## 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.

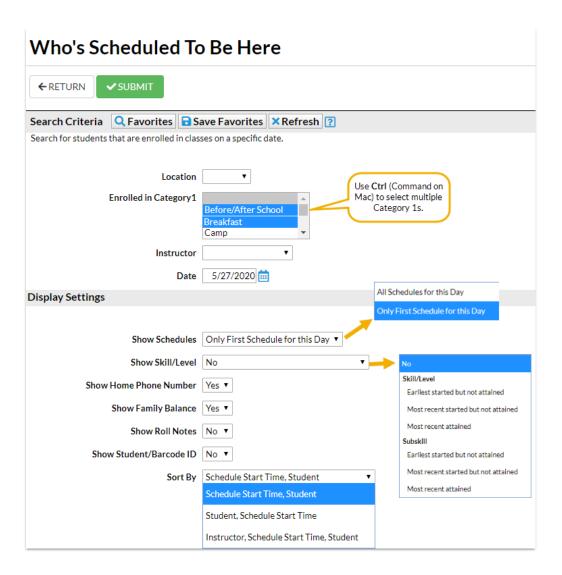
- The Family balance can be displayed on this report, giving you a heads up on anyone expected that day who may have an account that needs attention.
- Quickly notify students expected at your facility of any disruption to classes that day with the ability to email from the report results.

## 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.



## 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.



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

