

Attendance- Agency Attendance Detail - Excel (Activity ID 587)

Last Modified on 04/11/2019 4:31 pm EDT

Report Descriptions

A detailed report of attendance for children with active third party contracts. Children must have an active third party contract for the date range selected and be assigned to the same center where attendance is recorded to appear on this report.

Report Conditions

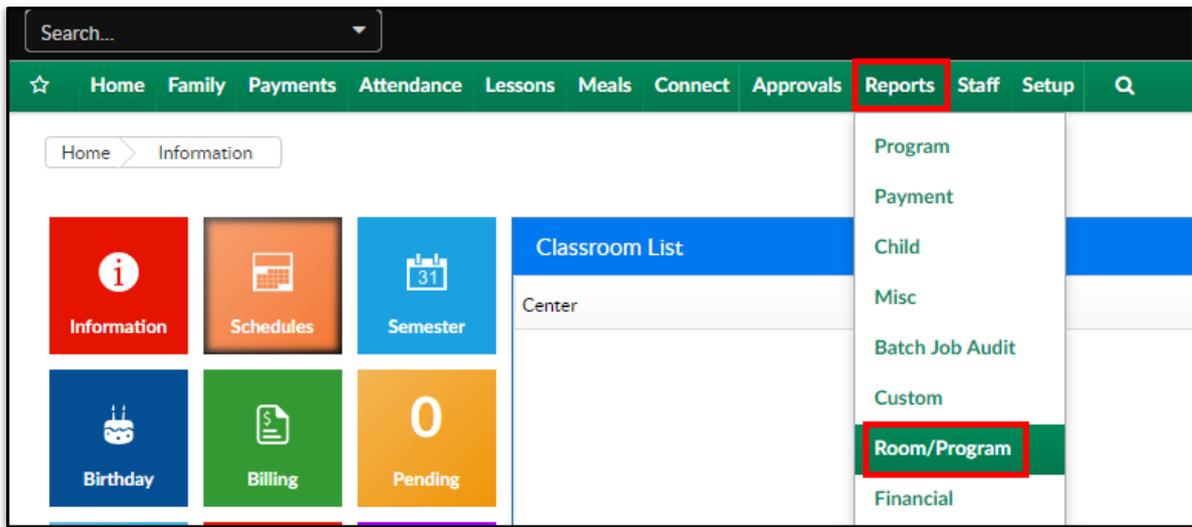
- The Center is not required; if the center is left blank, data will pull for all sites
- If only the From Date is entered, the field will act as an "As Of" date and pull all data from the entered date until current
- If only the To Date is entered, data will pull from the To Date to the current date

Sample Report

Click the report name to view a sample: [agency_attendance_detail.xls](#) 

Accessing the Report

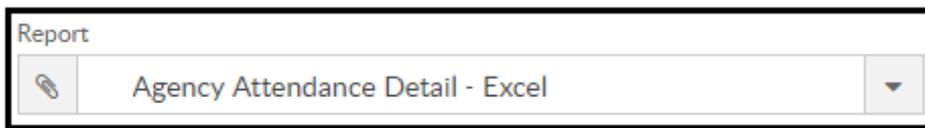
1. From the Reports menu, click Room/Program
-



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



3. Choose Agency Attendance Detail - Excel from the Report drop-down



4. Select any necessary Search Criteria

- Center - select the business level or a center
- From Date - when the date is left blank, data will pull from the current week
- To Date - when the date is left blank, data will pull from the current week

5. Click Create Report

6. The requested report will open in Excel format.

Agency Attendance Detail from 04/01/2019 to 04/30/2019											
CHM ID	Last Name	First Name	Check In Date/Time	Check In User ID	Check Out Date/Time	Check Out User ID	Agency	Center	DCW Transactional	CHM ID	Room
528105	Grant	Chasen	04/01/2019 09:45:11 AM EDT	04/01/2019 09:45:11 AM EDT	04/01/2019 12:45:44 PM system	04/01/2019 12:45:44 PM system	VA Ref				School Year Enrollment - CASH - DHS
492056	Grant	Jane Cover	04/01/2019 09:45:11 AM EDT	04/01/2019 09:45:11 AM EDT	04/01/2019 12:45:44 PM system	04/01/2019 12:45:44 PM system	DHS				After School - PNC Region DCW Transactional - CENTER 1
950106	Miler	Carson	04/01/2019 09:45:11 AM EDT	04/01/2019 09:45:11 AM EDT	04/01/2019 12:45:44 PM system	04/01/2019 12:45:44 PM system	Jchrtccps				After School - PNC Region DCW Transactional - CENTER 1
973553	Miler	Stephanie	04/01/2019 09:45:11 AM EDT	04/01/2019 09:45:11 AM EDT	04/01/2019 12:45:44 PM system	04/01/2019 12:45:44 PM system	DHS				Early Childhood (Category) - DHS

Report Fields

- Child ID
- Last Name
- First Name
- Check In Date/Time

- Check In User ID
 - Check Out Date/Time
 - Check Out User ID
 - Attendance Code
 - Total Hours
 - Create Date
 - Create User ID
 - Sponsor
 - Room Category
 - Room
 - Room Company
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