# Sign In - Center Sign In For Week -PDF

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#### **Report Description**

The Center Sign In For Week tracks attendance by day for the entire week. If search criteria is left blank, all classrooms and students will display in one chart.

#### **Report Conditions**

• Leaving Center, Category, and classroom blank will pull data for all students at all locations

#### Sample Report

Click the report name to view a sample: Center Sign In For Week.pdf 🗞

## Accessing the Report

1. From the Reports menu, click Room/Program

Search			•									
☆	Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff Se	tup	۹
H	Home Information						Program	n				
									Paymen	t		
				Classroom List				Child				
	Information		Sebadular	31 Semester	Cente	er			Misc			
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	щ		۶٩	0					Custom			
	Birthday	E	Dending					Room/P	Program			
			Billing	Pending	8				Financial			

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

Report Category					
205	Sign In		•		

3. Choose Center Sign In For Week - PDF from the Report drop-down

Report		
Ø	Center Sign In For Week - PDF	-

4. Select any necessary Search Criteria

Search Criteria 🔻					
Center					
<b>血</b>					-
Category			Classro	oom	
		-	*		-
From Date					
07/10/201	9				

- Center select the center from the drop-down, leaving blank will pull all centers
- Category select a category to view students by category
- Classroom choose a classroom from the list, if applicable
- From Date the sign in sheet will pull for the week surrounding the selected date (Monday-Friday)
- 5. Click Create Report. The requested report will open

### **Report Fields**

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