

Sign In - Kiosk Sign In/Out Sheet - Excel/PDF

Last Modified on 07/11/2019 1:57 pm EDT


Report Description

The Kiosk Sign In/Out Sheet displays a sign in and out sheet for administrators to use in case the kiosk is unavailable. This sheet can be printed in PDF or Excel.

Report Conditions

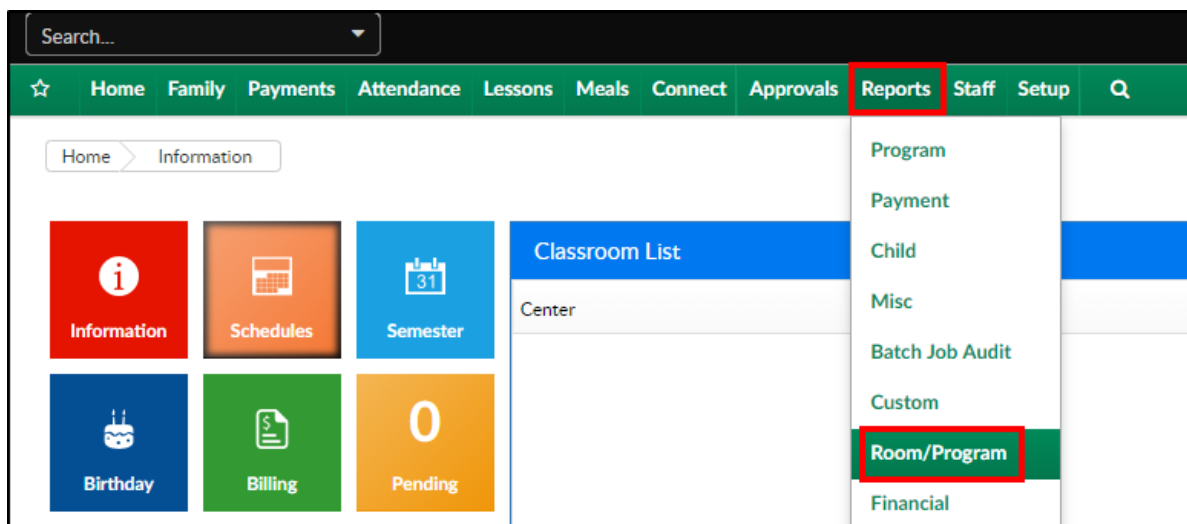
- Center is a required field

Sample Report

Click the report name to view a sample: [Kiosk Sign In Out Sheet.xls](#)  or [Kiosk Sign In Out Sheet.pdf](#) 

Accessing the Report

1. From the Reports menu, click Room/Program



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






3. Choose Kiosk Sign In/Out Sheet - Excel/PDF from the Report drop-down



Report



 Kiosk Sign In/Out Sheet - Excel 



4. Select any necessary Search Criteria


Search Criteria 

Center  .. 

Semester  ..  [Show All](#)

Category  .. 

Classroom  .. 

From Date  07/10/2019

- Center - select the center from the drop-down, this is required
- Semester - choose a semester
- Category - select a category to view students by category
- Classroom - choose a classroom from the list, if applicable
- 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
- Classroom
- Teacher
- Date
- Child's Name
- Birth Date
- Scheduled Time of Attendance
- Time slots by Hour
- Explanation
- Staff Signatures
- Staff Arrival Time
- Staff Lunch Out
- Staff Lunch In

- Staff Departure Time
 - Administrative Use Only section
 - Time Ratio Checked
 - Child Assignment Verified (Yes/No)
 - Age of youngest child in group at the time ratio is checked
 - Ratio Children/Staff
 - List all rooms combined in ration group
 - Initials of person checking
-