

# Sign In - Weekly Sign In/Out - Ontario - Excel/PDF

Last Modified on 07/17/2019 1:34 pm EDT

## Report Description

The Weekly Sign In/Out - Ontario - PDF report displays a check in and out spreadsheet for students in a center. If a student is not scheduled to attend for the day, it will be grayed out. It also displays the name of the teacher assigned to the classroom.

## Report Conditions

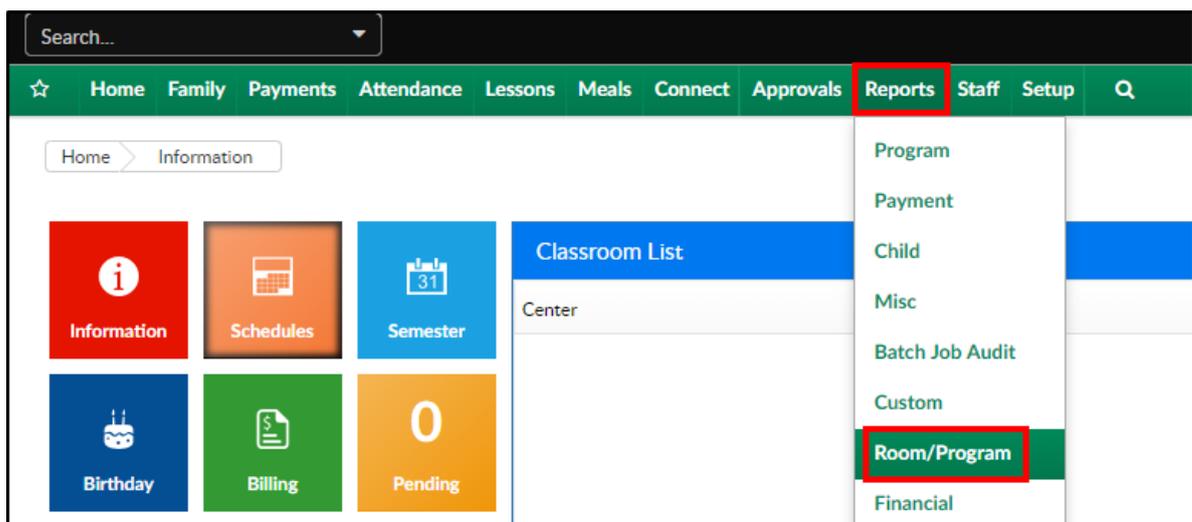
- N/A

## Sample Report

Click the report name to view a sample: [Weekly Sign In\\_Out - Ontario.pdf](#) or [Weekly Sign In\\_Out - Ontario.xls](#)

## Accessing the Report

1. From the Reports menu, click Room/Program



2. From the Report Category drop-down, select Sign In

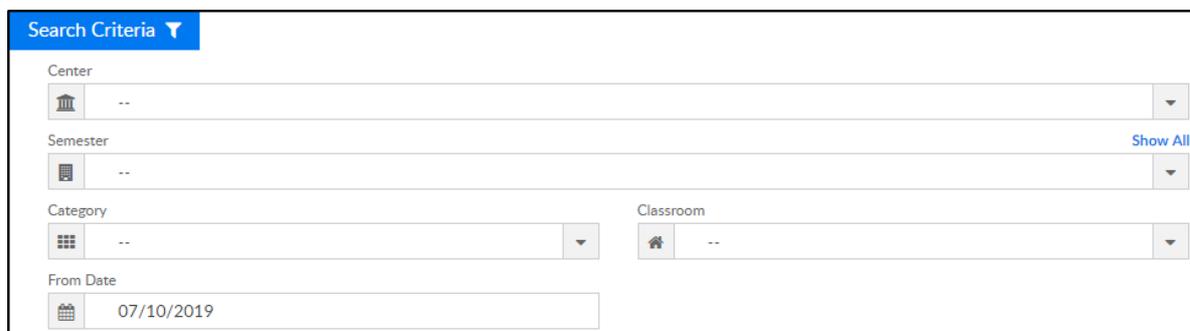


3. Choose Weekly Sign In/Out - Ontario - PDF/Excel from the Report drop-down



A screenshot of a web application's 'Report' dropdown menu. The menu is open, showing a list of report options. The selected option is 'Weekly Sign In/Out-Ontario- PDF'. There is a small icon on the left and a downward arrow on the right of the selected item.

4. Select any necessary Search Criteria



A screenshot of a 'Search Criteria' form. The form has a blue header with the text 'Search Criteria' and a downward arrow. Below the header are five input fields: 'Center' (with a building icon and a dropdown arrow), 'Semester' (with a calendar icon and a dropdown arrow, and a 'Show All' link to the right), 'Category' (with a grid icon and a dropdown arrow), 'Classroom' (with a house icon and a dropdown arrow), and 'From Date' (with a calendar icon and the date '07/10/2019').

- Center - select the center from the drop-down, leaving blank will pull all centers
- Semester - choose a semester
- Category - select a category to view students by category
- Classroom - choose a classroom from the list, if applicable
- From Date - the sign in sheet will pull for the selected date

5. Click Create Report. The requested report will open

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## Report Fields

- Center Name
- Classroom
- Teachers
- Child's Name
- Monday-Friday
  - Time In
  - Time Out