

From the Reports > Misc section there are multiple reports that can be filtered and pulled.

1. Click Setup, then select Misc

S	earch			•									
☆	Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setu	p Q	
	Home Information								Program				
									Payment				
	i			и и 31	Cla	assroom	List		Child				
					Cent	er			Misc				
	Informatio	n	Schedules	Semester	DC	DCW Transactional- CENTER 1			Batch Job Audit		t	Care Regis	
	:;		()	2	DC	W Transa	ctional- CE	NTER 1	Custom			PMC Regist	
	÷		5	2	DC	W Transa	ctional- CE	NTER 1	Room/F	rogram		PMC- caler	
	Birthday		Billing	Pending	DC	W Transa	ctional- CE	NTER 1	Financia	al		hool Care (I /)	
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2. From the Miscellaneous reports screen, the following reports can be

accessed

Operational Reports	Executive Reports
Auto Payment	Student/Child Directory
View families that have signed up for auto payment along with relevant information.	You can export the child and family information into Excel or you can print mailing labels. You can view all of the students at once or view them by room/program
Staff CPR Alerts	Create Custom Reports
View all the staff that have their CPR Certification expired or close to be expired.	Create custom formatted reports based on common queries.

Auto Payment - view families that have signed up for auto

payment, along with basic contact information. This report can be exported into CSV, Excel, or XML format

Family	Credit Type	Holder	Address	Email	Phone
miller Family Effective: 02/04/2019	MasterCard	steve miller	220 main st rochester MI 48307	stevemiller@test.com	(248) 334-5747
Schweitzer Family Effective: 10/11/2018	Visa	Guardian 1 Schweitzer	123 main street Denver CO 80211	fjschweitzer@procaresoftware.com	720-867-5309

 Staff CPR Alerts - view staff members that have a CPR certification expired or close to expiring. By clicking the staff member's name, the system will navigate to the profile within the Staff List screen

ts -> <u>Miscellaneous</u> -> Sta	ff CPR			
CPR List				
Teacher	CPR Expiration Date	Home Phone	Cell Phone	Email
Beauty, Belle	12/30/2016	123-123-1234	123-123-1233	test@cirrusgroup.com

• Student/Child Directory - enter search criteria, then export student, family, or teacher information into different reports

View as PDF View Parent PDF Version View Excel Child List	TView as PDF Versi Mail - 8160 View Excel Versio Child List		TWew Allergy Report(∑Excel) Mail - 8167 Wiew Registration Questions as PDF Combined Mail - 5160			
Directory List - child						
Center	Child	Primary Sponsor	Seconday Sponsor			
DCW Transactional- CENTER 1	Child, New Birthday: 11/11/2011 132 test test, MI 48843	Test Test (123) 123-1231 Cell: (123) 123-1231 132 test test, MI 48843 test123@cirrusgroup.com	N/A N/A N/A Work: N/A Cell: N/A N/A N/A N/A N/A N/A			
DCW Transactional- CENTER 1	Doolittle, Eliza Birthday: 02/01/2011 734-111-1111 224 Flower Lane London, MI 48309	Henry Doolittle 222-222-2222 Cell: 111-111-1111 1234 Flower Way London, MI 48309 doolittle@cirrusgroup.com	Mary Doolittle 222-222-2222 Cell: 111-111-1111 1234 Flower Way London, MI 48309 mary@cirrusgroup.com			
DCW Transactional- CENTER 1	Giant, Clayton Birthday: 08/08/2008	Debra Mignola	Johnny Giant			