Getting Started with KeepnTrack:
Running Reports

Let's take a look at how to run Administration reports in KeepnTrack.

Log in to your Administration, go to Tools, and open Reports.

Reports are divided into Classification, or person type, with Information and History reports for each. Information reports will be things like Contact Information, Family Volunteer hours, Person Details, and so on.
History reports will include things like Activity Details, Activity Lists, and volunteer Hours.

Special reports have general Account and Facility Details, Activity Lists and People Here Today, and Background Check reports.

Select the classification of report you want, such as a Volunteer History report, and a specific report type like an Activity List.

Choose a Sort By such as Last Name.

Next, make Report Selections such as specifying the Facility (*Jefferson*), choosing a date range or number of Volunteer Hours, entering specific Person Info, or filling in an Activity Type.

Let's select a Volunteer Type, for Parent.
When you are ready, click 'Run Report'.

Click the wrench at the top to open Operation Management. Here, you can view your report and save the PDF. Click the mail icon to email the report PDF.

Remember, if you just want a quick report of 'People Here Now', or 'Late Arrivals', you can do that right from the Attended Kiosk with the Quick Reports drop-down menu.

For questions, call KeepnTrack Customer Support at 1-800-320-5830 or email support@keepntrack.com.