Minnesota Elks Youth Camp
Ultra Camp Training Materials
How To Run A Report On Missing Documents

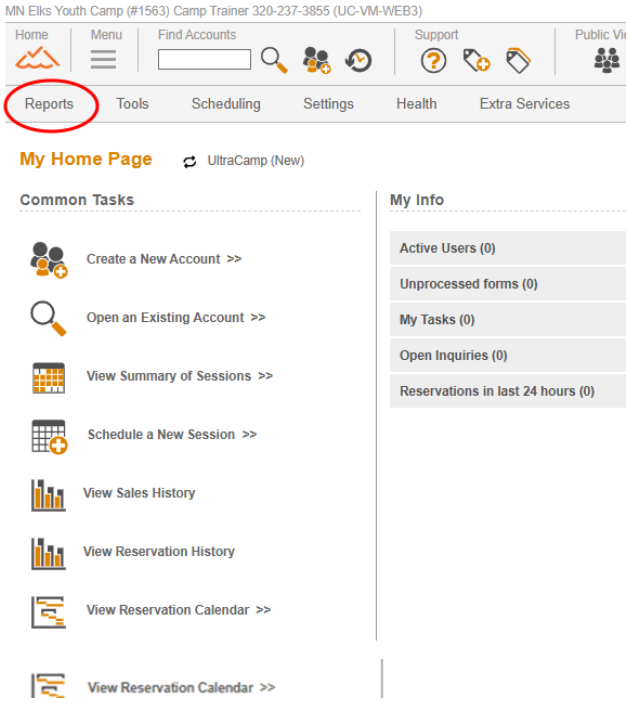
The following instructions are how to run a report to determine campers with missing documents. The first section is the step by step clicks. What follows is the same process but with screen shots of each step.

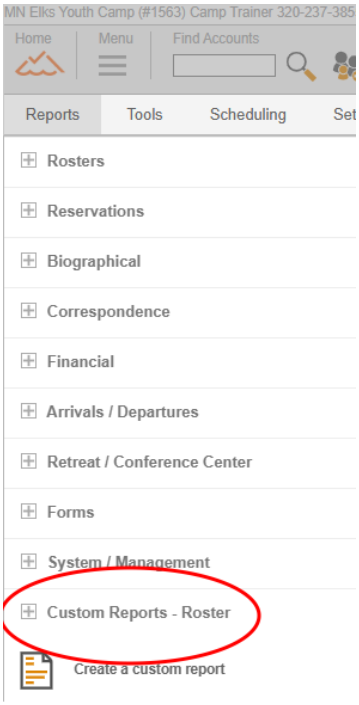
- Log In to Ultra Camp and go to the Home Page – Classic
- Click on the Reports menu item
- Click on the Custom Reports – Roster near the bottom
- Click on the Missing Documents Report link
- It shows the missing forms for all sessions. To filter the report to just your session, type in your session name (e.g. Week 1 – Bemidji) in the text box right below "Session Name", click the funnel icon to the right of the text box, and select "Contains" and it will show the registrations and missing forms for your session. To the far right it will show "List Uncompleted Tasks" – these are the missing Documents needed
- The "List – Uncompleted Forms" refers to the online forms to capture the additional information about the camper such as First Time Camper, Significant Allergy, Name of their Doctor etc.

Screen Shots

Log In to Ultra Camp and go to the Home Page – Classic. You now have the Classic Dashboard.

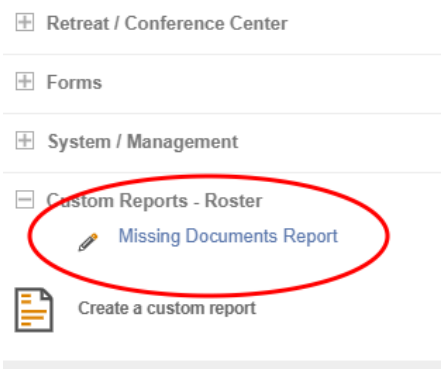
Click on the Reports menu item then Click on the Custom Reports – Roster near the bottom



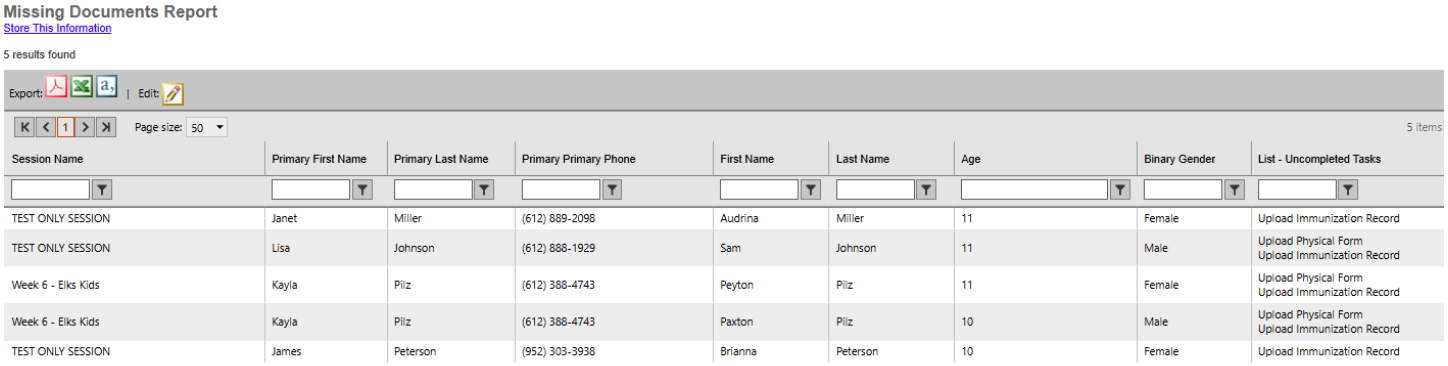


Minnesota Elks Youth Camp
Ultra Camp Training Materials
How To Run A Report On Missing Documents

Click on the Missing Documents Report link

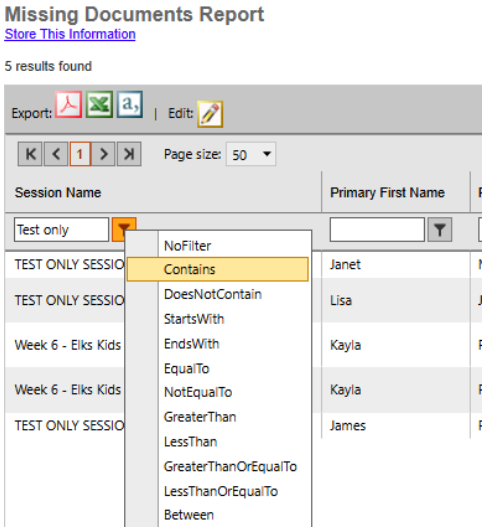


It shows the missing documents for all sessions.



Session Name	Primary First Name	Primary Last Name	Primary Primary Phone	First Name	Last Name	Age	Binary Gender	List - Uncompleted Tasks
TEST ONLY SESSION	Janet	Miller	(612) 889-2098	Audrina	Miller	11	Female	Upload Immunization Record
TEST ONLY SESSION	Lisa	Johnson	(612) 888-1929	Sam	Johnson	11	Male	Upload Physical Form Upload Immunization Record
Week 6 - Elks Kids	Kayla	Pliz	(612) 388-4743	Peyton	Pliz	11	Female	Upload Physical Form Upload Immunization Record
Week 6 - Elks Kids	Kayla	Pliz	(612) 388-4743	Paxton	Pliz	10	Male	Upload Physical Form Upload Immunization Record
TEST ONLY SESSION	James	Peterson	(952) 303-3938	Brianna	Peterson	10	Female	Upload Immunization Record

To filter the report to just your session, type in your session name (e.g. Week 1 – Bemidji) in the text box right below “Session Name”, click the funnel icon to the right of the text box, and select “Contains” and it will show the registrations and missing forms for your session.



Minnesota Elks Youth Camp
Ultra Camp Training Materials
How To Run A Report On Missing Documents

The “List – Uncompleted Forms” refers to the online forms to capture the additional information about the camper such as First Time Camper, Significant Allergy, Name of their Doctor etc.

Missing Documents Report

Store This Information

5 results found

Export: | Edit:

Page size: 50

3 items in 1 pages

Session Name	Primary First Name	Primary Last Name	Primary Primary Phone	First Name	Last Name	Age	Binary Gender	List - Uncompleted Tasks	List - Uncompleted Forms
test only									
TEST ONLY SESSION	Janet	Miller	(612) 889-2098	Audrina	Miller	11	Female	Upload Immunization Record	
TEST ONLY SESSION	Lisa	Johnson	(612) 888-1929	Sam	Johnson	11	Male	Upload Physical Form Upload Immunization Record	
TEST ONLY SESSION	James	Peterson	(952) 303-3938	Brianna	Peterson	10	Female	Upload Immunization Record	