Sign In- Daily Signin For Week - PDF

Last Modified on 06/19/2020 7:56 am EDT

Report Description

This report is used as a sign in/sign out sheet with expected time in/out with initials and a signature field.
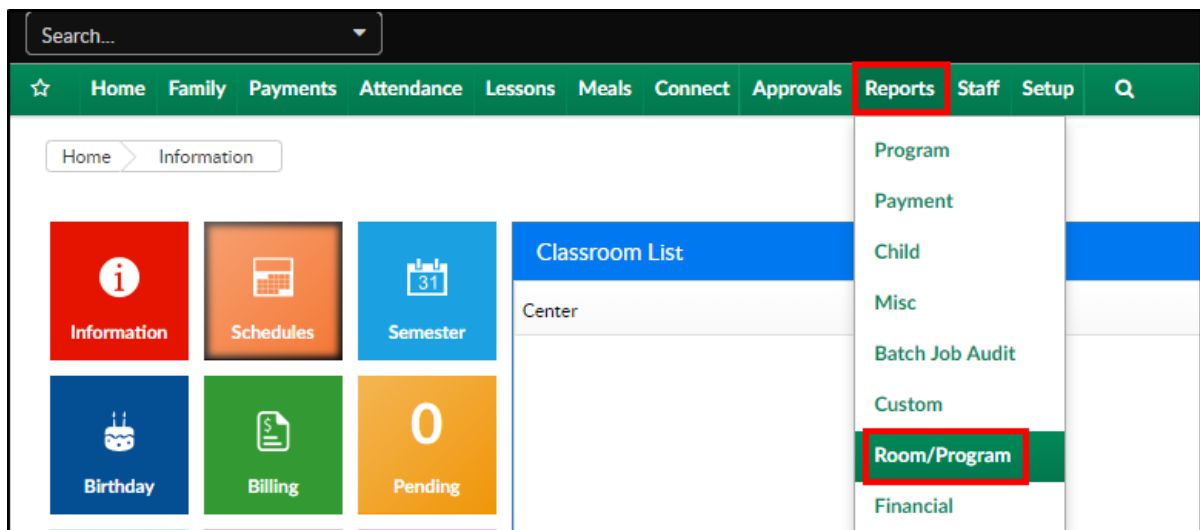
Report Conditions

- N/A

Sample Report

Click the report name to view a sample: Daily Signin For Week.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

4. Select any necessary Search Criteria

- Center - select the center from the drop-down, leaving blank will pull all centers
- 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 Name & Address
- Date
- Child's Name
- Expected Time In
- Initials
- Expected Time Out
- Signature
- Notes
- *Each center will display on a separate page if pulling all centers