





# Name to Face Report



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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.
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## 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**

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