

Attendance - Weekly AM/PM Attendance - Excel

Last Modified on 05/02/2019 11:35 am EDT


Report Description

The Weekly AM/PM Attendance report displays Present or Absent.

Report Conditions

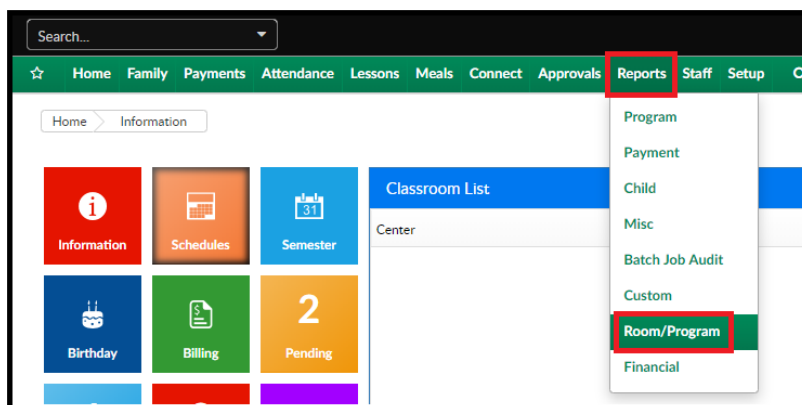
- If data is pulled at the business level, each center is on a separate tab
- If data is pulled at the center level, each room displays on a separate tab
- Report will pull data for the current week

Sample Report

Click the report name to view a sample: [Weekly AM-PM Attendance Report.xlsx](#) 

Accessing the Report

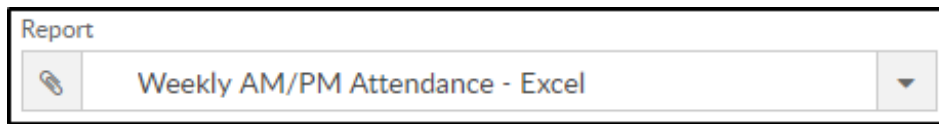
1. From the Reports menu, click Room/Program



2. From the Report Category drop-down, select Attendance



3. Choose Weekly AM/PM Attendance - Excel from the Report drop-down



4. Use additional search criteria as needed, all fields are optional
 - Center - choose the Center or the Business Level
 - Category - select a Category from the drop-down
 - Classroom - choose a Classroom from the drop-down
 - From Date - select a From date from the calendar
 5. Click Create Report
 6. The report will download in Excel format
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Report Fields

- Child Name
 - Room
 - Monday-Friday
 - AM/PM
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