rogram	
Birthday	Billing	Pending					Financia	1	

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

Report	Category		
**	Health		•

3. Choose Allergy/Alert Report - PDF - Full List from the Report drop-down

Report		
0	Allergy/Alert - PDF - Full List	•

4. Use additional search criteria as needed

Search Criteria 🔻			
Center			
血			-
Semester			Show All
			-
Category		Classroom	
	-	#	-
From Date		To Date	
#		m	

- 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 PDF format

DCW Transactional- CENTER 1					
Child Room		Doctor	Phone		
Peter Pan, Tinkerbell	AM, Before School Care (Recurring Billing Room, Monthly)	Dr. Gator	858-888-5050		
Allergies: dust					

Report Fields

- Child Name
- Room
- Doctor
- Phone
- Allergies