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

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Report Description

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

Report Conditions

• Semester, Category, <u>or</u> 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

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

Report	Report Category							
-	Sign In		-					

3. Choose Daily Group Sign In (Compressed) - PDF from the Report dropdown Report

 Solution
 Daily Group Sign In (Compressed) - PDF

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 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