Quick Reports

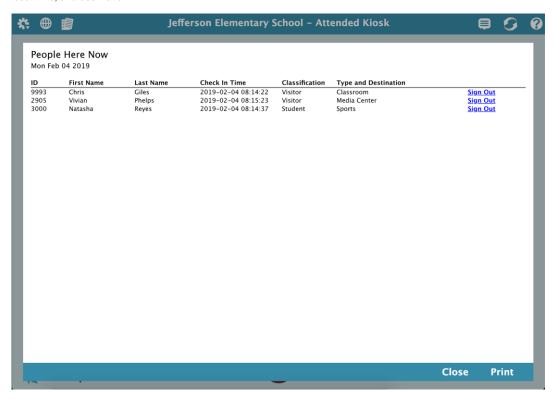


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Quick Reports can be accessed from the reports 🗒 icon in the Attended Kiosk menu bar. Each report is pretty self-explanatory:

- 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.



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

Who's Been Here Today Mon Feb 04 2019 **Type and Destination** ID First Name Last Name Check In Time **Check Out Time** Classification Early Dismissal (Dentist 3001 Anton Coleman 2019-02-04 08:07:27 2019-02-04 08:07:27* Student Appointment) Early Dismissal (Doctor 3003 Garrison 2019-02-04 08:07:45 2019-02-04 08:07:45* Student Roger Appointment) 9993 Visitor Chris Giles 2019-02-04 08:14:22 2019-02-04 08:14:22* 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) Vivian Phelps 2019-02-04 08:15:23 2019-02-04 08:22:07 Visitor Media Center 2019-02-04 08:14:37 2019-02-04 08:14:37* 3000 Natasha Reyes Student Sports