




# View & Manage Children's Attendance

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When a child is checked in or out using the [Kiosk](#), manually entered on the [Time Entries](#) page, or marked present using [Class Mode](#) or the [Staff Mobile App](#), an electronic record is created in real time. Use electronic attendance records to:

-  Review and provide attendance records in the event of any billing discrepancies.
-  Provide a child's attendance records as proof for subsidized funding.
-  Prove a child was in the facility and see who checked them in and out of the building (with timestamps).




The complete record of everyone using the Kiosk to clock in and out can be managed on the [Time Entries](#) page.

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## Child Check-in/Check-out

To access the Child Check-in/Check-out record, ensure you have the correct site selected, then follow these easy steps:

1. Go to **Programs & Classes** (left menu) > **Facility Attendance** card > **View Child Check-in/Check-out**.
  2. Use the features of the grid to do the following:
    - Click the **Column Menu** icon  (shown below on the right) to sort, filter, add, or remove columns. The default view shows newest to oldest.
    - Click the **Export To Excel** or **Print** buttons in the grid as needed.
    - Click the **Help With Grids** link to learn more about the grid.
    - Use the **Last** and **First Name** links to open a child's Details page.
    - Drag and drop a column header to group by the column.
    - Resize columns and drag left or right to change their order.
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### Child Check-in/Check-out

Help With Grids

Export To Excel Print

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

Photo	First N...	Last Name	Check In	Checked In By	Check Out	Checked Out By	Hours Attended
	Sam	Ngo		Dunja Ngo	06/23/2024 05:00 PM	Suzanne Harris	6.02
	Sara	Hernandez		Marco Hernandez	06/23/2024 05:00 PM	Marco Hernandez	6.75
	Jake	Hernandez		Marco Hernandez	06/23/2024 05:00 PM	Marco Hernandez	4.70
	Aaron	Peterson		Greer Peterson	06/23/2024 05:00 PM	Suzanne Harris	4.53
	Willow	Slaymen		Gretchen Slaymen	06/28/2024 05:00 PM	Gretchen Slaymen	4.53
	Jake	Traska	06/28/2024 09:05 AM	Marie Traska	06/28/2024 05:00 PM	Suzanne Harris	7.92
							<b>Total: 329.52</b>



Total attendance hours are shown in the lower right of the grid. If you drag and drop a column by first or last name, the grid will sort by the child's name and shows the **Hours Attended** for that specific child.

## Who's Here Now

To access the Who's Here Now record, ensure you have the correct site selected, then follow these easy steps:

1. Go to **Programs & Classes** (left menu) > **Facility Attendance** card > **View Who's Here Now**.
2. Use the features on the page to do the following:
  - o See how many team members and children are currently checked in.
  - o Use the drop-down menu to reorder how the contact cards are displayed.
  - o On each child or team member's contact card, see a time stamp of when they checked in and what class they are checked in to.
  - o Click the **Options** icon (⋮) on the right of a contact's card to access more Details.

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### Who's Here Now

CURRENTLY CHECKED IN

5 1 4 /23  
Currently here Team Children

Date: Newest First

 Willow Slaymen Fri, Jun 28, 2024 IN 10:30AM Adventure Kids Club CHILD	 Jake Hernandez Fri, Jun 28, 2024 IN 10:05AM Adventure Kids Club CHILD	 Jerome Dennis Fri, Jun 28, 2024 IN 9:00AM Adventure Kids Club CHILD
 Kiama Dennis Fri, Jun 28, 2024 IN 9:00AM Adventure Kids Club CHILD	 Andre Brighton Fri, Jun 28, 2024 IN 8:30AM Adventure Kids Club Team Member Details	



Looking for attendance reports completed by team members? Try the [Name to Face Report!](#)

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