





Use the Enrollment Calendar Report

Common Buttons & Icons

	Hide Parameters bar
	Save icon
	Print icon
	Refresh icon

Use the Enrollment Calendar Report

From the PromisePoint Reporting Home screen:

1. Click the **Enrollment Calendar** link under the Classroom header.
Note: Hover over the link to view more information about the Enrollment Calendar report.
2. Click the **Select Year** drop-down arrow.
Note: The Select Year field defaults to the current year.
3. Select the appropriate year for your report, if not the current year.
4. Click the **Select Month** drop-down arrow.
5. Select the appropriate month for your report.
6. Click the **Location(s)** drop-down arrow to select the location(s) for your report.
Note: This is a multi-select menu.
7. Click anywhere outside the drop-down menu to update subsequent fields.
8. Click the **Department(s)** drop-down arrow to select the department(s) you want to include in your report.
Note: This is a multi-select menu.
9. Click **View Report**.
Notes:
 - Click the Hide Parameters bar to expand the report viewing area.
 - Click the Save drop-down arrow to select a format for your saved report.
 - Click the Print icon to print any report.
 - Click the Refresh icon to ensure you are viewing the latest information.
10. Click **Close Report** to return to the PromisePoint Reporting Home Screen.