

Attendance - Audit Trail - Excel (Activity ID 1092)

Last Modified on 04/11/2019 3:48 pm EDT

Report Description

Report displays attendance records for children that have been changed from the original record.

Report Conditions

- Center is required for data to generate.

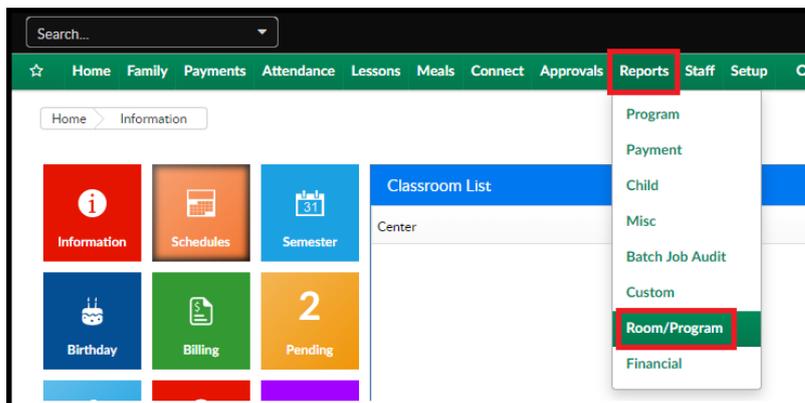
Sample Report

Click the report name to view a sample:

[program_room_assignment_audit_trail_report.xls](#) 

Accessing the Report

1. From the Reports menu, click Room/Program



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



3. Choose Audit Trail - Excel from the Report drop-down



4. Use additional search criteria as needed, Center is required
 - o Center - choose the Center or the Business Level
 - o From Date - select a From date from the calendar
 - o To Date - select a To date from the calendar
5. Click Create Report
6. The report will download in Excel format

School	User Id	Family Name	Family Id	Child Name	Date & Time	Change Type	Original Record	Record After Change
DCW Transactional- CENTER 1	dcw_kgass	Brave Family	317254	Brave, Menda	September 28, 2017 04:09 PM EDT	Schedule Day	Monday	Monday - 00:00 - 00:00
DCW Transactional- CENTER 1	JPease	Gruber Family	323818	Gruber, Sivan	October 22, 2017 02:26 PM EDT	Schedule Day	Tuesday, (Thursday Not Active)	Monday, Thursday - 15:20 - 16:20
DCW Transactional- CENTER 1	JPease	Gruber Family	323818	Gruber, Sivan	October 22, 2017 02:26 PM EDT	Schedule Effective Date	12/17/2017	10/25/2017
DCW Transactional- CENTER 1	JPease	Gruber Family	323818	Gruber, Sivan	October 22, 2017 02:26 PM EDT	Schedule End Date	12/23/2017	12/14/2017
DCW Transactional- CENTER 1	Broiles	Broiles Family	52093	Broiles, Adam	September 08, 2017 11:23 AM EST	Schedule Day	Monday, Tuesday, Wednesday	Monday, Tuesday, Wednesday
DCW Transactional- CENTER 1	Broiles	Broiles Family	52093	Broiles, Adam	September 08, 2017 11:23 AM EST	Rate Name	AM - Sibling	AM - Sibling
DCW Transactional- CENTER 1	Broiles	Broiles Family	52093	Broiles, Adam	September 08, 2017 11:23 AM EST	Rate Amount	\$0	\$25.00
DCW Transactional- CENTER 1	Broiles	Broiles Family	52093	Broiles, Adam	September 08, 2017 11:23 AM EST	Schedule Effective Date	12/24/2017	11/12/2017
DCW Transactional- CENTER 1	Broiles	Broiles Family	52093	Broiles, Adam	September 08, 2017 11:23 AM EST	Schedule End Date	12/30/2017	11/18/2017
DCW Transactional- CENTER 1	rph2000	Griffin Family	260432	Griffin, Ryan	September 08, 2017 03:04 PM EST	Schedule Day	(Thursday Not Active), (Friday Not Active)	Monday, Thursday, Friday
DCW Transactional- CENTER 1	rph2000	Griffin Family	260432	Griffin, Ryan	September 08, 2017 03:04 PM EST	Rate Name	EE - After School	EE - After School
DCW Transactional- CENTER 1	rph2000	Griffin Family	260432	Griffin, Ryan	September 08, 2017 03:04 PM EST	Rate Amount	\$0	\$50.00
DCW Transactional- CENTER 1	rph2000	Griffin Family	260432	Griffin, Ryan	September 08, 2017 03:04 PM EST	Schedule Effective Date	12/08/2017	10/22/2017
DCW Transactional- CENTER 1	rph2000	Griffin Family	260432	Griffin, Ryan	September 08, 2017 03:04 PM EST	Schedule End Date	12/31/2017	10/28/2017
DCW Transactional- CENTER 1	Cain1979	Cain Family	309036	Cain, Noah	September 08, 2017 03:14 PM EST	Schedule Day	Wednesday Not Active), (Thursday Not Active)	Wednesday, Thursday
DCW Transactional- CENTER 1	Cain1979	Cain Family	309036	Cain, Noah	September 08, 2017 03:14 PM EST	Rate Name	LKC Before School	LKC Before School
DCW Transactional- CENTER 1	Cain1979	Cain Family	309036	Cain, Noah	September 08, 2017 03:14 PM EST	Rate Amount	\$0	\$35.00
DCW Transactional- CENTER 1	Cain1979	Cain Family	309036	Cain, Noah	September 08, 2017 03:14 PM EST	Schedule Effective Date	12/08/2017	10/29/2017

Report Fields

- School Name
- User ID
- Family ID
- Child Name
- Date & Time
- Change Type
- Original Record
- Record After Change