

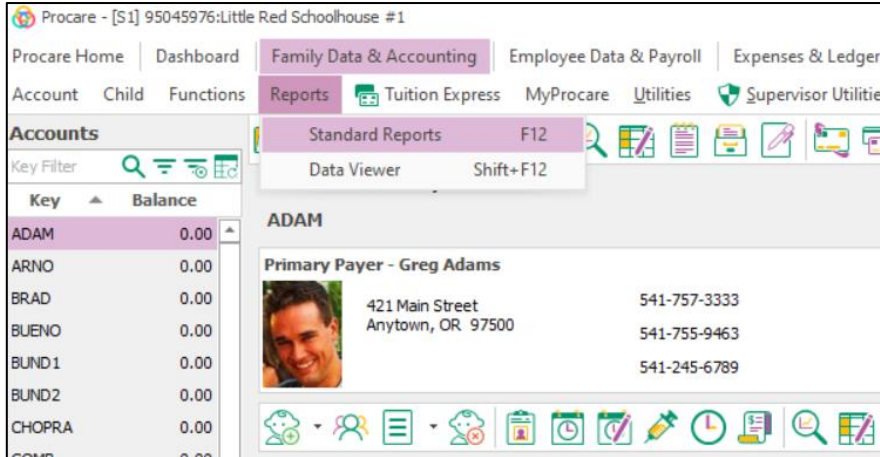


How to Generate a Daily Attendance Report

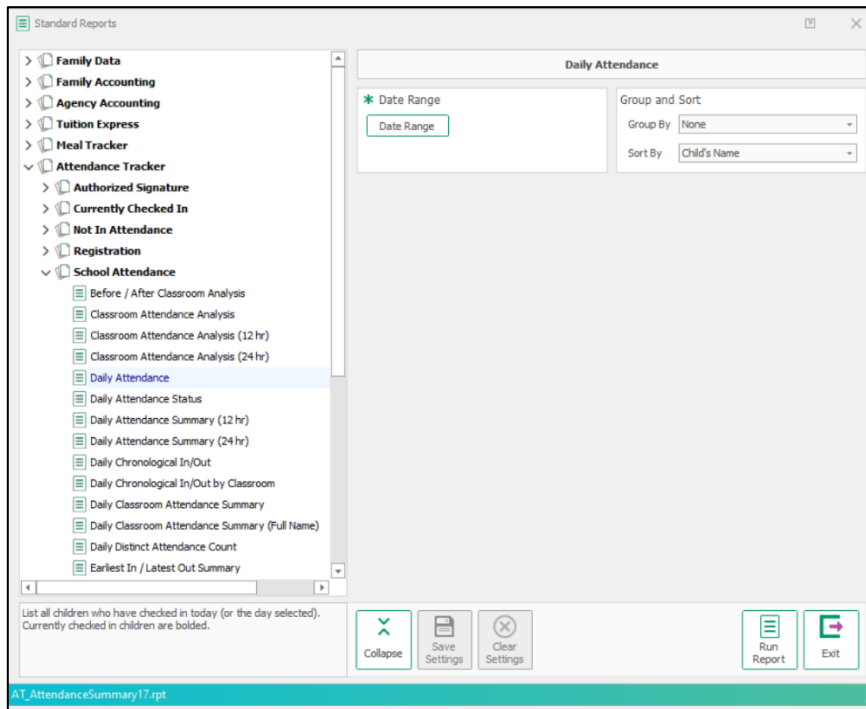
Procure Desktop

From Desktop Application

1. Click **Family Data & Accounting** | **Reports** | **Standard Reports**



2. Select **Attendance Tracker** | **School Attendance** | **Daily Attendance**



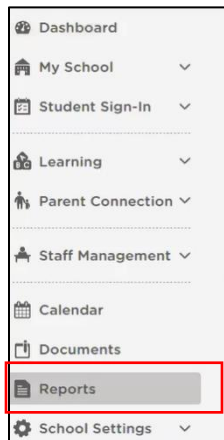
3. Click the **Date Range** button to select desired date, click **OK**.

4. Click **Run Report**.

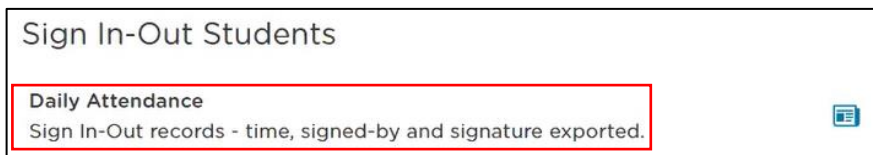


From the Engagement Functionality web application

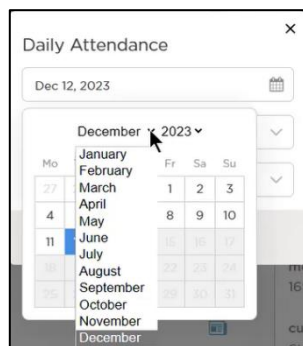
1. Click **Reports** from the left-hand menu



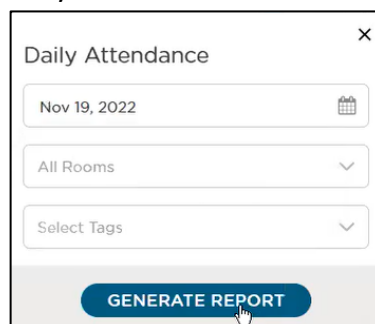
2. Click **Daily Attendance** under Sign In-Out Students:



3. Click the calendar icon to change the date.



4. Filter by rooms or tags if necessary or leave blank to run for all rooms.
5. Click **Generate Report**.





How to Generate a Daily Attendance Report

Procure Desktop

Sample Report

95045976:Little Red Schoolhouse #1			
333 E. Main St. Ashland, OR 97520		Daily Attendance Monday, December 4, 2023	
		541-555-1122 mjones@soschools.com TaxID: 12-3456789	
Child's Name	Classroom	In Time	Out Time
Adams, Peter	Toddlers Room	08:00 AM	04:25 PM
Adams, Wendy	Kindergarten Room	08:00 AM	04:25 PM
Boop, Betty	Preschool Room	08:25 AM	04:50 PM
Boop, Billy	Twos Room	08:25 AM	04:50 PM
Brady, Cindy	Toddlers Room	08:10 AM	04:45 PM
Brady, Peter	School Age	02:45 PM	04:45 PM
Bueno, Eugene	Twos Room	07:11 AM	03:26 PM
Bundy, Bud D	Preschool Room	09:15 AM	03:25 PM
Bundy, Kelly	Kindergarten Room	09:15 AM	03:25 PM
Chopra, Dev	School Age	07:39 AM	02:38 PM
Combs, Chris A	School Age	02:00 PM	03:35 PM
Combs, Megan	Infants Rm 1	09:05 AM	03:35 PM
Drobinski, Alexander	Infants Rm 1	07:37 AM	02:22 PM
Graziano, Suzetta	Preschool Room	09:02 AM	04:57 PM
Hashimoto, Isamu	Preschool Room	08:06 AM	05:02 PM
Ingalls, Laura	Twos Room	07:45 AM	03:45 PM
Ingalls, Mary F	School Age	01:30 PM	03:45 PM
Jetson, Eldon	Kindergarten Room	09:00 AM	04:30 PM
Jetson, Judy	School Age	02:25 PM	04:30 PM
Karlin, Julie	Preschool Room	07:41 AM	05:00 PM
Kayode, Allen	Twos Room	06:52 AM	03:13 PM
Lewis, Rachel	School Age	03:30 PM	05:00 PM
Lopez, Brandon	Twos Room	07:01 AM	03:07 PM
Munster, Eddie W	Toddlers Room	11:30 AM	05:30 PM
Munster, Marilyn	School Age	03:00 PM	05:30 PM
Spencer, Shaneeka	School Age	07:27 AM	02:18 PM
Stevens, Tabitha	Twos Room	09:15 AM	04:50 PM
Taylor, Brad	Twos Room	08:15 AM	04:40 PM
Taylor, Mark	Preschool Room	08:15 AM	04:40 PM
Taylor, Randy	Toddlers Room	08:15 AM	04:40 PM
Thomas, Crissy K	Twos Room	07:50 AM	04:40 PM
Thomas, Nicole	Kindergarten Room	07:50 AM	04:40 PM
Walton, Erin	Infants Rm 1	07:45 AM	05:10 PM
Walton, Jason	Toddlers Room	07:45 AM	05:10 PM
Walton, John Boy F	School Age	03:10 PM	05:10 PM
Walton, Mary Ellen	Preschool Room	07:45 AM	05:10 PM
Washburn, Rudy	Toddlers Room	08:20 AM	05:10 PM
Total Count: 37			