Name to Face Report

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:

- See how many times a Name to Face report was recorded throughout the day per class.
- Use sorting and filtering options to view attendance from previous days.
- View a photo column of children currently present or absent at your center.
- Export or print the grid to use outside of Jackrabbit Care.

Report Features

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

- Click the **Filter** icon ▽ to select a specific date range.
- 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.

🡇 Record Overview

🡇 Record Details