

Sign In - Center Signin - PDF

Last Modified on 07/10/2019 9:18 am EDT

Report Description

The Center Signin tracks attendance for the day. If search criteria is left blank, all classrooms and students will display in one chart.

Report Conditions

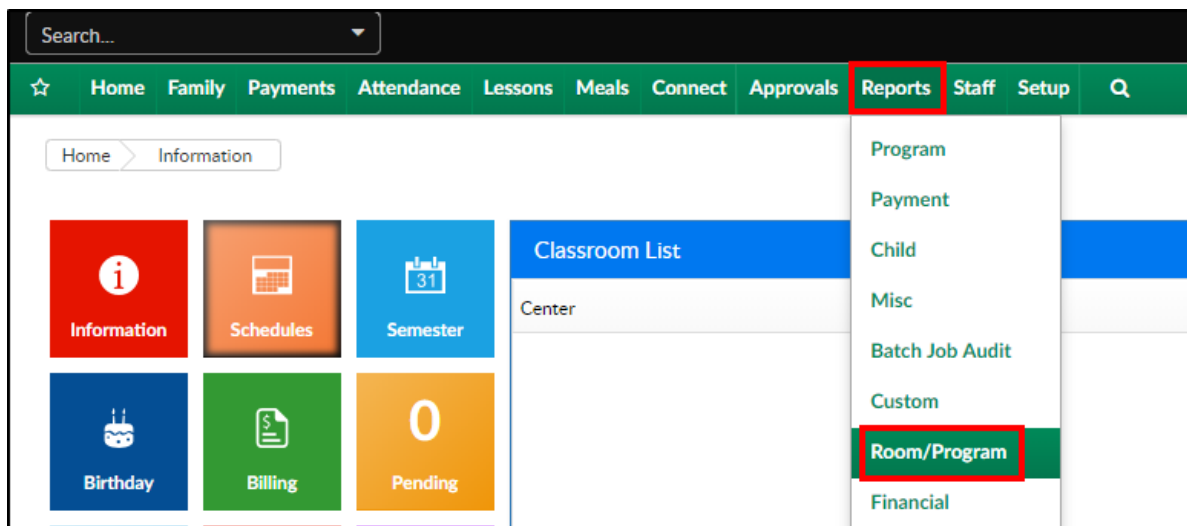
- Leaving Center, Category, and classroom blank will pull data for all students at all locations. Each center is on a separate page

Sample Report

Click the report name to view a sample: [Center Signin.pdf](#) 

Accessing the Report

1. From the Reports menu, click Room/Program



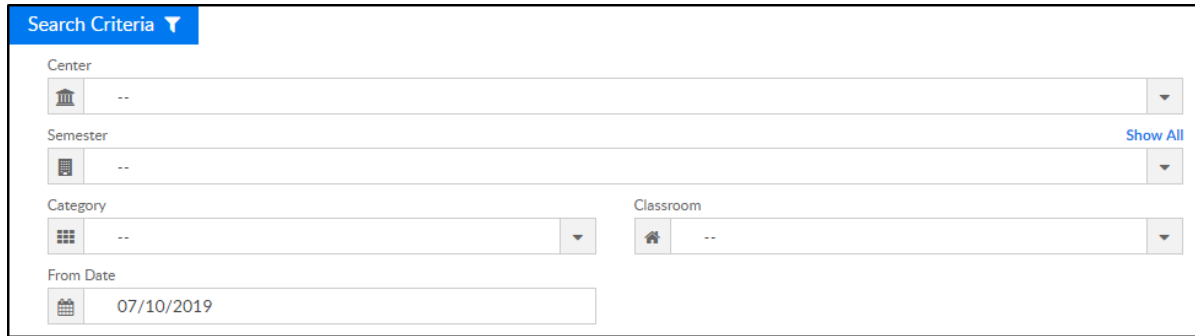
2. From the Report Category drop-down, select Sign In



3. Choose Center Signin - PDF from the Report drop-down



4. Select any necessary Search Criteria



- Center - select the center from the drop-down, leaving blank will pull all centers
- Semester - choose a semester
- 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 in PDF format

Report Fields

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