

# Sign In- Daily Signin For Week - PDF Version 2

Last Modified on 06/19/2020 7:50 am EDT

## Report Description

This report is used as a sign in/sign out sheet with expected time in/out, actual time in, and a signature field.

## Report Conditions

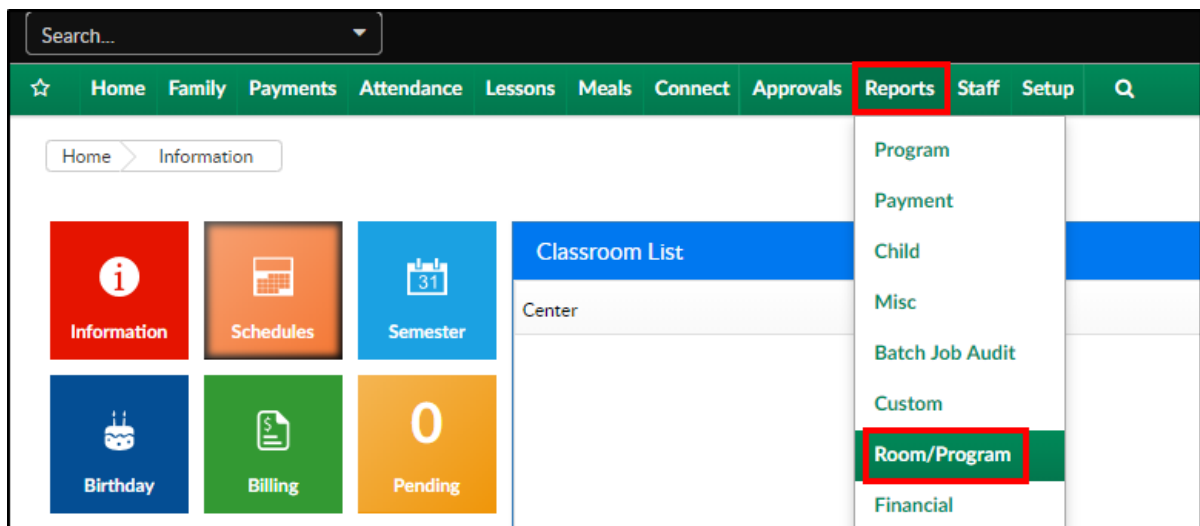
- Semester must be selected

## Sample Report

Click the report name to view a sample: [Sign In- Daily Signin For Week - PDF Version 2.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

**Search Criteria** ▼

Center  
DCW Transactional- CENTER 1 ▼

Semester  
2020 Summer ▼ [Show All](#)

From Date  
06/19/2020

- Center - select the center from the drop-down, leaving blank will pull all centers
- Semester - choose a semester \*this is required\*
- 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
  - Signature
  - Expected Time Out
  - Time Out
  - Signature
  - Notes
-