# Reports > Program

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# From the Reports menu, select the Program option.

Reports Program

# Operational Reports

# Room/Program Report

View room/program assignments for the week. Print multiple types of sign-in and sign-out sheets for each of your room/programs. You can also merge documents for the children available in the room/program. This screen also allows quick movement of students/children from one class room to a new classroom

### Current Week Roster Report - Excel 💥

Retrieve an excel report for the current week that shows you the scheduled attendance for each child/student  $% \left( \frac{1}{2}\right) =0$ 

# Current Week Roster Report - PDF 📷

Retrieve a PDF report for the current week that shows you the scheduled attendance for each child/student

# Current Month Roster Report - Excel X

Retrieve an excel report for the entire month that shows you the scheduled attendance for each child/student

# **Available Merged Documents**

View the available children/student documents that have been merged into a single file. This is usually a PDF file and may be very large.

# **Executive Reports**

#### Room/Program Count

View room numbers for the entire year grouped by each week. This will help you forecast room numbers

#### **Category Room Count**

View the number of currently registered students and the number of pending registrations for each category and room/program

#### Program/Room Pending

View the registrations that are pending in the system by the category and room within a center.

# Weekly Reconciliation Report

View the difference of expected attendance versus the actual attendance

# **Registration Information Report**

View all registrations that have occurred through the online registration system either from the initial registration or through the family portal.

## Category/Program Trend Report

View summary trend information of your category and room assignments. You can determine the date range to see how your facility is trending.

- Operational Reports
  - Room/Program Report- this is a shortcut and will open the Reports > Room/Program screen so users are able to search for specific reports.
  - Current Week Roster Report- Excel- This report is useful if the AM/PM feature is set on the room or child schedules, this report will display child name, grade, program and day scheduled.

week of De	cember 27 2017	DCW Transa	ctional- Center 1 - School Age Child										
Ch	ild Name		Program	Mor	nday	Tue	sday	Wedn	esday	Thur	sday	Fri	day
				AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
1 Bil	bo Baggins	Grade 2	AM, Before School Care	Х	X	X	X	X	Х	Х	Х	X	Х
2 Fro	odo Baggins	Grade 1	AM, Before School Care	Х	X	X	X	X	Х	Х	Х	X	Х
3 Me	erida Brave	Grade 1	AM, Before School Care	Х	X			X	Х			X	X
4 Eli	za Doolittle	Grade 1	AM, Before School Care	Х	X	X	X	X	Х	Х	Х	Х	Х
5 Els	sa Frozen	Kindergarten	AM, Before School Care	Х	X	Х	X	X	Х	Х	Х	Х	Х
6 Jo	lly Green Giant	Grade 1	AM, Before School Care	Х	X	Х	X	X	Х	Х	X	Х	X
7 Do	orthy Oz	Grade 3	AM, Before School Care	Х	X	Х	X	X	Х	Х	X	Х	X
8 Ali	ce Wonderland	Kindergarten	AM, Before School Care	Х	X	Х	X	X	Х	Х	X	X	X
9 An	na Frozen	Preschool	Flexible Child Care Registration										
10 Els	sa Frozen	Kindergarten	Flexible Child Care Registration	Х	X	Х	X	X	Х	Х	Х	Х	Х
11 Tir	kerbell Peter Pan		PM, After School Care	Х	X	X	X	X	Х	Х	X	X	X
12 Ali	ce Wonderland	Kindergarten	PM, After School Care	Х	X	Х	Х	X	Х	Х	Х	Х	X
Week of De	cember 27 2017	DCW Transa	ctional- Center 1 - School Age Enrici										
Ch	ild Name		Program	Mor	nday	Tue	sday	Wedn	esday	Thur	sday	Fri	day
			-	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
1 Me	erida Brave	Grade 1	Weekly Enrichment	Х	Х	Х	Х	X	Х	Х	Х	Х	Х

 Current Week Roster Report- PDF- This report is useful if the AM/PM feature is set on the room or child schedules, this report will display child name, grade, program and day scheduled.

Week of Dec	ember 27 2017		Site: DCW Trar	sactiona	l- Center	1		School .	Age Chi	ld Care			
	Child Name		Program	Mo	nday	Tue	sday	Wedr	nesday	Thu	rsday	Fri	day
1	Bilbo Baggins	Grade 2	AM, Before School Care	AM	PM X	AM X	PM X	AM X	PM X	AM X	PM X	AM X	PM X
2	Frodo Baggins	Grade 1	AM, Before School Care	x	x	х	х	х	х	х	x	х	х
3	Merida Brave	Grade 1	AM, Before School Care	x	х			х	х			х	х
4	Eliza Doolittle	Grade 1	AM, Before School Care	x	x	х	х	x	х	х	x	х	х
5	Elsa Frozen	Kindergarten	AM, Before School Care	x	х	х	х	х	х	х	x	х	х
6	Jolly Green Giant	Grade 1	AM, Before School Care	x	x	х	х	x	х	х	x	х	х
7	Dorthy Oz	Grade 3	AM, Before School Care	х	х	х	х	х	х	х	х	х	х
8	Alice Wonderland	Kindergarten	AM, Before School Care	х	х	х	х	х	х	х	х	х	х
9	Anna Frozen	Preschool	Flexible Child Care Registration										
10	Elsa Frozen	Kindergarten	Flexible Child Care Registration	х	x	х	х	х	х	х	х	х	х
11	Tinkerbell Peter Pan		PM, After School Care	х	х	х	х	х	х	х	х	х	х
12	Alice Wonderland	Kindergarten	PM, After School Care	х	х	х	х	х	х	х	х	х	х

 Current Month Roster Report- Excel- A roster that will display the scheduled children for a month at a time. This report will not display date ranges, but will display Center, Category, Program, Family, Student, Grade, Physical Room Number and scheduled days.

Monthly Roster

Category	Program	Family	Student Name	Grade	Room Number	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
School Age Child Care	AM, Before School Care	Baggins Family	Frodo Baggins	Grade 1		X	x	x	x	X		
School Age Child Care	AM, Before School Care	Brave Family	Merida Brave	Grade 1		х		х		х		
School Age Child Care	AM, Before School Care	Doolittle Family	Eliza Doolittle	Grade 1		х	х	х	х	х		
School Age Child Care	AM, Before School Care	Giant Family	Jolly Green Giant	Grade 1		х	х	х	х	х		
School Age Child Care	AM, Before School Care	Baggins Family	Bilbo Baggins	Grade 2		х	х	х	х	х		
School Age Child Care	AM, Before School Care	Oz Family	Dorthy Oz	Grade 3		х	х	х	х	х		
School Age Child Care	AM, Before School Care	Frozen Family	Elsa Frozen	Kindergarten		х	х	х	х	х		
School Age Child Care	AM, Before School Care	Wonderland Family	Alice Wonderland	Kindergarten		х	х	х	х	х		
School Age Child Care	Flexible Child Care Registration	Frozen Family	Elsa Frozen	Kindergarten								
School Age Child Care	Flexible Child Care Registration	Frozen Family	Anna Frozen	Preschool								
School Age Child Care	PM, After School Care	Peter Pan Family	Tinkerbell Peter Pan			х	х	х	х	х		
School Age Child Care	PM, After School Care	Frozen Family	Elsa Frozen	Kindergarten		х	х	х	х	х		
School Age Child Care	PM, After School Care	Wonderland Family	Alice Wonderland	Kindergarten		х	х	х	х	х		
	School Age Child Care School Age Child Care	Category Program. School Age Child Care AM, Before School Care School Age Child Care Flexible Child Care Registration School Care School Care Schoo	School Age Child Care         M. Before School Care         Baggins Family           School Age Child Care         AM. Before School Care         Darwe Family           School Age Child Care         AM. Before School Care         Darwe Family           School Age Child Care         AM. Before School Care         Darwe Family           School Age Child Care         AM. Before School Care         Dargin Family           School Age Child Care         AM. Before School Care         Car Family           School Age Child Care         AM. Before School Care         Oz Family           School Age Child Care         AM. Before School Care         Oz Family           School Age Child Care         AM. Before School Care         Frozen Family           School Age Child Care         Fasebic Child Care Registration         Frozen Family           School Age Child Care         Frozen Family         School Age Child Care         Peter Pan Family           School Age Child Care         Frozen Family         School Age Child Care         Peter Pan Family           School Age Child Care         Peter Pan Family         School Age Child Care         Peter Pan Family	School Age Child Carer AM, Befors School Care Baggins Family Frodo Baggins School Age Child Care AM, Befors School Care Barve Family Merida Brave School Age Child Care AM, Befors School Care Dottittle School Age Child Care AM, Befors School Care Date School Age Child Care AM, Befors School Care Baggins Family Billos Baggins School Age Child Care AM, Befors School Care O Care Baggins School Age Child Care AM, Befors School Care O Care Dottittle School Age Child Care AM, Befors School Care O Family Dotting Child Care AM, Befors School Care O Family Dotting Child Care AM, Befors School Care O Family Dotting Child Care AM, Befors School Care O Frazen Family Ellas Forzan School Age Child Care F Reshell Child Care Registration Frozen Family Care Face Family School Age Child Care Flexible Child Care Registration Frozen Family School Age Child Care PM, After School Care O Facen Family Tinkefell Peter Pan School Age Child Care PM, After School Care Peter Pan Family Tinkefell Peter Pan School Age Child Care PM, After School Care Frazen Family	School Age Child Care         All Before School Care         Baggins Family         Frodo Baggins         Grade 1           School Age Child Care         All Before School Care         Barger Family         Frodo Brave         Grade 1           School Age Child Care         All Before School Care         Dooltittle Family         Eitza Dooltittle         Grade 1           School Age Child Care         All Before School Care         Dooltittle Family         Eitza Dooltittle         Grade 1           School Age Child Care         All Before School Care         Daggins Family         Bilto Baggins         Grade 1           School Age Child Care         All Before School Care         Degminy         Dirito Family         Dirito Family         School Age Child Care         All Before School Care         Degminy         Dirito Family         Dirito Family         School Age Child Care         All Before School Care         Prozen Family         Dirito Family         Nindegraden         School Age Child Care         All Before School Care         Frozen Family         Eita Frozen         Kindegraden         School Age Child Care         Preschool         School Age Child Care         Preschool Care         Frozen Family         Eita Frozen         Kindegraden         School Age Child Care         Preschool Care         Preschool Care         School Age Child Care         Preschool Care         Presen Family<	School Age Child Care         Madron School Care         Baggins Family         Frodo Baggins         Carade 1           School Age Child Care         AM. 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Befors School Care         Forzen Family         Elia Friczen         Kindergarten           School Age Child Care         Forzen Family         Forzen Family         Elia Friczen         Kindergarten           School Age Child Care         Forzen Family         Forzen Family         Elia Friczen         Kindergarten           School Age Child Care         Forzen Family         Elia Friczen         Kindergarten         School Age Child Care         Forzen Family         Elia Friczen	School Age Child Care         Materies School Care         Baggins Family         Frodo Baggins         Grade 1         X           School Age Child Care         AM Before School Care         Barger Family         Finols Barger         Grade 1         X           School Age Child Care         AM Before School Care         Deotifiel Family         Eliza         Doolitile         Grade 1         X           School Age Child Care         AM Before School Care         Deotifiel Family         Eliza         Doolitile         Grade 1         X           School Age Child Care         AM Before School Care         Deotifiel Family         Eliza         Doolitile         Grade 1         X           School Age Child Care         AM Before School Care         Deotifiel Family         Biblo Baggins         Grade 2         X           School Age Child Care         AM Before School Care         Pennity         Drito Pamily         Eliko Baggins         Grade 3         X           School Age Child Care         AM Before School Care         Prozen Family         Elika Frozen         Kindergarten         X           School Age Child Care         Petore School Care         Prozen Family         Elika Frozen         Kindergarten         X           School Age Child Care         Petore Registration         Prozen Family	School Age Child Care         All Before School Care         Baggins Family         Frodo Baggins         Grade 1         X         X           School Age Child Care         All Before School Care         Baggins Family         Frodo Baggins         Grade 1         X         X           School Age Child Care         All Before School Care         Dooltitle Family         Eliza Dooltitle         Grade 1         X         X           School Age Child Care         All Before School Care         Dooltitle Family         Eliza Dooltitle         Grade 1         X         X           School Age Child Care         All Before School Care         Dooltitle Family         Biblo Baggins         Grade 1         X         X           School Age Child Care         All Before School Care         Dooltitle Family         Biblo Baggins         Grade 2         X         X           School Age Child Care         All Before School Care         Frozen Family         Diblo Paggins         Grade 3         X         X           School Age Child Care         All Before School Care         Frozen Family         Dial Vintore         X         School Age Child Care         All Care Page         X           School Age Child Care         Frozen Family         Eliza Frozen         Kindegranten         X         School Age Child Care	School Age Child Carer AM. Before School Care Baggins Family         Frodo Baggins Grade 1         X	School Age Child Carer         All Before School Care         Baggins Family         Frodo Baggins         Grade 1         X	School Age Child Care         Madro School Care         Baggins Family         Frodo Baggins         Grade 1         X <th< td=""><td>School Age Child Care         Material School Care         Baggins Family         Fridot Baggins         Grade 1         X</td></th<>	School Age Child Care         Material School Care         Baggins Family         Fridot Baggins         Grade 1         X

 Available Merged Documents- this will open a document that contains any student/child documents that have been merged together from the Online report option under General reports on the Reports > Room/Program screen.

- Executive Reports
  - Room/Program Count- This option will link out to the Room/Program Count screen, the export will open a Weekly Room Count Report. The view can be selected as Scheduled (acutal students/children) or Available (capacity)

Criteri	a 📝					
Year						
<b>m</b>	2017					
	2017					
View						
<b>&amp;</b>	Schedul	ed				-
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	5	0	0	0	0	10/09/2017
	5	0	0	0	0	10/16/2017
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	- Fie			Registra		ipacity. 0
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÷		PM, Af	ter Sc <u>ho</u>	ool Care	- Capa <u>ci</u>	ty: 0
					Capacity	

Reports -> <u>Program</u> -> Room/Program Count

 Category Program Count- view currently registered to pending students for each room by day

Category	Room/Program	School	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
	ArchivedRoom	DCW - Transactional	0/0	0/0	0/0	0/0	0/0	0/0	0/0	•
	ArchivedRoom2	DCW - Transactional	0/0	0/0	0/0	0/0	0/0	0/0	0/0	
School Age Child Care	AM, Before School Care	DCW - Transactional	0/0	0/0	0/0	0/0	0/0	0/0	0/0	
School Age Child Care	AM, Before School Care	DCW Transactional- Center 1	8/0	7/0	8/0	7/0	8/0	0/0	0/0	
School Age Child Care	Flexible Care, AM	DCW - Transactional	0/0	0/0	0/0	0/0	0/0	0/0	0/0	
School Age Child Care	Flexible Care, AM	DCW Transactional- Center 1	0/0	0/0	0/0	0/0	0/0	0/0	0/0	
School Age Child Care	Flexible Care, PM	DCW - Transactional	0/0	0/0	0/0	0/0	0/0	0/0	0/0	
School Age Child Care	Flexible Care, PM	DCW Transactional- Center 1	0/0	0/0	0/0	0/0	0/0	0/0	0/0	
School Age Child Care	Flexible Child Care Registration	DCW - Transactional	0/0	0/0	0/0	0/0	0/0	0/0	0/0	
School Age Child Care	Flexible Child Care Registration	DCW Transactional- Center 1	0/0	0/0	0/0	0/0	0/0	0/0	0/0	
School Age Child Care	PM, After School Care	DCW - Transactional	0/0	0/0	0/0	0/0	0/0	0/0	0/0	
School Age Child Care	PM, After School Care	DCW Transactional- Center 1	3/0	3/0	3/0	3/0	3/0	0/0	0/0	

 Program/Room Pending- view a list of pending students by category/program and site.

Reports Program	Program/Room Pending
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Category	Room/Program	School	Family	Child	Begin Date
Summer Camp	Full Day Summer Camp	DCW Transactional- Center 1	Brave Family	Merida Brave	06/10/2018
		DCW Transactional- Center 1	Brave Family	Merida Brave	06/17/2018
		DCW Transactional- Center 1	Brave Family	Merida Brave	06/03/2018
	Summer Camp Registration	DCW Transactional- Center 1	Brave Family	Merida Brave	05/28/2018

 Weekly Reconciliation Report- a shortcut to the Attendance > Reconcile screen where users can see schedule to attendance by child and classroom for a specific day.

Attendance Recon	cile											
Attendance 🕼												
For Date 12/20/20	17											
Create Repor	t											
Reconcile List												
Child	Classroom	Sch	eduled				Actu	ual				
		м	т	w	т	F	м	-	w	т	F	

 Registration Information Report- view all registration information- from the portal or new registration page by a selection of criteria.

Center	•	Semeste	Select a Semester	
_	•			
Category		Room/P		
Select a category	•	*	Select a Room/Program	
Semester Date(From)			er Date(To)	
		Ê		
/iew				
Online	-			
				Q Fin
Registration List				

 Category/Program Trend Report- This screen allows users the ability to see trends in programs or categories over a set time frame.

Frend Search Criteria 🖬	1				
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🟛 Select a Center					-
oom/Program					
Select a Room/Prog	ram				-
ategory					
Select a category					-
eporting Group					
Select a Reporting C	Group				-
how Program/Room		Show Reporting Grou	q		
Yes 🔘 No		🔿 Yes 🔵 No			
how Trend By Month		Show Only Registrati	on		
Yes 🔿 No		🔿 Yes 🔵 No	)		
egin Date		End Date			
12/27/2016		12/27/2	017		
				Q	Find
⊞ Trend List				5	Export
Category	Center	12/27/16	01/27/17	02/27/17	03/2
School Age Child Care	DCW Transactional- Center 1	0	0	0	0
School Age Enrichment Programs	DCW - Transactional	0	0	0	0
School Age Enrichment Programs	DCW Transactional- Center 1	0	0	0	0

 Reports
 Program
 Category/Program Trend Report