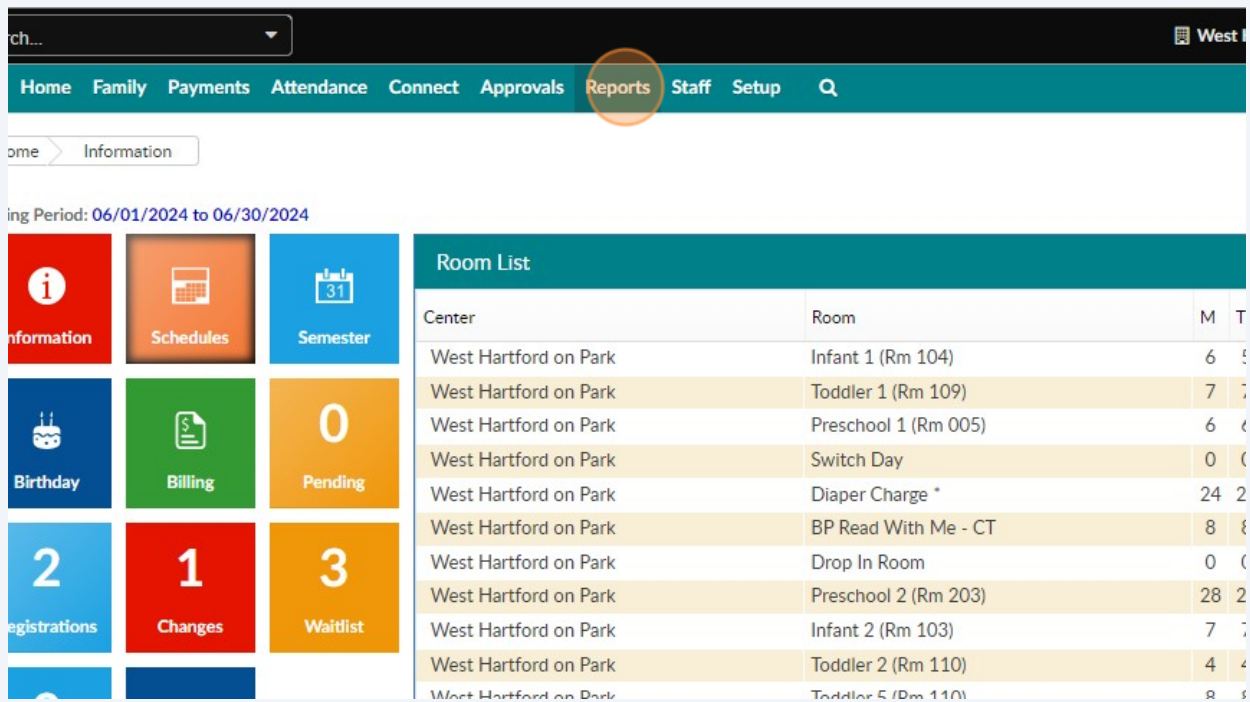


# Generate Room/Program Report on Daycareworks Website

1 Click "Reports"



The screenshot shows the Daycareworks website interface. At the top, there is a navigation bar with the following items: Home, Family, Payments, Attendance, Connect, Approvals, Reports, Staff, Setup, and a search icon. The 'Reports' item is circled in orange. Below the navigation bar, there is a breadcrumb trail showing 'Home > Information'. A date range for the reporting period is displayed as 'Reporting Period: 06/01/2024 to 06/30/2024'. On the left side, there is a dashboard with several colored tiles: Information (red), Schedules (orange), Semester (blue), Birthday (dark blue), Billing (green), Pending (yellow), Registrations (light blue), Changes (red), and Waitlist (orange). The main content area is titled 'Room List' and contains a table with the following data:

| Center                | Room                 | M  | T |
|-----------------------|----------------------|----|---|
| West Hartford on Park | Infant 1 (Rm 104)    | 6  | 5 |
| West Hartford on Park | Toddler 1 (Rm 109)   | 7  | 5 |
| West Hartford on Park | Preschool 1 (Rm 005) | 6  | 5 |
| West Hartford on Park | Switch Day           | 0  | 5 |
| West Hartford on Park | Diaper Charge *      | 24 | 2 |
| West Hartford on Park | BP Read With Me - CT | 8  | 5 |
| West Hartford on Park | Drop In Room         | 0  | 5 |
| West Hartford on Park | Preschool 2 (Rm 203) | 28 | 2 |
| West Hartford on Park | Infant 2 (Rm 103)    | 7  | 5 |
| West Hartford on Park | Toddler 2 (Rm 110)   | 4  | 4 |
| West Hartford on Park | Toddler 5 (Rm 110)   | 8  | 5 |

2 Click "Room/Program"

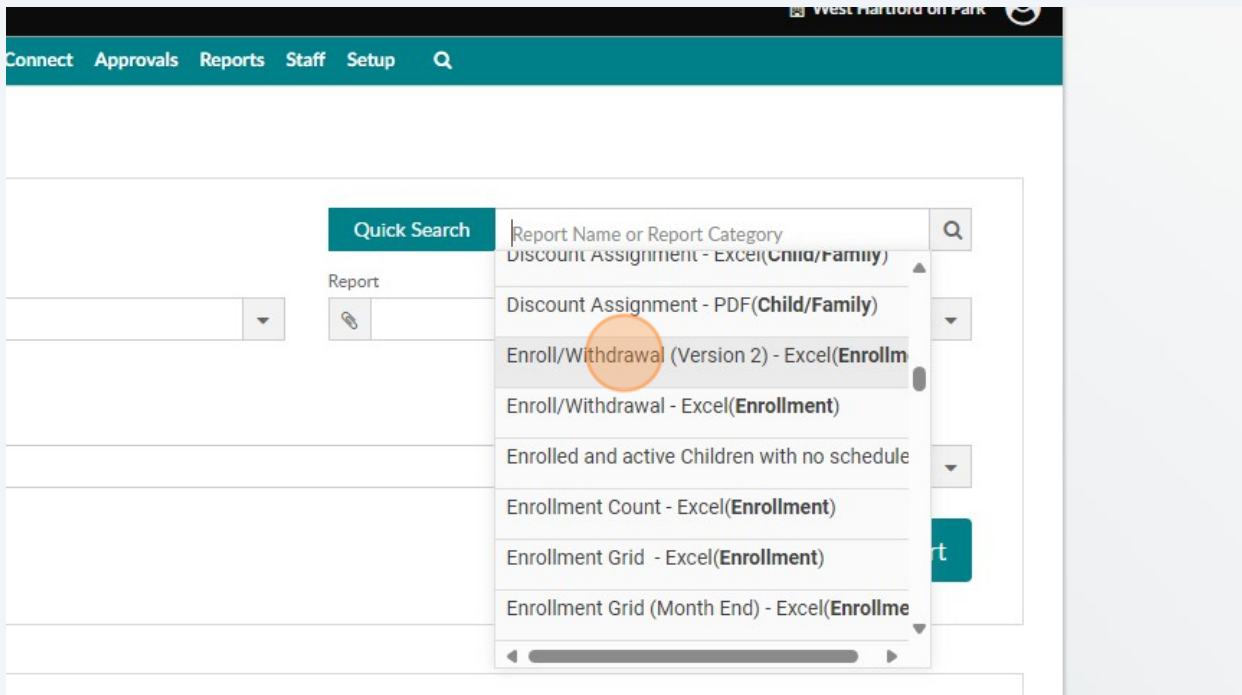
The screenshot shows a software interface with a navigation bar at the top containing 'Home', 'Family', 'Payments', 'Attendance', 'Connect', 'Approvals', 'Reports', 'Staff', and 'Setup'. A dropdown menu is open under the 'Reports' tab, listing options: 'Program', 'Payment', 'Child', 'Misc', 'Custom', 'Room/Program', and 'Financial'. The 'Room/Program' option is highlighted with an orange circle. Below the menu, a 'Room List' table is visible, showing columns for 'Center', 'Room', 'M', and 'T'. The table lists various rooms and programs for 'West Hartford on Park'.

| Center                | Room                 | M  | T  |
|-----------------------|----------------------|----|----|
| West Hartford on Park | Infant 1 (Rm 104)    | 6  | 5  |
| West Hartford on Park | Toddler 1 (Rm 109)   | 7  | 7  |
| West Hartford on Park | Preschool 1 (Rm 005) | 6  | 6  |
| West Hartford on Park | Switch Day           | 0  | 0  |
| West Hartford on Park | Diaper Charge *      | 24 | 25 |
| West Hartford on Park | BP Read With Me - CT | 8  | 8  |
| West Hartford on Park | Drop In Room         | 0  | 0  |
| West Hartford on Park | Preschool 2 (Rm 203) | 28 | 27 |
| West Hartford on Park | Infant 2 (Rm 103)    | 7  | 7  |
| West Hartford on Park | Toddler 2 (Rm 110)   | 4  | 4  |
| West Hartford on Park | Toddler 5 (Rm 110)   | 8  | 8  |

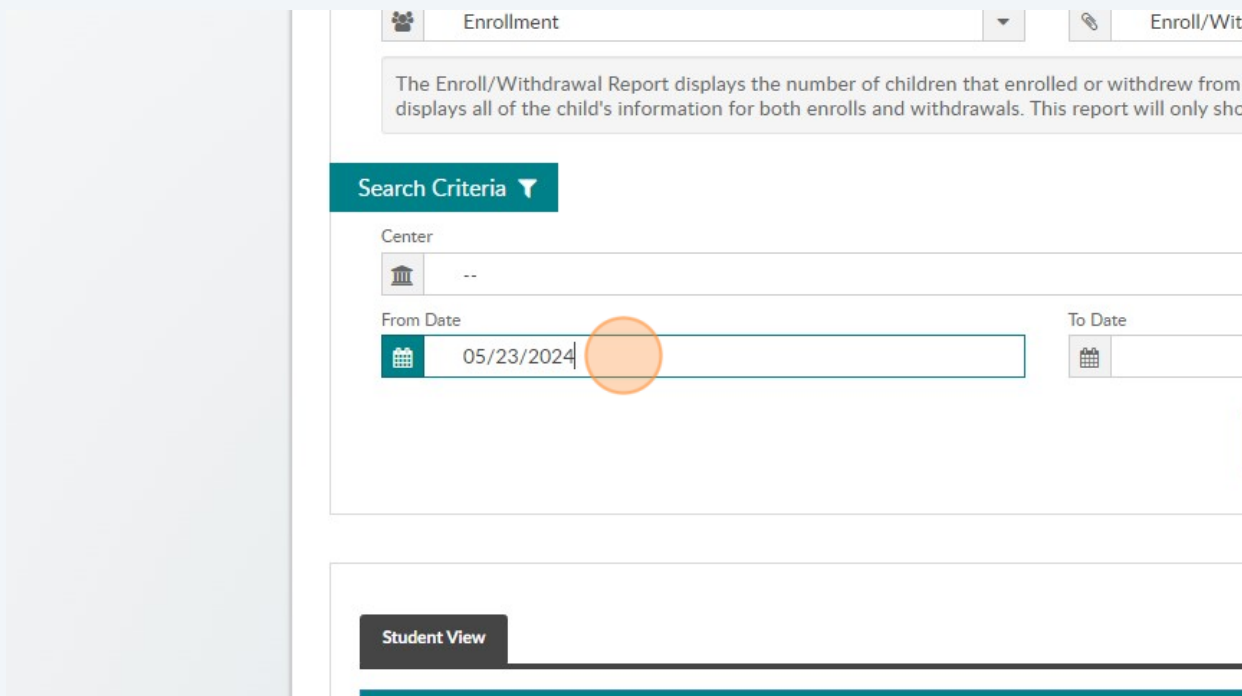
3 Click the "Report Name or Report Category" field.

The screenshot shows a software interface with a navigation bar at the top containing 'Connect', 'Approvals', 'Reports', 'Staff', and 'Setup'. Below the navigation bar, there is a search section with a 'Quick Search' button and a text input field labeled 'Report Name or Report Category'. Below the search field, there is a 'Report' section with a dropdown menu and a search icon. At the bottom of the search section, there are two buttons: 'Schedule Report' and 'Create Report'.

#### 4 Click Enroll/Withdrawal



#### 5 Select a date range.



## 6 Click "Create Report"

withdrawals. This report will only show centers that are active.

To Date

Schedule Report

Create Report

| Mon | Tue | Wed | Thu | Fri | Guardians | Notes |
|-----|-----|-----|-----|-----|-----------|-------|
|-----|-----|-----|-----|-----|-----------|-------|