

# Sign In - Daily Sign In/Out by Age - Excel/PDF

Last Modified on 07/17/2019 9:11 am EDT

## Report Description

The Daily Sing In/Out by Age is a blank chart that can be pulled in PDF or Excel and displays the student's name and age. This allows sign in/out times, ratio information, and staff sign in to be entered.

## Report Conditions

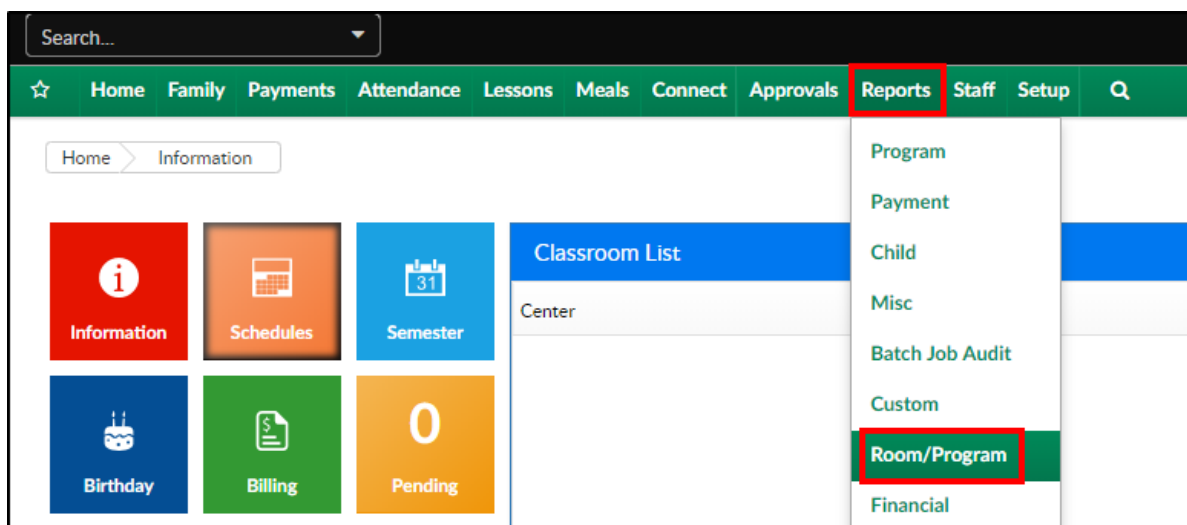
- Center is required
- Each classroom is on a separate page for PDF and a separate tab for Excel
- If no date is entered, sheet will pull for current day

## Sample Report

Click the report name to view a sample: [Daily Sign In\\_Out by Age.xls](#) or [Daily Sign In\\_Out by Age.pdf](#)

## Accessing the Report

1. From the Reports menu, click Room/Program



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

Report Category

Sign In

3. Choose Daily Sign In/Out by Age - PDF/Excel from the Report drop-down

Report

Daily Sign In/Out by Age - Excel

4. Select any necessary Search Criteria

Search Criteria

Center  
DCW Transactional- CENTER 1

Classroom  
DCW Transactional- CENTER 1 - Infants

From Date  
07/10/2019

- Center - select the center from the drop-down, this is required
- Classroom - choose a classroom from the list, if applicable
- From Date - the sign in sheet will pull for the selected date. If left blank, the sheet will pull for the current day

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

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## Report Fields

- Center Name
- Classroom Name
- Date
- Child's Name
- Age
- In
- Out
- Explanation
- Ratio Required
- Actual Children: Staff
- Time Checked
- Initials
- Staff Sign In

