

Sign In - Daily Sign In - Excel/PDF - By Name

Last Modified on 07/17/2019 9:17 am EDT

Report Description

The Daily Sign In By Name allows parents to record the time the student entered and exited the classroom. Students not enrolled in the classroom for the day will not be displayed on this report. This report is sorted by the student's name.

Report Conditions

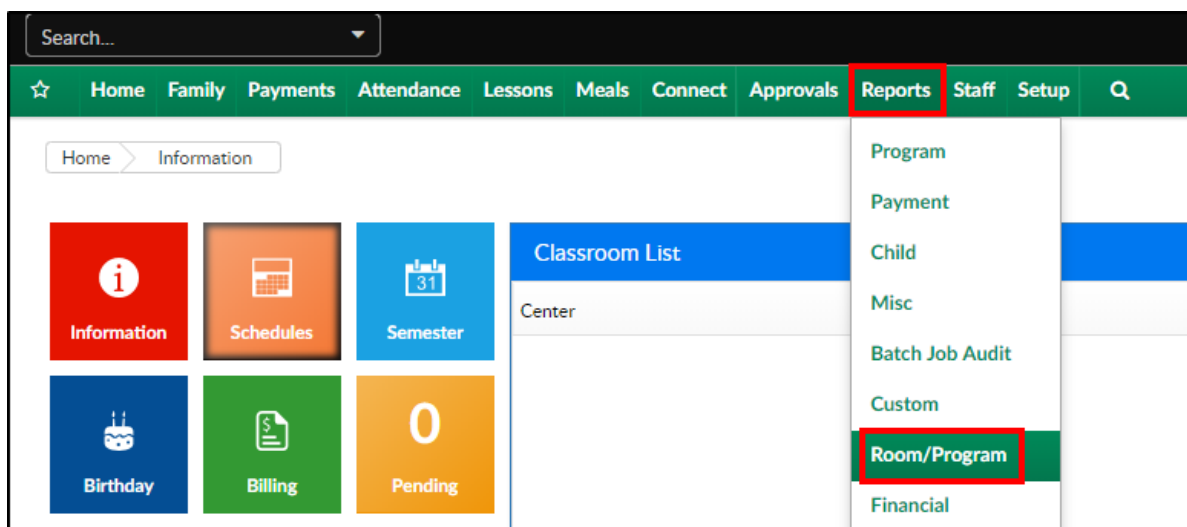
- N/A

Sample Report

Click the report name to view a sample: [Daily Sign In By Name.xls](#) or [Daily Sign In By Name.pdf](#)

Accessing the Report

1. From the Reports menu, click Room/Program



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

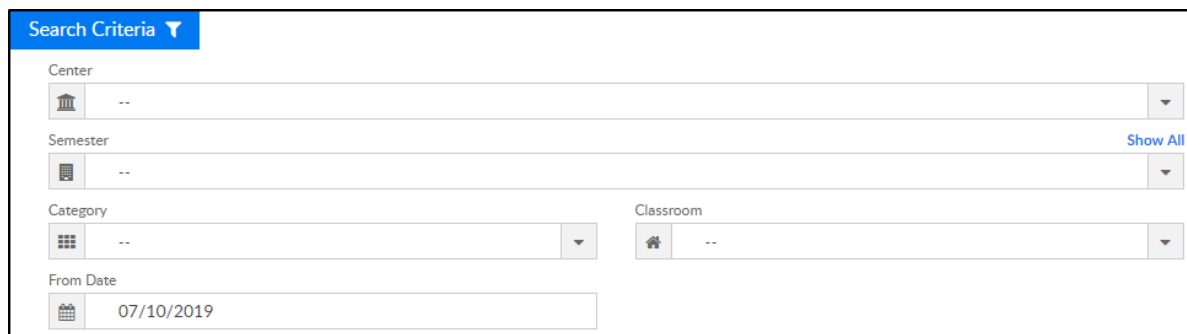


3. Choose Daily Sign In - Excel/PDF - By Name from the Report drop-down



A screenshot of a web interface showing a dropdown menu titled "Report". The menu is open, and the selected option is "Daily Sign In - Excel - By Name". There is a small icon on the left and a downward arrow on the right of the selected item.

4. Select any necessary Search Criteria



A screenshot of a "Search Criteria" form. The form has a blue header with the text "Search Criteria" and a downward arrow. Below the header are five input fields: "Center" (with a building icon and "--"), "Semester" (with a calendar icon and "--", and a "Show All" link to the right), "Category" (with a grid icon and "--"), "Classroom" (with a house icon and "--"), and "From Date" (with a calendar icon and "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 Excel or PDF format

Report Fields

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