Reports > Program

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

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 📊

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.

	Child Name		Program	Monday		Tuesday		Wednesday		Thursday		Friday	
				AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
1	Bilbo Baggins	Grade 2	AM, Before School Care	X	X	X	X	X	X	X	X	X	X
2	Frodo Baggins	Grade 1	AM, Before School Care	X	X	X	X	X	X	X	X	X	X
3	Merida Brave	Grade 1	AM, Before School Care	X	X			X	X			X	X
4	Eliza Doolittle	Grade 1	AM, Before School Care	X	X	X	X	X	X	X	X	X	X
5	Elsa Frozen	Kindergarten	AM, Before School Care	X	X	X	X	X	X	X	X	X	X
6	Jolly Green Giant	Grade 1	AM, Before School Care	X	X	X	X	X	X	X	X	X	X
7	Dorthy Oz	Grade 3	AM, Before School Care	X	X	X	X	X	X	X	X	X	X
8	Alice Wonderland	Kindergarten	AM, Before School Care	X	X	X	X	X	X	X	X	X	X
9	Anna Frozen	Preschool	Flexible Child Care Registration										
10	Elsa Frozen	Kindergarten	Flexible Child Care Registration	X	X	X	X	X	X	X	X	X	X
11	Tinkerbell Peter Pan		PM, After School Care	X	X	X	X	X	X	X	X	X	X
12	Alice Wonderland	Kindergarten	PM, After School Care	X	X	X	X	X	X	X	X	X	X

Week of December 27 2017 **DCW Transactional- Center 1 - School Age Enrich**

	Child Name		Program	Monday		Tuesday		Wednesday		Thursday		Friday	
				AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
1	Merida Brave	Grade 1	Weekly Enrichment	X	X	X	X	X	X	X	X	X	X

- 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 December 27 2017   Site: DCW Transactional- Center 1   School Age Child Care

	Child Name		Program	Monday		Tuesday		Wednesday		Thursday		Friday	
				AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
1	Bilbo Baggins	Grade 2	AM, Before School Care	X	X	X	X	X	X	X	X	X	X
2	Frodo Baggins	Grade 1	AM, Before School Care	X	X	X	X	X	X	X	X	X	X
3	Merida Brave	Grade 1	AM, Before School Care	X	X			X	X			X	X
4	Eliza Doolittle	Grade 1	AM, Before School Care	X	X	X	X	X	X	X	X	X	X
5	Elsa Frozen	Kindergarten	AM, Before School Care	X	X	X	X	X	X	X	X	X	X
6	Jolly Green Giant	Grade 1	AM, Before School Care	X	X	X	X	X	X	X	X	X	X
7	Dorthy Oz	Grade 3	AM, Before School Care	X	X	X	X	X	X	X	X	X	X
8	Alice Wonderland	Kindergarten	AM, Before School Care	X	X	X	X	X	X	X	X	X	X
9	Anna Frozen	Preschool	Flexible Child Care Registration										
10	Elsa Frozen	Kindergarten	Flexible Child Care Registration	X	X	X	X	X	X	X	X	X	X
11	Tinkerbell Peter Pan		PM, After School Care	X	X	X	X	X	X	X	X	X	X
12	Alice Wonderland	Kindergarten	PM, After School Care	X	X	X	X	X	X	X	X	X	X

- 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
December 27, 2017

Center	Category	Program	Family	Student Name	Grade	Room Number	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
DCW Transactional- Center 1	School Age Child Care	AM, Before School Care	Baggins Family	Frodo Baggins	Grade 1		X	X	X	X	X		
DCW Transactional- Center 1	School Age Child Care	AM, Before School Care	Brave Family	Merida Brave	Grade 1		X		X		X		
DCW Transactional- Center 1	School Age Child Care	AM, Before School Care	Doolittle Family	Eliza Doolittle	Grade 1		X	X	X	X	X		
DCW Transactional- Center 1	School Age Child Care	AM, Before School Care	Giant Family	Jolly Green Giant	Grade 1		X	X	X	X	X		
DCW Transactional- Center 1	School Age Child Care	AM, Before School Care	Baggins Family	Bilbo Baggins	Grade 2		X	X	X	X	X		
DCW Transactional- Center 1	School Age Child Care	AM, Before School Care	Oz Family	Dorthy Oz	Grade 3		X	X	X	X	X		
DCW Transactional- Center 1	School Age Child Care	AM, Before School Care	Frozen Family	Elsa Frozen	Kindergarten		X	X	X	X	X		
DCW Transactional- Center 1	School Age Child Care	AM, Before School Care	Wonderland Family	Alice Wonderland	Kindergarten		X	X	X	X	X		
DCW Transactional- Center 1	School Age Child Care	Flexible Child Care Registration	Frozen Family	Elsa Frozen	Kindergarten								
DCW Transactional- Center 1	School Age Child Care	Flexible Child Care Registration	Frozen Family	Anna Frozen	Preschool								
DCW Transactional- Center 1	School Age Child Care	PM, After School Care	Peter Pan Family	Tinkerbell Peter Pan			X	X	X	X	X		
DCW Transactional- Center 1	School Age Child Care	PM, After School Care	Frozen Family	Elsa Frozen	Kindergarten		X	X	X	X	X		
DCW Transactional- Center 1	School Age Child Care	PM, After School Care	Wonderland Family	Alice Wonderland	Kindergarten		X	X	X	X	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)

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

Category/Room List

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.

Pending List

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

Export options: CSV | Excel | XML

- 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 > Reconcile

Attendance ✎

For Date

📅 12/20/2017

Create Report

Reconcile List

Child	Classroom	Scheduled					Actual				
		M	T	W	T	F	M	T	W	T	F

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

Reports > Program > Registration Information

Registration Filter ✎

Center

🏛 ---

Semester

🏦 Select a Semester

Category

👥 Select a category

Room/Program

🏠 Select a Room/Program

Semester Date(From)

📅

Semester Date(To)

📅

View

👁 Online

🔍 **Find**

≡ **Registration List**

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

Trend Search Criteria ✎

Center

| 🏛 | Select a Center | ▼ |

Room/Program

| 🏠 | Select a Room/Program | ▼ |

Category

| ▦ | Select a category | ▼ |

Reporting Group

| 👥 | Select a Reporting Group | ▼ |

Show Program/Room
⬤ Yes 🔵 No

Show Reporting Group
⬤ Yes 🔵 No

Show Trend By Month
🔵 Yes ⬤ No

Show Only Registration
⬤ Yes 🔵 No

Begin Date

| 📅 | 12/27/2016 |

End Date

| 📅 | 12/27/2017 |

🔍 Find

☰ Trend List   📄 Export

Category	Center	12/27/16	01/27/17	02/27/17	03/27
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