Sign In - Daily Group Sign In (Compressed) - PDF

Last Modified on 07/10/2019 9:22 am EDT

Report Description

The Daily Group Sign In displays a sign in/out chart by student for the selected criteria.
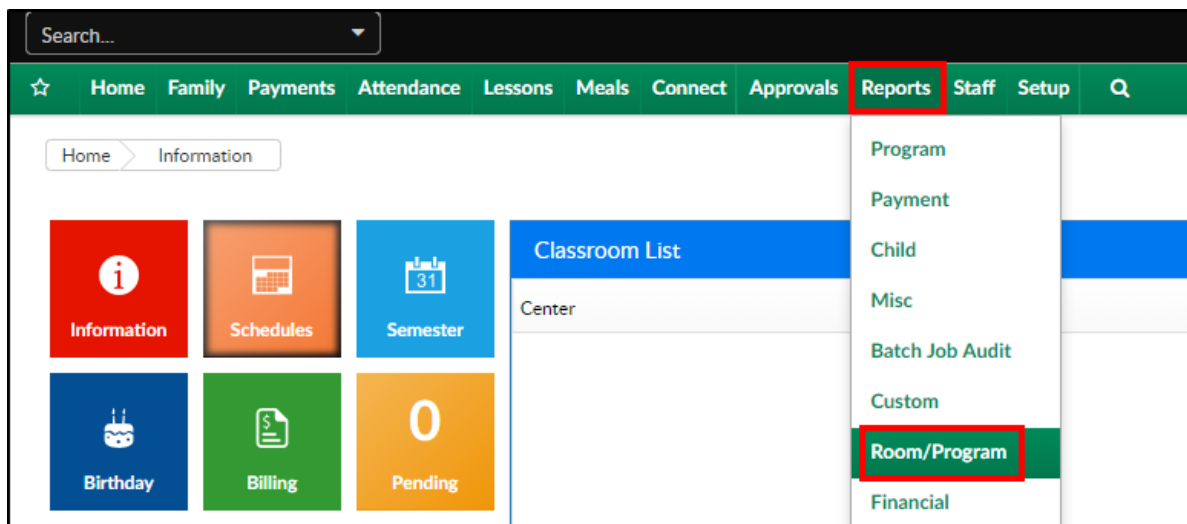
Report Conditions

- Semester, Category, or Classroom is required

Sample Report

Click the report name to view a sample: Daily Group Sign In (Compressed).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 Group Sign In (Compressed) - PDF from the Report drop-down

Report

Daily Group Sign In (Compressed) - PDF

4. Select any necessary Search Criteria

Search Criteria

Center
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Semester   Show All
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Category   Classroom
--   --

From Date
07/10/2019

- 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
- Date
- Child's Name
- Shift
- Sign In
- Sign Out
- Initials
- Notes