In/Out Times Report

The In/Out Times report lists all child in/out times for a selected time period. It also includes meal counts for each child. There are two versions of this report available:

- In/Out Times Daily Report
- In/Out Times Weekly Report

Required Permissions: You must have the **Meal & Attendance (Reports)** permission enabled on your account to run the In/Out Times reports.

In/Out Times Daily Report

1. From the menu to the left, click **Reports.**
2. On the Reports page, select the following:
   - **Category:** Meals & Attendance
   - **Report:** In/Out Times Daily Report
   - **From/To:** Set a date range to view.
   - **Sort:** Select Alphabetically or Classroom.
3. Click **Run**. A PDF of the report downloads.

In/Out Times Weekly Report

1. From the menu to the left, click **Reports**.
2. On the Reports page, select the following:
   - **Category:** Meals & Attendance
   - **Report:** In/Out Times Daily Report
   - **Date:** Select the start date for the report. The report will generate for that week.
   - **Sort:** Select Alphabetically or Classroom.
3. Click **Run**. A PDF downloads.