

Sign In - Weekly Sign In (Version 3) - Excel/PDF

Last Modified on 07/17/2019 3:45 pm EDT

Report Description

The Weekly Sign in - PDF - Version 3 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

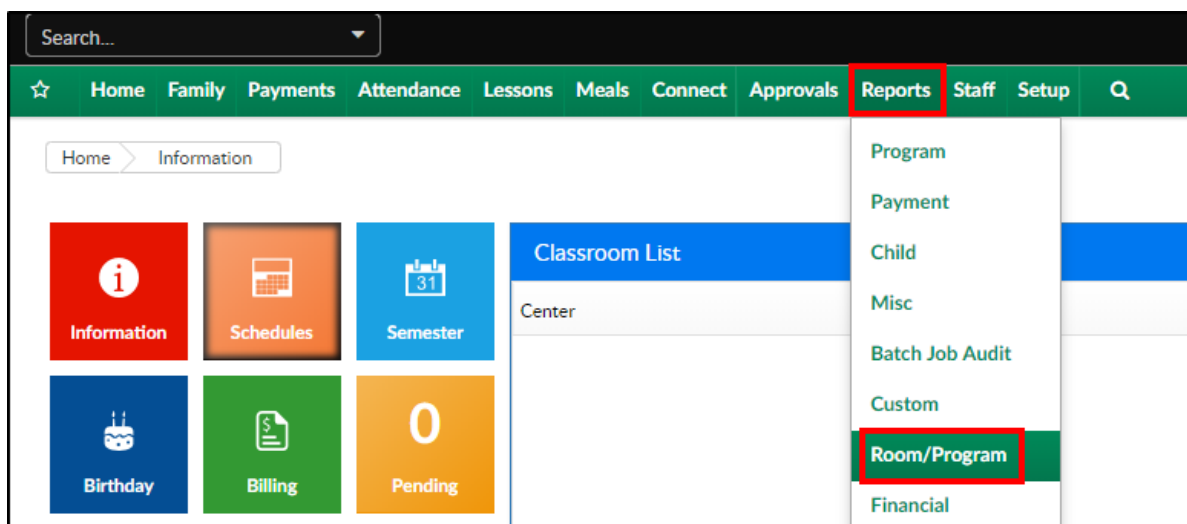
- N/A

Sample Report

Click the report name to view a sample: [Weekly Sign In Version 3.pdf](#) or [Weekly Sign In Version 3.xls](#)

Accessing the Report

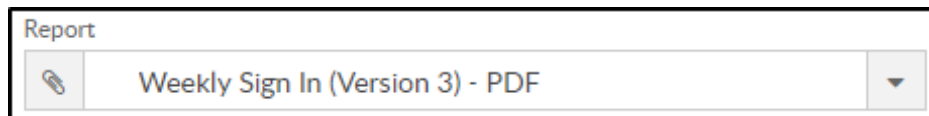
1. From the Reports menu, click Room/Program



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

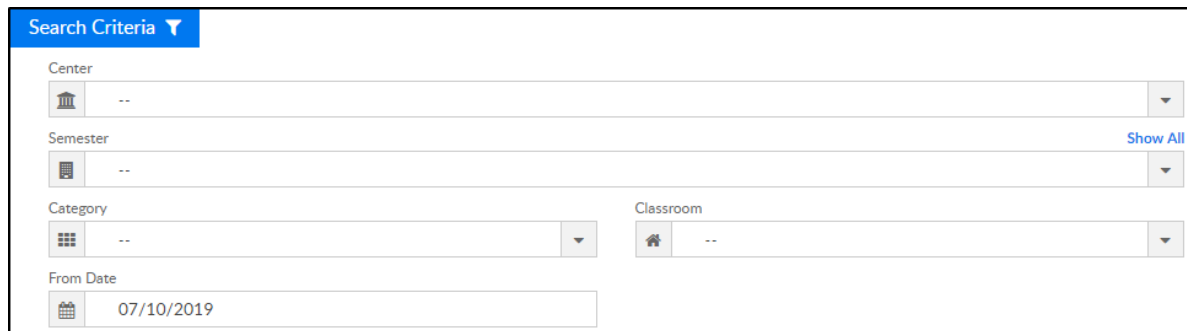


3. Choose Weekly Sign In (Version 3) - PDF from the Report drop-down



A screenshot of a web interface showing a dropdown menu for reports. The menu is titled "Report" and contains one visible option: "Weekly Sign In (Version 3) - PDF". There is a small icon on the left and a downward arrow on the right of the option.

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 "--"), "Semester" (with a calendar icon and "--", and a "Show All" link to the right), "Category" (with a grid icon and "--"), "Classroom" (with a house icon and "--"), and "From Date" (with a calendar icon and "07/10/2019").

- Center - select the center from the drop-down, leaving blank will pull all centers
- 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

Report Fields

- Center
 - Week of dates
 - Classroom
 - Birthdate
 - Monday - Friday
 - Time In
 - Time Out
 - Child's Name
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