

## Questions and Suggestions (/support/Index)

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### GETTING STARTED GUIDE: How does the Report Center work? What reporting features are there in iCare?

Posted on: 2/2/2017 3:15:39 PM

Replied by : support@icaresoftware.com

Report Center (**RC**) is a collection of secondary reports. You may analyze enrollment, attendance, accounting and staffing data of your center by running these reports.

Various reports are available under following sections;

- 1. Children:** Children-specific reports.
- 2. Staff:** Staff-specific reports.
- 3. Enrollment:** Programs/Classes and enrollments reports.
- 4. Attendance:** Attendance related reports.
- 5. Accounting:** Accounting reports.
- 6. Childcare:** Parent-teacher communication reports.

1. To navigate to the Report Center (**RC**) either click the **RC** shortcut icon in the Universal Toolbar or next to the page heading.

**Children**  
All Active Children  
Sorted by Child Name

Center Capacity 200  
Total Active Children 98  
Checked-In Now 0  
Checked-Out Now 0  
Did Not Attend 98

**Click here to visit Report center**

Photo	Child Name	Room	Age	Main Contact	Other Contacts	Today's Status	Active	Site	Starting Date	Discharge Date
	Adams, Betty	4-year	4y 6m	Daisy Adams	Not Specified	Did Not Attend	ON	Site(1)	06/20/2017	
	Aldridge, Xavier	Schoolage	15y 2m	Harry Aldridge	Not Specified	Did Not Attend	ON	Site(1)	06/20/2017	02/26/2018
	Anderson, Jaden	Schoolage	9y 10m	Jack Anderson	Not Specified	Did Not Attend	ON	Site(1)	06/20/2017	02/26/2018
	Andrew, Chase	Infant	0y 7m	Sophie Andrew	Gayle Andrew	Did Not Attend	ON	Site(1)	06/20/2017	02/26/2018
	Antony, Kedric	Schoolage	7y 8m	Colin Antony	Not Specified	Did Not Attend	ON	Site(1)	06/20/2017	02/26/2018

2. In Report Center, you may search any report using the search box and navigate to any section to run various reports.

**Report Center**  
Find a report and click on its name to run it. All the reports open in the same data grid that you are so familiar with  
All reports are printable and exportable. To Analyze your data, click on the Analyze icon in the data grid.  
Have ideas for improving the Report Center or to add a report - [click here](#).

**Search any report here**

**Various sections**

CHILDREN STAFF ENROLLMENT ATTENDANCE ACCOUNTING CHILDCARE

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3. To run a report, select a section heading and click on the report name or 'Run'.

**Report Center**  
Find a report and click on its name to run it. All the reports open in the same data grid that you are so familiar with  
All reports are printable and exportable. To Analyze your data, click on the Analyze icon in the data grid.  
Have Ideas for Improving the Report Center or to add a report - [click here](#).

SEARCH

CHILDREN STAFF ENROLLMENT ATTENDANCE ACCOUNTING CHILDCARE

### Standard Reports

1	<b>Children</b> List of children by Age-based Rooms showing contacts and status. <b>Run</b>	2	<b>Children's Age Projection</b> Enter a future date and see how old a child will be, which room she is expected to be in. ... <b>Run</b>	3	<b>Future Registrations</b> List of children with future starting date. <b>Run</b>
4	<b>Dropped Children/Alumni list</b> List of children who attended in the past and are not registered currently or in the futur... <b>Run</b>	5	<b>Children's Weekly Schedules</b> All weekly schedules of current. <b>Run</b>	6	<b>Children's Schedule History</b> All schedules of current, past and future. <b>Run</b>
7	<b>Room Planning Report</b> List of rooms showing capacity, enrollment and next spot opening and closing dates. <b>Run</b>	8	<b>Slot Availability by Rooms and Classes</b> A detailed report showing children scheduled for each 1/2 hour slot of the day. <b>Run</b>		

**Click to run**

4. You may modify or export data in the reports using the Settings toolbar,



Children

All Active Children  
Sorted by Child Name

Center Capacity 200  
Total Active Children 98  
Checked-In Now 0  
Checked-Out Now 0  
Did Not Attend 98

Settings Toolbar

<input type="checkbox"/>	Photo	Child Name	Room	Age	Main Contact	Other Contacts	Today's Status	Active	Site	Starting Date	Discharge Date
<input type="checkbox"/>		Adams, Betty	4-year	4y 6m	Daisy Adams	Not Specified	Did Not Attend	<input checked="" type="checkbox"/>	Site(1)	06/20/2017	
<input type="checkbox"/>		Aldridge, Xavier	Schoolage	15y 2m	Harry Aldridge	Not Specified	Did Not Attend	<input checked="" type="checkbox"/>	Site(1)	06/20/2017	02/26/2018
<input type="checkbox"/>		Anderson, Jaden	Schoolage	9y 10m	Jack Anderson	Not Specified	Did Not Attend	<input checked="" type="checkbox"/>	Site(1)	06/20/2017	02/26/2018
<input type="checkbox"/>		Andrew, Chase	Infant	0y 7m	Sophie Andrew	Gayle Andrew	Did Not Attend	<input checked="" type="checkbox"/>	Site(1)	06/20/2017	02/26/2018

Various reports in iCare,

## 1. Children:

- i. Children
- ii. Children's Age Projection
- iii. Future Registrations
- iv. Dropped Children/Alumni List
- v. Children's Weekly Schedules
- vi. Children's Schedule History
- vii. Room Planning Report
- viii. Slot Availability by Rooms and Classes

## 2. Staff:

i. Staff

ii. Staff Weekly schedules

### **3. Enrollment**

i. Programs/Classes

ii. Enrollment Summary

iii. Enrollment History

iv. Dropped Enrollments

v. Enrollment

### **4. Attendance:**

i. Attendance

ii. Late Check-ins

iii. Late Pick-ups

iv. Absences

v. Sign-in Sheet

vi. Attendance Billing Report

vii. Staff Payroll Report

viii. Weekly Attendance Summary Report

### **5. Accounting:**

i. Balances

ii. Transactions

iii. Billing Grid

iv. Recurring Payments

v. Aging Report

vi. Expiring Credit Cards

vii. Payment Listing

viii. Yearly Tax Statement

ix. Declined/Settled Payments

x. Account Statement

xi. Total Charges/Credits Report

xii. Fee Projection

xiii. Billing Projection

xiv. Billing Rates

## 6. Childcare:

i. Journal Summary

## Leave a Comment / Question

Email

Comment

Source		▼
	▼	
Styles ▼	Format ▼	Font ▼
Size ▼	▼ ▼	

Empty form area with a small triangle icon in the bottom right corner.

Submit Cancel

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