

The Search Classes Report

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Watch a (1:51) video tutorial on the 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

[← RETURN](#) [✓ SUBMIT](#)

[Search Criteria](#) [Favorites](#) [Save Favorites](#) [Refresh](#) [Weekly Calendar](#) [Day View](#) [Room View](#)

Location:

EDU

SUP

 (Select one or more by holding the CTRL key)

Room:

Class Name: (Use * to search any part. Ex. *Private or *Thurs)

★ Session:

Spring 2020

★ Status:

Active

★ Category 1:

Events

Gift Card Sales (Liability)

Gymnastics

Late Fees

Pro Shop

Punch Cards

Category 2:

Beginner

Intermediate

Category 3:

Billable

Non-Billable

Classes Starting From:

mm/dd/yyyy

 Through Date:

mm/dd/yyyy

Classes Ending From:

mm/dd/yyyy

 Through Date:

mm/dd/yyyy

Date Created From:

mm/dd/yyyy

 Through Date:

mm/dd/yyyy

Reg Start Date:

mm/dd/yyyy

 Through Date:

mm/dd/yyyy

 Classes With No Reg Start Date:

Class Meets:

Mon

Tue

Wed

Thu

Fri

Sat

Sun

Max Size:

★ Has Virtual Class / Video Link

Yes

★ Has Resources

Yes

Instructor(s):

(No Primary Instructor Assigned)

Carol Bova

Dianne Harris

John Linton

Sample Staff

Instructor Skill(s):

Cheerleading

Dance

Gymnastics

Swim

Tumbling

Instructor Availability Note:

Gender: Age:

Classes with Openings Only: Per-Day Classes Only:

Tuition Fee From: Through:

Tuition Billing Method: ?

Class Omitted from Total Hours Count or Multi-Class Discounts:

Tuition Billing Cycle: ?

Tuition Discount Rule: ?

Prorate Tuition:

Display on Website?: Allow Web Registration: Allow Portal Enrollment: Allow Trial Enrollment:

NEW Weekly/Daily Views: For best display, make sure your classes have start dates, times and Category1 set, Days Class Meets set, and Instructors have a last name. For Color-coding, edit your Class Category1 drop-down (under Tools) to set Category1 colors.

✓ Submit

Weekly Calendar

Day View

Room View

Click to select a Calendar view.

These selected criteria will return the following:
Active Gymnastics (Category 1 classes, in the **Spring 2020** session, that have a **Virtual Class/Video Link** assigned (Class record/Summary tab), and **Resources** added in the Class record/Resources tab.

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

← RETURN

View 1 - 12 of 12 Print Export Refresh 21 columns hidden Show/Hide Columns Restore Columns

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

	Class Description	Session	Days	Open	Size	Future Enrolls	Wait	Makeups	Adjusted Openings	Tuition	Resources	Virtual Class Link	Virtual Class Link Text
Enroll	Adult Ninja Parkour Parkour for adults ages 18+	Spring 2020	M	6	2	1	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	1	0	0	7	45.00	1		March 15-31 Video Homework
Enroll	Cheer Essentials	Spring 2020	Th	7	1	1	0	0	7	75.00	0	https://docs.google.com/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	Barbie Ager	4/15/2020	Enrolled		X

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

<input type="checkbox"/> Loc	<input type="checkbox"/> Instructors	<input checked="" type="checkbox"/> Size	<input type="checkbox"/> Tuition Billing Cycle
<input checked="" type="checkbox"/> Class Description	<input type="checkbox"/> Cat1	<input type="checkbox"/> Drops	<input type="checkbox"/> Tuition Discount Rule
<input type="checkbox"/> Status	<input type="checkbox"/> Cat2	<input type="checkbox"/> Future Drops	<input type="checkbox"/> Exclude from Hours Count or Multi-Class Discount
<input checked="" type="checkbox"/> Session	<input type="checkbox"/> Cat3	<input checked="" type="checkbox"/> Future Enrolls	<input type="checkbox"/> Prorate Tuition
<input type="checkbox"/> Start Date	<input type="checkbox"/> Gender	<input checked="" type="checkbox"/> Wait	<input checked="" type="checkbox"/> Virtual Class Link
<input type="checkbox"/> End Date	<input type="checkbox"/> Ages	<input checked="" type="checkbox"/> Makeups	<input checked="" type="checkbox"/> Virtual Class Link Text
<input checked="" type="checkbox"/> Days	<input type="checkbox"/> Room	<input checked="" type="checkbox"/> Adjusted Openings	
<input type="checkbox"/> Start Time	<input checked="" type="checkbox"/> Open	<input checked="" type="checkbox"/> Tuition	
<input type="checkbox"/> End Time	<input type="checkbox"/> Max Size	<input type="checkbox"/> 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.



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.

Criteria
Class Status: Active
One or more instructors
Session: Winter 2018
One or more Category 1

Refresh Change Criteria Add Class Day View Room View Print Settings Close ? Help

Prev 12/31/2018 Next Show Students on Hover: ☐ Show Full Classes: ☒

6 Classes
Tip: Double Click on a Time Slot to Add a New Class

Opens to the current week, use the date selector or the Prev or Next buttons to change the week.

	Monday 12/31/2018	Tuesday 1/1/2019	Wednesday 1/2/2019	Thursday 1/3/2019	Friday 1/4/2019	Saturday 1/5/2019	Sunday 1/6/2019
All Day							
11am :00							
12pm :00							
1pm :00							
2pm :00							
3pm :00							
4pm :00							
5pm :00	Ballet Primary A - Mon - 5pm (6)						
:15							
:30							
:45							
6pm :00	Tap 1 - Mon - 6pm (3) 1FD, OFE	Ballet Primary A - Tues - 6pm (3)					
:15							
:30							
:45							
7pm :00		Tap 2/3 - Tues - 7pm (0)	Jazz 3 - Wed - 7pm (0) 1FD, OFE	Hip Hop 2 - Thurs - 7pm (2) OFD, 1FE			
:15							
:30							
:45							
8pm :00							

Hip Hop 2 - Thurs - 7pm (2)
(as of 1/4)

Days: Thu	Open	2
Time: 7:00pm-7:45pm	Size	3
	Max Size	5
Instructor: Dianne H.	Wait List	0
Location: EDU	Future Drops	0
Room: Floor C	Future Enrolls	1
Fee: 60		
Category: Dance		
End Date: 2/28/2019		

Enroll Existing Students Register New Students



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.

Criteria
 Class Status: Active
 One or more instructors
 Session: Winter 2018
 One or more Category 1

Refresh Change Criteria Add Class Room View Weekly Calendar Print Settings Close ? Help

Prev 1/3/2019 Next Hide Instructors with no Activity: ☐ Show Students on Hover: ☒ Show Full Classes: ☒

1 Classes

	Unassigned	D. Harris
Skills:		Dance
All Day		
11am :00		
12pm :00		
1pm :00		
2pm :00		
3pm :00		
4pm :00		
5pm :00		
6pm :00		
7pm :00		Hip Hop 2 - Thurs - 7pm (2) OFD, 1FE
:15		
:30		
:45		
8pm :00		

Hip Hop 2 - Thurs - 7pm (2)
 (as of 1/4)

Days: Thu
 Time: 7:00pm-7:45pm

Instructor: Dianne H.
 Location: EDU
 Room: Floor C

Fee: 60
 Category: Dance
 End Date: 2/28/2019

Students:
 1. Olivia Andrews
 2. Maritza Garcia
 3. Marcus Walker

Enroll Existing Students Register New Students

Defaults to the current date but can be changed with the date selector or Prev/Next buttons.

Instructor skills are shown on the Daily View

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.