Sign In - Center Sign In - Excel

Last Modified on 07/17/2019 1:35 pm EDT

Report Description

The Center Sign In sheet is an attendance tracker for all students within a center or can be narrowed down by semester, category, or classroom.

Report Conditions

• N/A

Sample Report

Click the report name to view a sample: Center Sign In.xls 🗞

Accessing the Report

1. From the Reports menu, click Room/Program

Search			-									
☆	Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup	٩
Н	Home Information								Program			
									Paymen	t		
		on Sched	Sebedular	31 31	Cla	Classroom List			Child			
	Informatio				Cente	er			Misc			
			schedules	Semester					Batch Jo	ob Audit		
		hday Billing	ß	0					Custom			
				Pending					Room/Program			
	Birthday		Billing						Financia	al		

2. From the Report Category drop-down, select Sign In

Report Category					
-	Sign In	-			

3. Choose Center Sign In - Excel from the Report drop-down

Report		
1	Center Sign In - Excel	•

4. Select any necessary Search Criteria

Search Criteria 🔻					
Center					
1 ···					-
Semester				Sh	10w All
					-
Category			Classroom		
		•	*		-
From Date					
	9				

- Center select the center from the drop-down
- Semester choose a semester to view students by semester
- Category select a category to view students by category
- Classroom choose a classroom from the list, if applicable
- From Date sign in sheet will display for the selected date
- 5. Click Create Report. The requested report will open

Report Fields

- Center
- Date
- Classroom
- Grade
- Child Last Name
- Child First Name
- Time In
- Signature
- Time Out
- Signature