

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

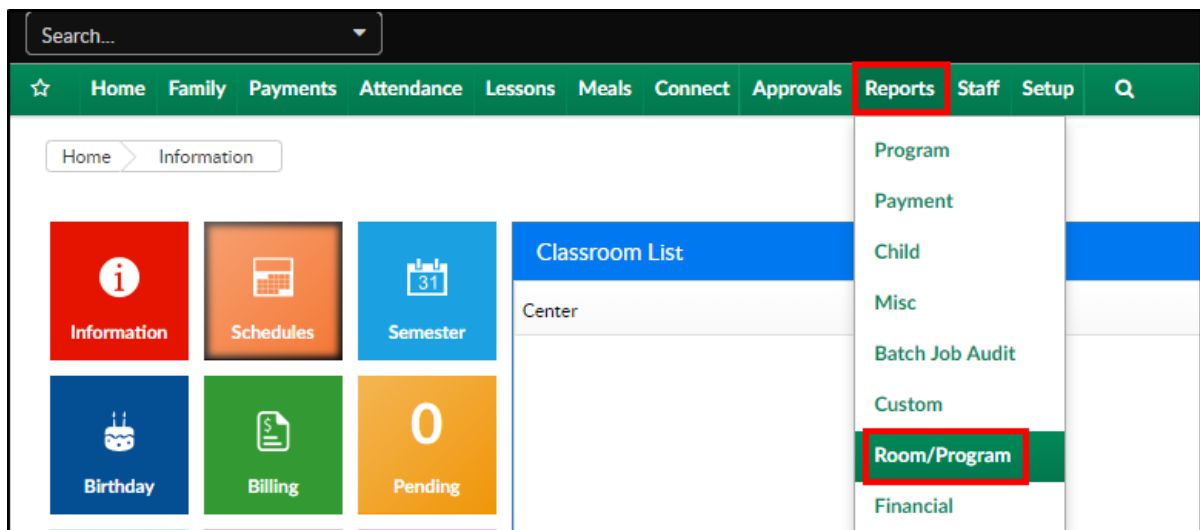
- N/A

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

A screenshot of a 'Report Category' drop-down menu. The menu is open, showing a search icon on the left and the text 'Sign In' in the center, with a downward arrow on the right.

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

A screenshot of a 'Report' drop-down menu. The menu is open, showing a search icon on the left and the text 'Daily Group Sign In (Compressed) - PDF' in the center, with a downward arrow on the right.

4. Select any necessary Search Criteria

A screenshot of a 'Search Criteria' form. It has a blue header with the text 'Search Criteria' and a downward arrow. Below the header, there are two fields: 'Center' with a dropdown menu showing 'DCW Transactional- CENTER 1' and a search icon on the left; and 'From Date' with a date input field showing '06/19/2020' and a calendar icon on the left.

- 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
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