

Name to Face Report

Last Modified on 06/28/2024 10:54 am EDT

The **Name to Face Report** helps centers stay compliant by giving a quick overview of children who have been marked present or absent throughout the day while a team member took attendance. Access the Name to Face report by going to **Programs & Classes** (left menu) > **Facility Attendance** card > **Name to Face Report** to do the following:





- Use sorting and filtering options to view attendance from previous days.
- See a name-to-face photo column of children currently present or absent at your center.
- Export or print the grid to use outside of Jackrabbit Care.

Report Features

The Name to Face report defaults to today's date. Review the information in the included columns:

- **Child First Name** and **Last Name** - Click the child's first or last name to go to their Details tab.
- **Class** - Click the class name to go to the Class Details tab.
- **Date** - See the date the attendance record was taken.
- **Time** - See the time stamp for the attendance record.
- **Entry** - See a badge indicating if the child was present or absent during the attendance record.
- **Submitted By** - Click the team member's name who submitted the attendance record to go to their Details tab.

Use the following features found on the Name to Face report:

- Click the **Filter** icon  to select a date range in the past.
 - Use the **Column Menu** icon  to sort, filter, add, or remove columns, or set the column position. Click the column header and drag and drop it to the top of the report to group the report by that column type.
 - Click **Export To Excel** or **Print** the grid as needed.
-

Name to Face



Filters

From: Wed, Jun 19, 2024

Until: Wed, Jun 19, 2024

[Help With Grids](#)

Export To Excel Print

Drag a column header and drop it here to group by that column

Photo	First Name	Last Name	Class	Date	Time	Entry	Submitted By
	Skyler	Traska	↑ Sort Ascending	06/19/2024	10:29 AM	Absent	Andre Brighton
	Isabelle	Cho	↓ Sort Descending	06/19/2024	10:29 AM	Present	Andre Brighton
	Subodh	Bedi	Columns	06/19/2024	10:29 AM	Present	Andre Brighton
	Stephen	Hayworth	Filter	06/19/2024	10:29 AM	Present	Andre Brighton
	Leigha	Alman	Group column	06/19/2024	10:29 AM	Present	Andre Brighton
			Set column position	06/19/2024	10:29 AM	Absent	Andre Brighton