Attendance - Audit Trail - Excel (Activity ID 1092)

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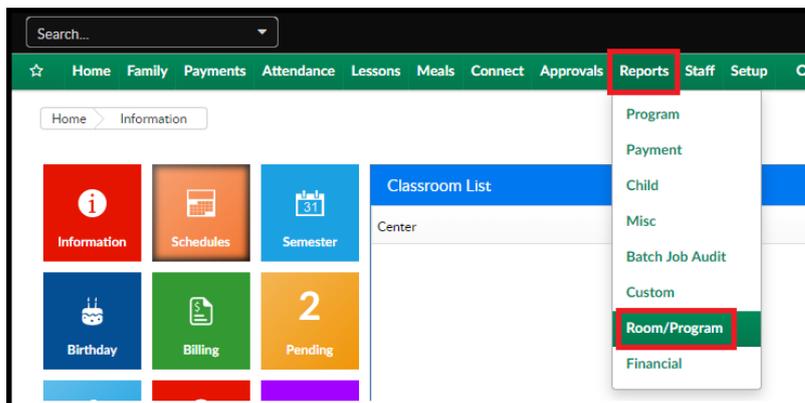
2. From the Report Category drop-down, select Attendance

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

4. Use additional search criteria as needed, Center is required

    - Center - choose the Center or the Business Level

    - From Date - select a From date from the calendar

    - To Date - select a To date from the calendar

5. Click Create Report

6. The report will download in Excel format

Report Fields

- School Name

- User ID

- Family ID

- Child Name

- Date & Time

- Change Type

- Original Record

- Record After Change