

MVCDC Support

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How do I see who is on the Waitlist?

Richard Woolf - 2024-03-12 - [ChildPlus](#)

Report 2006 - Management Report - Waitlist

To see who is on the waitlist for your specific location, you will need to run report 2006 in ChildPlus. This can be done from either the desktop or online versions of ChildPlus.

Report Options

After selecting report **2006 - Management Report - Waitlist**, you will need to adjust the report options so that you only see the specific location for which you are searching.

Program Term

Select the appropriate program term (e.g., HS 2023-2024, EHS 2023-2024, or EHS-CCP 2023-2024).

Program Option

You can leave this setting as <ALL>

Group

You can leave this setting as <All Groups>

Sites

Select your site from the list

Classroom

If appropriate, select your classroom from the list. Or, you can leave it on <All Classrooms> if you want to see all classrooms at a specific site.

Responsible Staff

Leave on "Don't filter by responsible staff."

Status

"Waitlist" and "Drop/Wait" should be the only items checked

Grouping

Select if you want to see your list separated by Site or Classroom.

Report Type

Select "Detail."

Reporting Date

Usually this should be today's date. Change this if you want to view a waitlist from a specific time period in the past.

Funding

You can leave this with ALL checked.

When you want to see the report, click on the PREVIEW button at the top right of the page for the desktop version. Or click on the VIEW button for the online version.