

Sign In - Weekly Sign In (Version 2) - Excel/PDF

Last Modified on 07/17/2019 11:40 am EDT

Report Description

The Weekly Sign in - Excel/PDF - Version 2 report creates a sign in report that administrators can record if a child attended a classroom for a day and also has a time and signature text box for parents to record the time the child was checked into or out of the classroom.

Report Conditions

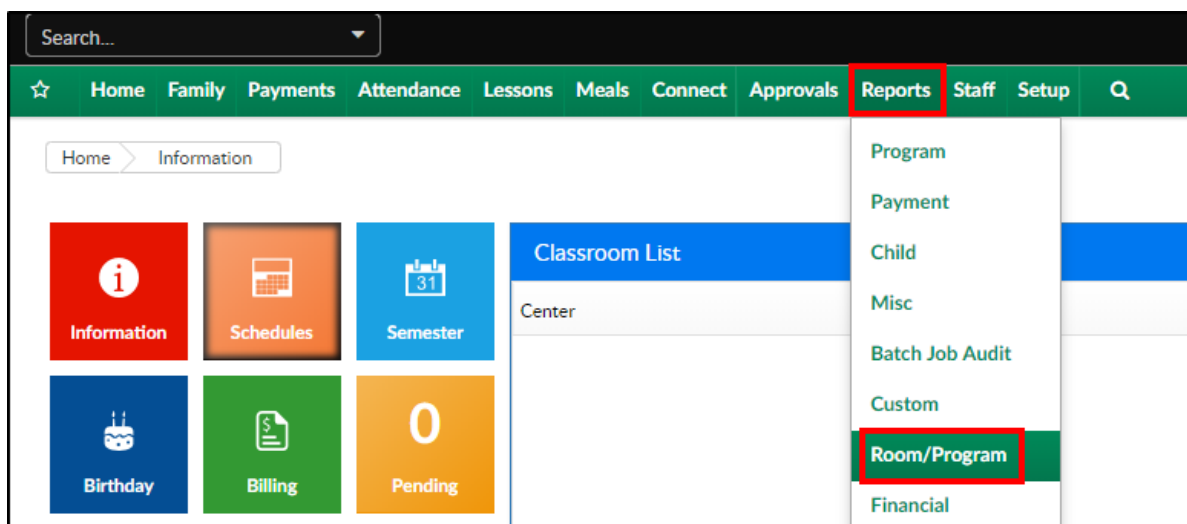
- N/A

Sample Report

Click the report name to view a sample: [Weekly Sign In \(Version 2\).pdf](#) or [Weekly Sign In \(Version 2\).xls](#)

Accessing the Report

1. From the Reports menu, click Room/Program



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

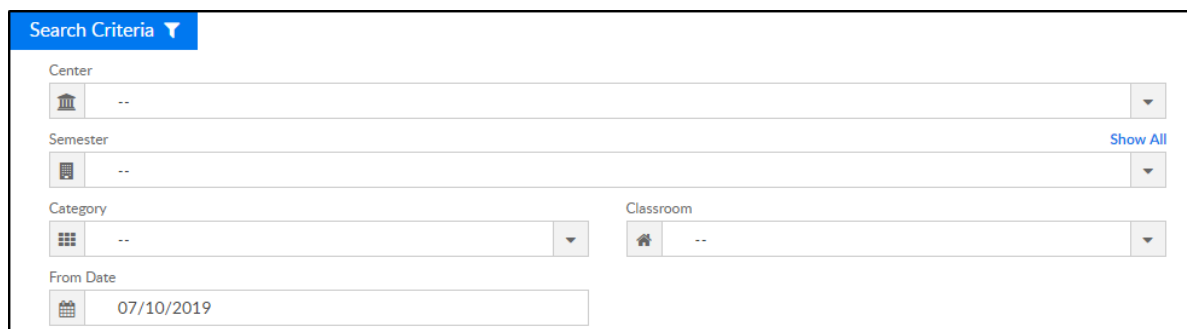


3. Choose Weekly Sign In (Version 2) - Excel/PDF from the Report drop-down



A screenshot of a web interface showing a dropdown menu labeled 'Report'. The selected option is 'Weekly Sign In (Version 2) - Excel'. There is a small icon on the left and a downward arrow on the right of the dropdown.

4. Select any necessary Search Criteria



A screenshot of a 'Search Criteria' form. The form has a blue header with the text 'Search Criteria' and a downward arrow. Below the header are five input fields: 'Center' (with a building icon and a dropdown arrow), 'Semester' (with a calendar icon and a dropdown arrow, and a 'Show All' link to the right), 'Category' (with a grid icon and a dropdown arrow), 'Classroom' (with a house icon and a dropdown arrow), and 'From Date' (with a calendar icon and the date '07/10/2019').

- Center - select the center from the drop-down, leaving blank will pull all centers
 - Semester - choose a semester, if applicable
 - Category - select a category to view students in the selected category
 - Classroom - choose a classroom from the list, if applicable
 - From Date - the sign in sheet will pull for the week surrounding the selected date (Monday-Friday)
5. Click Create Report. The requested report will open in PDF or Excel format

Report Fields

- Center Name
- Classroom Name
- Week of Date
- Child's Name
- Grade
- Monday-Friday
 - Attend

- Time
 - Signature
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