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

Se	earch			•							
☆	Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff Setu	Q
	Home Information								Program		
									Payment		
	i		4-4 31	Cla	Classroom List			Child			
	i				Cente	er			Misc		
	Informatio	n S	Schedules	Semester					Batch Jo	ob Audit	
			E	0					Custom		
									Room/P	Program	
	Birthday		Billing	Pending					Financia	al	

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

Report Category						
-	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 Tran	sactional- CENTER 1	•
Semester		Show All
2020 Sum	ner	-
From Date		
06/19/202	20	

- 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