General - Room Report - As PDF (with x)- No Total

Last Modified on 04/03/2019 12:45 pm EDT

Report Description

The General Room Report is a weekly report which displays information such as: student name, birthday, schedule, etc.

Report Conditions

• Classroom is required

Sample Report

Click the report name to view a sample: Room Report - As PDF (with x)- No Total.pdf ****

Accessing the Report

1. From the Reports menu, click Room/Program

| Sea | arch | | | - | | | | | | | | |
|-----------------|------------|-----------|-----------|----------------|---------|---------|---------|-----------|----------|---------|-------|---|
| 슙 | Home | Family | Payments | Attendance | Lessons | Meals | Connect | Approvals | Reports | Staff | Setup | ۹ |
| H | Home | Informati | ion | | | | | | Program | n | | |
| _ | | | | | | | | | Paymen | t | | |
| | | | | nd milin | Cla | assroom | List | | Child | | | |
| | Informatio | | Schodulos | 31 Semester | Cente | er | | | Misc | | | |
| information Sch | | Schedules | Semester | | | | | Batch Jo | ob Audit | t | | |
| | щ | | ្រោ | 0 | | | | | Custom | | | |
| | | | | Dana Bara | | | | | Room/P | Program | | |
| | Birthday | | Billing | Pending | | | | | Financia | al | | |

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

| Repo | t Category | |
|------|------------|---|
| 205 | General | * |

3. Choose Room Report - As PDF (with x - No Total from the Report drop-

down

| Report | | |
|--------|--|---|
| Ø | Room Report - As PDF (with x) - No Total | - |

4. Use additional search criteria as needed

| Search Criteria 🗡 | | |
|-------------------|---|--|
| Center | | |
| 盦 | | • |
| Semester | | Show All |
| . | | • |
| Category | | Classroom |
| ••• | * | DCW Transactional- CENTER 1 - AM, Before School Care |
| From Date | | |
| 03/04/2019 | | |
| | | |
| | | 🗅 Create Report |

- Center select a center or leave blank to view all centers
- Semester select a semester, if applicable
- Category select a category, if applicable
- Classroom choose a classroom (required)
- From Date choose a from date
- 5. Click Create Report
- 6. The report will download in PDF format

Report Fields

- Student Name
- Birthday
- Monday-Friday with a check-mark under each scheduled day per student
- Parents
- Total number of students
- Notes