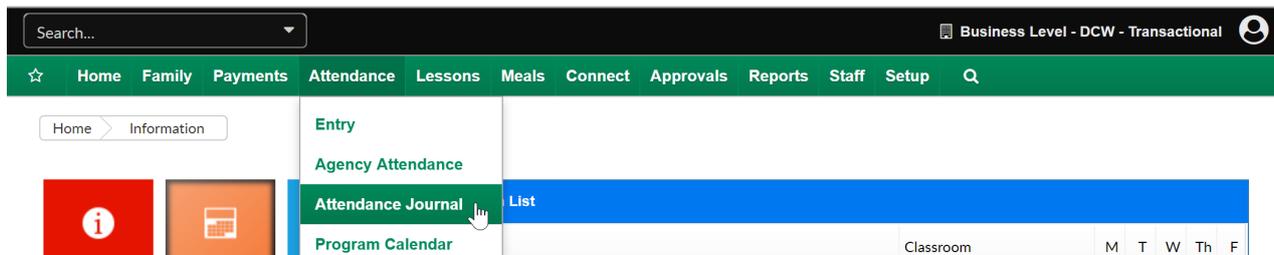


# Attendance > Attendance Journal

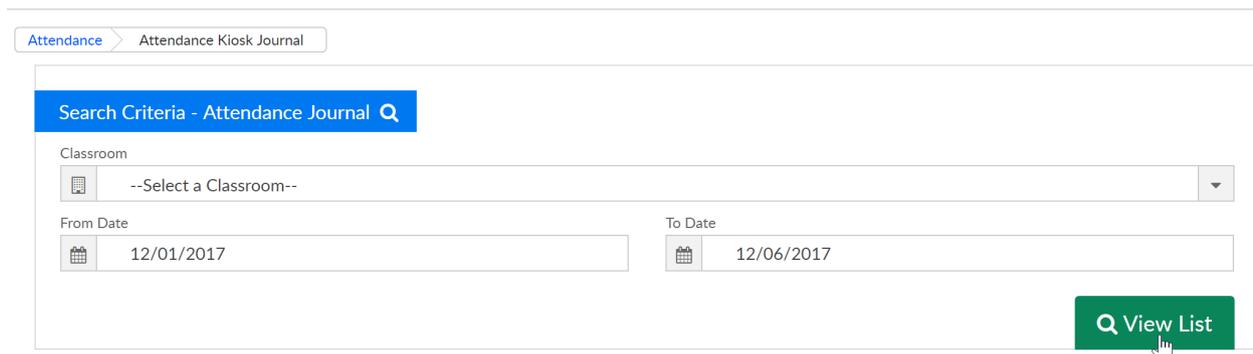
Last Modified on 02/18/2021 9:31 am EST

The Attendance Journal-page will display all check-ins and outs. This is a helpful place to come if an error is received while checking a child in our out from the InSite Check-In or InSite Classroom Applications.

From the Attendance, menu select the Attendance Journal option.



Once on the screen select the Classroom you want to see attendance for, a from date and a to date. (Classroom is optional if a user wants to see detail for the business level or a particular center level- depending on what level of the system the user is currently on.)



The Attendance Journal list will display once View List has been selected. In this table, the below data will display-

- Company Name- Site/Center/School Name
- Child Name
- Staff Name- who checked the child in/out
- Room Name
- Check-In
- Check Out
- Attendance Code- the type of attendance (set on the admin side)
- Status
  - Error- attendance did not process
  - Complete- attendance has been recorded
- Kiosk Date- date the attendance was entered
- Process Date- date the attendance was processed
- Reason- the cause of the error

- Check-in date cannot be in the future
- Attendance check-in record has been skipped. An existing check-in without checkout exists

Attendance > Attendance Kiosk Journal

Search Criteria - Attendance Journal 🔍

Classroom

From Date  To Date

[View List](#)

**Attendance Journal List**

Company Name	Child Name	Staff Name	Room Name	Check In	Check Out	Attendance Code	Status
Central Falls	Adams, Sallie		After School Program	12/04/2017 10:14 AM			Error
Central Falls	Kellendonk, Tina12345678901234		After School Program	12/04/2017 10:14 AM			Error
Central Falls	Adams, Sallie		After School Program	12/04/2017 7:14 AM			Comp
Central Falls	Tyler, Rochelle		After School Program	12/04/2017 7:14 AM			Comp
Central Falls	Account, Test Account		A Big Room	12/04/2017 7:25 AM			Comp
Central Falls	Adam, Mary		A Big Room	12/04/2017 7:25 AM			Comp
Central Falls	Boyd, Samantha		A Big Room	12/04/2017 7:25 AM			Comp
Central Falls	Ellington, Thomas		A Big Room	12/04/2017 7:25 AM			Comp
Central Falls	Adams, Rob		A Big Room	12/04/2017 7:25 AM			Comp
Central Falls	Cramer, Tiffany		A Big Room	12/04/2017 7:25 AM			Comp
Central Falls	Apple, Ashlee		A Big Room	12/04/2017 7:25 AM			Comp
Central Falls	Ellington, David		A Big Room	12/04/2017 7:25 AM			Comp

Records from 1 to 50 Page 1 50 rows per page

From this page, a user may want to edit attendance that has been entered by going to the [attendance > entry](#) page or pull attendance reporting for a particular date or date range-reports > room/program, [child attendance detail](#).