

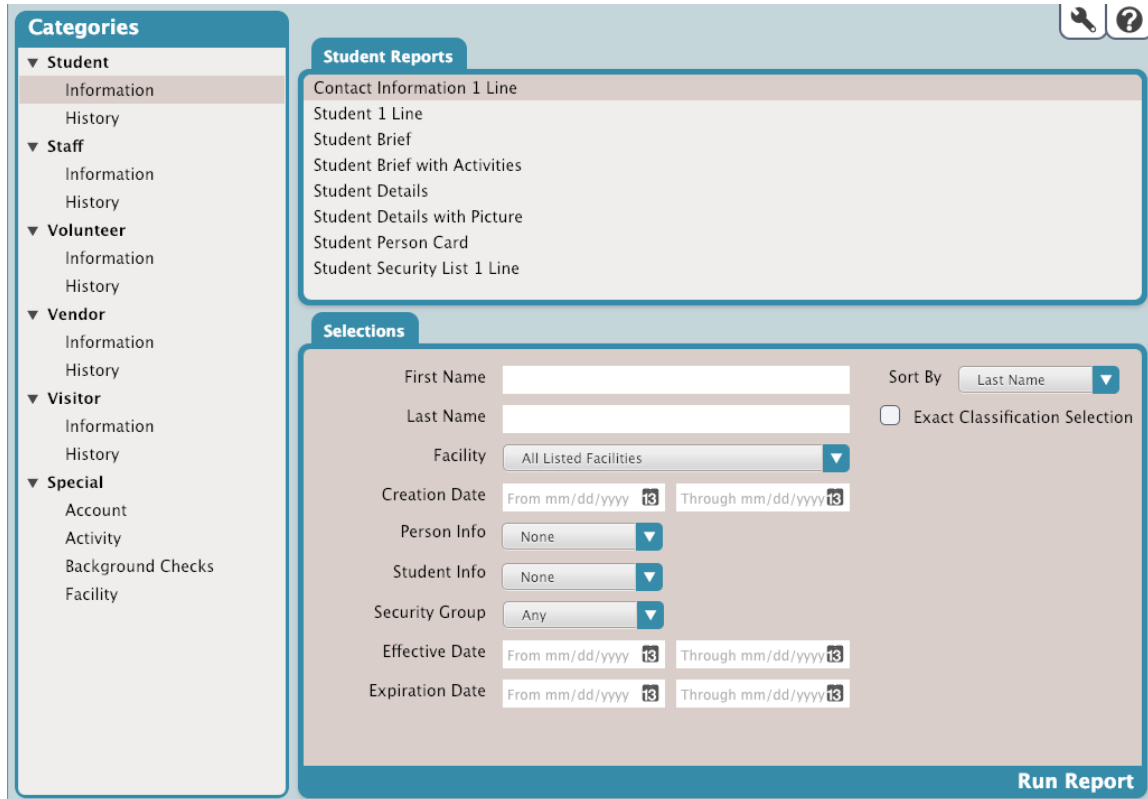
# Reports

## Contents

## Selections

 Find new information on <https://support.keepntrack.com/operations/reports/>

Use our templates to customize and run a variety of reports that meet your form, content, and organizational requirements. Each report provides detailed and contextually relevant information concerning your facility, saved in a convenient PDF format.



The screenshot displays the 'Reports' interface. On the left is a 'Categories' sidebar with a tree view: Student (Information, History), Staff (Information, History), Volunteer (Information, History), Vendor (Information, History), Visitor (Information, History), and Special (Account, Activity, Background Checks, Facility). The 'Student' category is selected. The main area is divided into two panes. The top pane, 'Student Reports', lists: Contact Information 1 Line, Student 1 Line, Student Brief, Student Brief with Activities, Student Details, Student Details with Picture, Student Person Card, and Student Security List 1 Line. The bottom pane, 'Selections', contains filters: First Name and Last Name (text inputs), Facility (dropdown: All Listed Facilities), Creation Date (date range: From mm/dd/yyyy to Through mm/dd/yyyy), Person Info (dropdown: None), Student Info (dropdown: None), Security Group (dropdown: Any), Effective Date (date range: From mm/dd/yyyy to Through mm/dd/yyyy), and Expiration Date (date range: From mm/dd/yyyy to Through mm/dd/yyyy). A 'Sort By' dropdown is set to 'Last Name'. An 'Exact Classification Selection' checkbox is present. A 'Run Report' button is at the bottom right.

### Categories

The first step in producing meaningful reports is picking the proper report category. Reports are organized in categories and subcategories. Select a category or subcategory title to view the list of associated reports in the Report Selection pane to the right.

### Report Selection

Once you've selected a category or subcategory, the associated reports will be listed in the Reports Selection pane on the right. Scroll through the list to locate and select the specific report you would like to run.

### Selections

The Selected Report pane options will change depending on the report you've selected above. It contains *essential* options that allow you to configure how your reports are ordered, organized, scheduled, and presented.

Enter the specified information and choose your selections to build your report, and when you're ready, click **Run Report**. The completed report will be logged in Operations Management.



On a report, an asterisk \* next to the Check Out time indicates that the person is still signed in to the timed activity. The asterisk will be cleared when the person signs out or during daily maintenance.

# Complete List

## Student

### Information

- Contact Information 1 Line
- Student 1 Line
- Student Brief
- Student Brief with Activities
- Student Details
- Student Details with Picture
- Student Person Card
- Student Security List 1 Line

### History

- Student Hours 1 Line
- Activity Counts
- Activity Details
- Activity Details Landscape
- Activity List
- Activity List Landscape
- Activity List with Picture
- Activity Summary
- [Not in Attendance](#)

## Staff

### Information

- Contact Information 1 Line
- Staff 1 Line
- Staff Brief
- Staff Brief with Activities
- Staff Details
- Staff Details with Picture
- Staff Person Card
- Staff Security List 1 Line

### History

- Staff Hours 1 Line
- Activity Counts
- Activity Details
- Activity Details Landscape
- Activity List
- Activity List Landscape
- Activity List with Picture
- Activity Summary
- Not in Attendance

## Volunteer

### Information

- Contact Information 1 Line
- Family by Page Volunteer Hours
- Family Volunteer Hours
- Family Volunteer Hours Summary
- Volunteer 1 Line
- Volunteer Brief
- Volunteer Brief with Activities
- Volunteer Details
- Volunteer Details with Picture
- Volunteer Person Card
- Volunteer Online Application

- Volunteer Security List 1 Line

## History

- Volunteer Facility Summary
- Volunteer Hours 1 Line
- Volunteer Hours by Facility
- Activity Counts
- Activity Details
- Activity Details Landscape
- Activity List
- Activity List Landscape
- Activity List with Picture
- Activity Summary
- Florida DOE Volunteer Summary
- Florida DOE Volunteer Multiple Facility Summary
- Not in Attendance

## Vendor

### Information

- Contact Information 1 Line
- Vendor Brief
- Vendor Brief with Activities
- Vendor Classification
- Vendor Details
- Vendor Details with Picture
- Vendor List
- Vendor Person Card
- Vendor Security List 1 Line

## History

- Vendor Hours 1 Line
- Activity Counts
- Activity Details
- Activity Details Landscape
- Activity List
- Activity List Landscape
- Activity List with Picture
- Activity Summary
- Not in Attendance

## Visitor

### Information

- Visitor 1 Line
- Visitor Details

## History

- Visitor Hours 1 Line
- Activity Counts
- Activity Details
- Activity Details Landscape
- Activity List
- Activity List Landscape
- Activity List with Picture
- Activity Summary
- Not in Attendance

## Special

### Account

- Account Details
- Person Counts

## Activity

- Activity Details
- Activity Details Landscape
- Activity List

- Activity List Landscape
- Activity List with Picture
- Activity Summary
- People Here Today

## **Background Checks**

- Background Check List

## **Facility**

- Facility Activity Summary
- Facility Details
- Facility List