

Sign In - Daily Alt Sign In - PDF

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

Report Description

The Daily Alt Sign In tracks attendance for the day.

Report Conditions

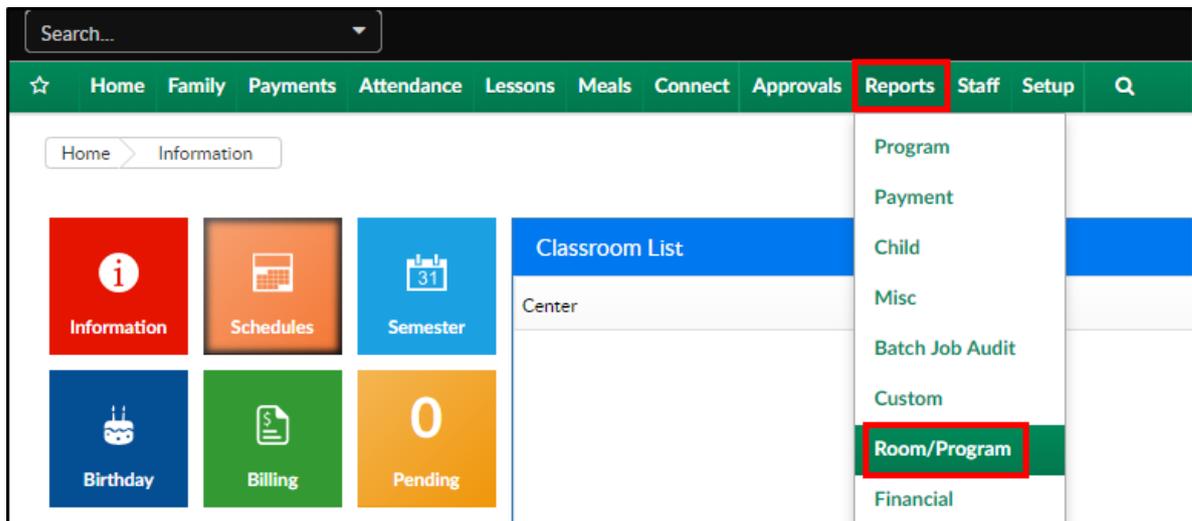
- Semester, Category, or Classroom are required

Sample Report

Click the report name to view a sample: [Daily Alt Sign In.pdf](#)

Accessing the Report

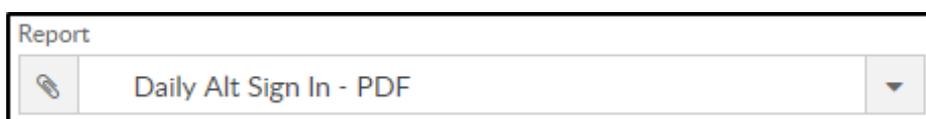
1. From the Reports menu, click Room/Program



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



3. Choose Daily Alt Sign In - PDF from the Report drop-down



4. Select any necessary Search Criteria

Search Criteria ▼

Center [Show All](#)

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Semester

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Category Classroom

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From Date

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- 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 selected date

5. Click Create Report. The requested report will open in PDF format

Report Fields

- Center & Address
- Month/Year
- Classroom
- Date
- Child's Name
- Shift
- Sign In
- Sign Out
- Initials
- Notes