

Attendance - Attendance with Check-In Questions

Last Modified on 09/25/2020 9:24 am EDT

Report Description

The Attendance with Check-In Questions report will display the children's check in information along with the answers to the Check-In Questions. For instructions on how to setup Check-In Questions, click [here](#).

Please Note: To allow staff to pull this report, [Activity ID 1855](#) must be set to All Permissions.

Report Conditions

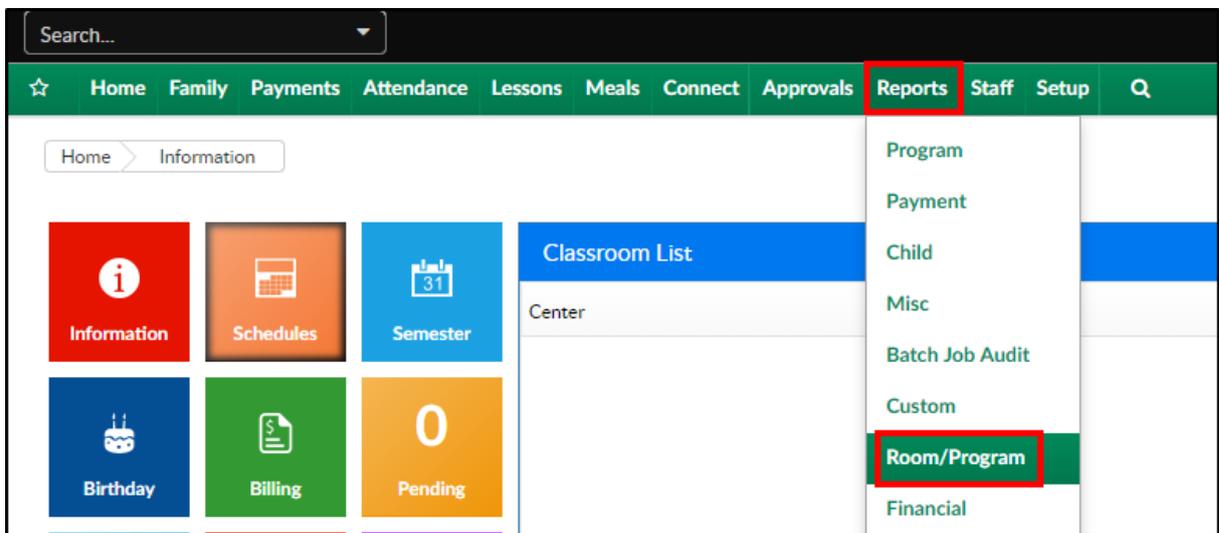
- N/A

Sample Report

Click the report name to view a sample: [Attendance with Check-In Questions.xlsx](#) 

Accessing the Report

1. From the Reports menu, click Room/Program



2. From the Report Category drop-down, select Attendance

A screenshot of a dropdown menu labeled 'Report Category'. The menu is open, showing a list of options. The 'Attendance' option is selected and highlighted. The dropdown arrow is visible on the right side of the menu.

3. Choose Attendance with Check-In Questions from the Report drop-down

A screenshot of a dropdown menu labeled 'Report'. The menu is open, showing a list of options. The 'Attendance with Check-In Questions' option is selected and highlighted. The dropdown arrow is visible on the right side of the menu.

4. Use additional search criteria as needed

Search Criteria ▼

Center ▼

Semester Show All

Category ▼ Room ▼

From Date To Date

09/23/2020

- Center - select the center or business level (not required)
- Semester - select a semester, if applicable
- Category - select a category, if applicable
- Room - select a room, if applicable
- From Date/To Date - choose the date range of data to pull from the calendars

5. Click Create Report and the report will download in Excel format

Report Fields

- Center - the center the child was checked in to
- Family ID - pulled from the family record
- Family Name - pulled from the family record
- Child ID - pulled from the child record
- Child Name - pulled from the child record
- Age - pulled from the child record
- Check In User - the user's name that checked in the child/answered check-in questions
- Device - the following will be listed under the Device section depending how the questions are answered
 - Select - parent PIN is used
 - Connect - parent Username
 - Provider - teacher username
- Check In Time - time the child was checked in
- Check Out User - the user's name that checked out the child
- Device
- Check Out Time - time the child was checked out
- InSite ID - this is a system generated ID
- Q1-A3 - these columns will display the questions asked and the answers provided