

# Sign In - Weekly Sign In/Out W/AM-PM Verification - Excel/PDF

Last Modified on 07/17/2019 3:21 pm EDT

## Report Description

The Weekly Sign In/Out W/AM-PM Verification can be opened in PDF or Excel. This sheet allows centers to record attendance at arrival, departure, and certain times throughout the day.

## Report Conditions

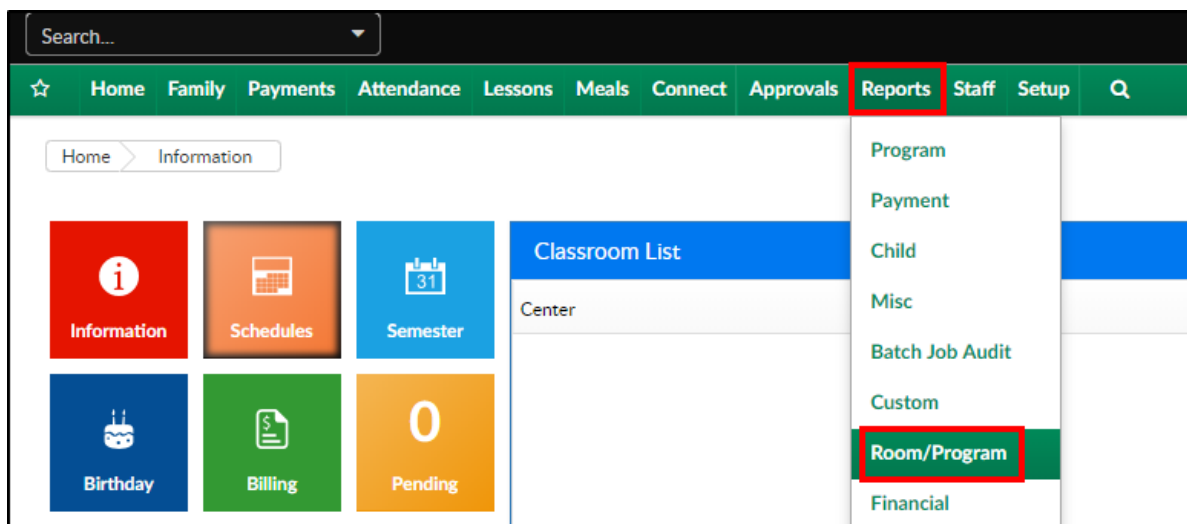
- Center is required

## Sample Report

Click the report name to view a sample: [Weekly Sign In\\_Out W\\_AM-PM Verification.xls](#) or [Weekly Sign In\\_Out W\\_AM-PM Verification.pdf](#)

## Accessing the Report

1. From the Reports menu, click Room/Program

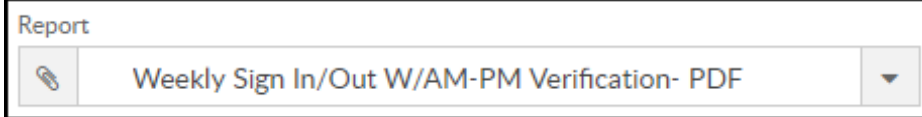


2. From the Report Category drop-down, select Sign In



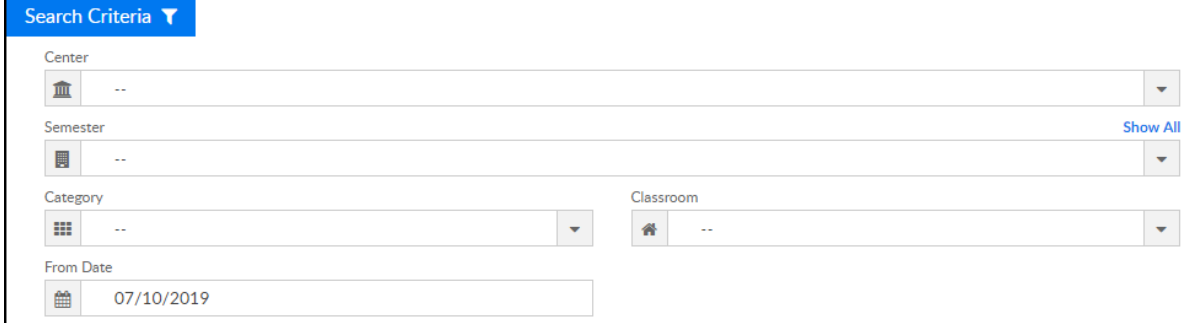
3. Choose Weekly Sign In/Out W/AM-PM Verification - PDF/Excel from the

## Report drop-down



A screenshot of a report selection interface. At the top, the word "Report" is displayed. Below it is a dropdown menu with a paperclip icon on the left and a downward arrow on the right. The selected item is "Weekly Sign In/Out W/AM-PM Verification- PDF".

## 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 several 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 a text input field containing "07/10/2019".

- Center - select the center from the drop-down, leaving blank will not pull any data
- 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 week surrounding the selected date (Monday-Friday)

## 5. Click Create Report. The requested report will open in PDF or Excel format

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## Report Fields

- Center Name
- Classroom Name
- Teacher(s)
- Date (lists dates for Monday-Friday)
- Child Name
- Time In
- Time Out
- Attendance Verification Morning (# children and initials for each section below)

- Before Leaving Classroom
  - Upon reaching the playground
  - Prior to leaving playground
  - Upon return to classroom
  - Attendance Verification Afternoon (# children and initials for each section below)
    - Before Leaving Classroom
    - Upon reaching the playground
    - Prior to leaving playground
    - Upon return to classroom
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