## **Quick Reports**

📃 Unknown macro: 'multiexcerpt-include-macro'

Quick Reports can be accessed from the reports 🗾 icon in the Attended Kiosk menu bar. Each report is pretty self-explanatory:

- People Here Now
  People Here Yesterday
  People Signed In Today
  Staff Signed In Today
  Volunteers Signed In Today
  Early Dismissals
- Late Arrivals

Select a report to open it in a new dialog where it can be viewed and then closed or printed. Each report will display the person's ID, first and last names, check in/out time, and destination.

	e Here Now 0 04 2019						
D	First Name	Last Name	Check In Time	Classification	Type and Destination		
9993 2905	Chris Vivian	Giles Phelps	2019-02-04 08:14:22 2019-02-04 08:15:23	Visitor Visitor	Classroom Media Center	<u>Sign Out</u> Sign Out	
3000	Natasha	Reyes	2019-02-04 08:14:37	Student	Sports	<u>Sign Out</u>	1

An asterisk \* by the Check Out time indicates the person is still signed in.

## Who's Been Here Today

Mon Feb 04 2019											
ID	First Name	Last Name	Check In Time	Check Out Time	Classification	Type and Destination					
3001	Anton	Coleman	2019-02-04 08:07:27	2019-02-04 08:07:27*	Student	Early Dismissal (Dentist Appointment)					
3003	Roger	Garrison	2019-02-04 08:07:45	2019-02-04 08:07:45*	Student	Early Dismissal (Doctor Appointment)					
9993	Chris	Giles	2019-02-04 08:14:22	2019-02-04 08:14:22*	Visitor	Classroom					
9996	Stephen	Kunzler	2019-02-04 08:14:56	2019-02-04 08:14:56*	Visitor	Education					
3006	Alison	Nunez	2019-02-04 08:08:01	2019-02-04 08:08:01*	Student	Early Dismissal (Sick)					
2905	Vivian	Phelps	2019-02-04 08:15:23	2019-02-04 08:22:07	Visitor	Media Center					
3000	Natasha	Reyes	2019-02-04 08:14:37	2019-02-04 08:14:37*	Student	Sports					