Quick Reports

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

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