Sign In - Weekly Sign In/Out -Period - PDF

Last Modified on 07/17/2019 3:40 pm EDT

Report Description

The Weekly Sign In/Out - Period displays a check in/out for students, along with headcount checks throughout the day. It also displays the name of the teacher assigned to the classroom.

Report Conditions

• Center is required

Sample Report

Click the report name to view a sample: Weekly Sign In_Out - Period.pdf (%)

Accessing the Report

1. From the Reports menu, click Room/Program

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☆	Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup	Q
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birtiday bining Pending							Financia	al				

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

Repo	Report Category					
205	Sign In		•			

3. Choose Weekly Sign In/Out - Period - PDF from the Report drop-down

Report		
1	Weekly Sign In/Out-Period- PDF	•

4. Select any necessary Search Criteria

Search Criteria 🔻	
Center	
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Semester	Show All
•	-
Category	Classroom
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From Date	
O7/10/2019	

- 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 of the selected date
- 5. Click Create Report. The requested report will open

Report Fields

- Center Name
- Classroom
- Teachers
- Child's Name
- Monday-Friday
 - Time In
 - Time Out