Search Classes Report

The *Search* function, in the *Classes (menu)*, is a powerful tool! It allows you to search through all of your classes to find only those that meet the criteria you select.

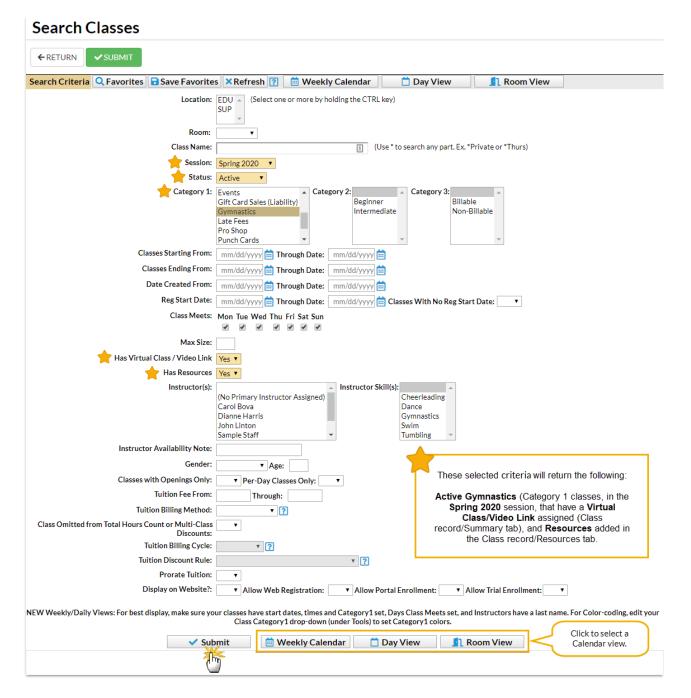With Search Classes it's easy to find 'needles in the haystack'.

⭐ Create a Weekly Calendar showing only a particular instructor's classes. This is helpful for scheduling purposes.

⭐ Generate a listing of all classes with openings that meet on Mondays. Use the **Enroll** link in the results to quickly enroll an existing student into a class(es).

⭐ View **adjusted openings** for your active classes. See, at a glance, which classes have openings after any future enrolls and drops, scheduled makeups, and waitlisted students are taken into consideration.

Search Criteria

All of the search criteria in Search Classes pull information from fields in the **Class record**. The majority of the information is located on the Summary tab.

Leaving a field blank is the same as saying "all".

Search Classes

Display Options

The following display option examples illustrate the result of the search criteria selections made in the above image.

Report Format

Select **Submit** to display a listing of classes that meet your search criteria.

Search Classes

Customize your report; show only the information that is important to you.

View 1 - 12 of 12   🖶 Print   ⤢ Export   ↻ Refresh   **21 columns hidden**   ▦ Show/Hide Columns   ↺ Restore Columns

	Class Description	Session	Days	Open	Size	Future Enrolls	Wait	Makeups	Adjusted Openings	Tuition	Resources	Virtual Class Link	Virtual Class Link Text
	Search	Search	Search								Search	Search	Search
Enroll	Adult Ninja Parkour Parkour for adults ages 18+	Spring 2020	M	6	2		0	0	6	100.00	0	https://youtu.be/-OiW2mTCdgk	Skill Video - Pop Vault
Enroll	Ballet L1 - Mon 5pm Introductory Ballet	Spring 2020	M	1	1	1	0	0	0	45.00	1		March 15-31 Video Homework
Enroll	Ballet L1 - Tues 6pm Introductory Ballet	Spring 2020	Tu	7	1		0	0	7	45.00	1		March 15-31 Video Homework
Enroll	Cheer Essentials	Spring 2020	Th	7	1		0	0	7	75.00	0	https://docs.google usp=sharing	Class videos and instructions - March 15 - 31

Enroll an existing student.

Future Enrolls

#	Student Name	Enroll Date	Enroll Type	Drop Date	Delete
1	Barble Ager	4/15/2020	Enrolled		✕

Close

- The **Show/Hide Columns** button allows you to customize your report by selecting which information to display.

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

☐ Loc   ☐ Instructors   ☑ Size   ☐ Tuition Billing Cycle
☑ Class Description   ☐ Cat1   ☐ Drops   ☐ Tuition Discount Rule
☐ Status   ☐ Cat2   ☐ Future Drops   ☐ Exclude from Hours Count or Multi-Class Discount
☑ Session   ☐ Cat3   ☑ Future Enrolls   ☐ Prorate Tuition
☐ Start Date   ☐ Gender   ☑ Wait   ☑ Virtual Class Link
☐ End Date   ☐ Ages   ☑ Makeups   ☑ Virtual Class Link Text
☑ Days   ☐ Room   ☑ Adjusted Openings
☐ Start Time   ☑ Open   ☑ Tuition
☐ End Time   ☐ Max Size   ☐ Tuition Billing Method

Apply 🔧   Apply & Save 💾   Cancel ✕

- Select **Apply** to have these selections applied to only the report you are currently viewing.

- Select **Apply & Save** to have these selections applied and saved for your User ID. When logged in as your User ID, you will see only the columns of information you chose previously. Other Users will see the columns they selected and saved, which may differ from yours.

- Use the **Restore Columns** button to view all available columns.

- Use the **Search** field at the top of a column to search a column.

- Select the **Enroll** link to enroll an existing student into a class.

QUICK tip!

When searching for classes that meet on certain days of the week, use 'Tu' for Tuesday and 'Th' for Thursday. Searching for 'T' will bring up both Tuesday and Thursday classes.

Weekly Calendar

Select **Weekly Calendar** to display a week-long calendar of classes that match the search criteria you selected.

See **The Weekly Calendar** to learn about this awesome tool - it is your 'Command Central'!

Day View

Select **Day View** to display a single date's schedule of classes that meet your selected criteria. See **Daily Calendar (Day View)** to learn more.

Room View

The Room View displays a single date's schedule of classes that meet your selected criteria. It will default to the current date but can be changed using the date selector or the *Prev/Next* buttons.

 You have the ability to enroll an existing student into a class from this calendar as well as register a new student and place them in the class. See **Room View Calendar** to learn more.

Save this as a frequently used report! Click the heart (icon) ♡ next to a report name, the heart will change to red ❤ and the report will be listed under the *Reports (menu) > My Reports* for quick and easy access!