

# Who's Scheduled to be Here Report

Last Modified on 05/27/2020 5:34 pm EDT

Located under the *Students* menu, the **Who's Scheduled to be Here** report offers a quick way to list all students enrolled in classes on a specific date. This report can also be accessed from the *Reports* menu, in the *Families/Students* section.

- ★ The Family balance can be displayed on this report, giving you a heads up on anyone expected that day who may have an account that needs attention.
  - ★ Quickly notify students expected at your facility of any disruption to classes that day with the ability to email from the report results.
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## Search Criteria and Display Settings

Search for students based on *Location*, *Category 1* (multi-select available), *Instructor*, and *Date*.

Display settings allow you to control whether you want to see all classes or just the first class of the day and whether or not you want to include student skill/level information.

You can further customize your report by including additional information, such as the *Home Phone Number* or *Family Balance*, and choosing a sort order for the results.

# Who's Scheduled To Be Here

← RETURN

Search Criteria

Search for students that are enrolled in classes on a specific date.

Location

Enrolled in Category1

Instructor

Date

Use Ctrl (Command on Mac) to select multiple Category 1s.

## Display Settings

Show Schedules

Show Skill/Level

Show Home Phone Number

Show Family Balance

Show Roll Notes

Show Student/Barcode ID

Sort By

All Schedules for this Day

Only First Schedule for this Day

No

Skill/Level

- Earliest started but not attained
- Most recent started but not attained
- Most recent attained

Subskill

- Earliest started but not attained
- Most recent started but not attained
- Most recent attained

## The Report Results

This report has direct email functionality from the results. Opt to send an email to all students in the list or select only a few students to email.

### Who's Scheduled To Be Here - Friday, May 1, 2020

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Select Email All to email the entire class.

View 1 - 10 of 10    8 columns hidden

	Student First Name	Student Last Name	Home Phone#	Class	Cat 1	Instructor	Family Name	Primary Contact	Email	Family Balance	Email All <input checked="" type="checkbox"/>
1	<a href="#">Pugsley</a>	<a href="#">Adams</a>	(604) 111-2222	<a href="#">Before School Program M-F 7:00am-8:30am2019</a>	Before/After School	Mary P.	<a href="#">Adams</a>	<a href="#">Maria Adams</a>	<a href="mailto:xcay.carlson@gmail.com">xcay.carlson@gmail.com</a>	0.00	<input checked="" type="checkbox"/>
2	<a href="#">Peter</a>	<a href="#">Brady</a>		<a href="#">Before School Program M-F 7:00am-8:30am2019</a>	Before/After School	Mary P.	<a href="#">Brady</a>	<a href="#">Alan Brady</a>	<a href="mailto:PBrown0001@flkdfj.com">PBrown0001@flkdfj.com</a>	0.00	<input checked="" type="checkbox"/>
3	<a href="#">Theodore</a>	<a href="#">Cleaver</a>	(604) 000-9999	<a href="#">After School Program 2019-2020</a>	Before/After School	Bo P.	<a href="#">Cleaver</a>	<a href="#">June Cleaver</a>	<a href="mailto:JCleaver001@testing.org">JCleaver001@testing.org</a>	0.00	<input checked="" type="checkbox"/>
4	<a href="#">Ursula</a>	<a href="#">Henry</a>	(604) 444-5564	<a href="#">Before School Program M-F 7:00am-8:30am2019</a>	Before/After School	Mary P.	<a href="#">Henry</a>	<a href="#">Kathy Henry</a>	<a href="mailto:khenry@gmail.com">khenry@gmail.com</a>	0.00	<input checked="" type="checkbox"/>
5	<a href="#">Bob</a>	<a href="#">Keller</a>	(604) 555-5555	<a href="#">Before School Program M-F 7:00am-8:30am2019</a>	Before/After School	Mary P.	<a href="#">Keller</a>	<a href="#">Helen Keller</a>	<a href="mailto:test3@test.com">test3@test.com</a>	738.00	<input checked="" type="checkbox"/>
6	<a href="#">Lucy</a>	<a href="#">Walton</a>	(604) 556-4454	<a href="#">After School Drop-in 2019-2020</a>	Before/After School	Bo P.	<a href="#">Walton</a>	<a href="#">Victoria Walton</a>	<a href="mailto:vthomas00002@gmail.com">vthomas00002@gmail.com</a>	0.00	<input checked="" type="checkbox"/>

Additional customization is available using the Show/Hide Columns button. Columns to choose from are shown below:

5 columns hidden

Show/Hide Columns

Restore Columns

Show/Hide Columns

Uncheck columns and click the "Apply" button to hide columns. Click the "Apply & Save" button to save these settings for your User ID.

Check All Uncheck All

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Student First Name | <input checked="" type="checkbox"/> End Time        |
| <input checked="" type="checkbox"/> Student Last Name  | <input type="checkbox"/> Class Room                 |
| <input type="checkbox"/> Age                           | <input checked="" type="checkbox"/> Instructors     |
| <input type="checkbox"/> Student/Barcode ID            | <input checked="" type="checkbox"/> Family Name     |
| <input checked="" type="checkbox"/> Home Phone#        | <input checked="" type="checkbox"/> Primary Contact |
| <input type="checkbox"/> Class Loc                     | <input checked="" type="checkbox"/> Cell Phone#     |
| <input checked="" type="checkbox"/> Class              | <input checked="" type="checkbox"/> Email           |
| <input checked="" type="checkbox"/> Cat 1              | <input checked="" type="checkbox"/> Family Balance  |
| <input checked="" type="checkbox"/> Start Time         | <input type="checkbox"/> Roll Notes                 |

Apply

Apply & Save

Cancel