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				<u>•</u>]								
☆	Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff Se	tup	۹
H	Home Information						Program	n				
									Paymen	t		
	i			1-1 31	Cla	Classroom List				Child		
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	eee Birthday		Dending					Room/P	Program			
			Billing	lling Pending					Financia	al		

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

Report Category					
	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					
血					-
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