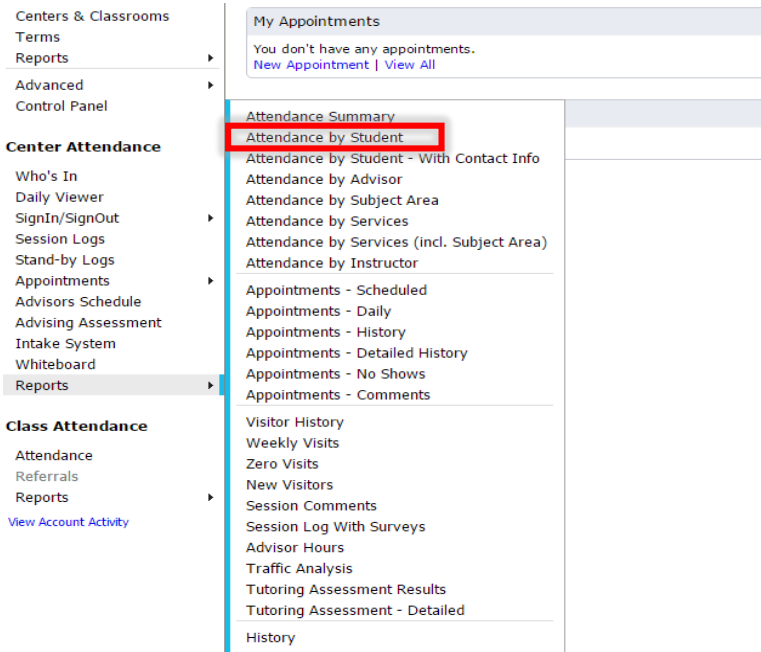
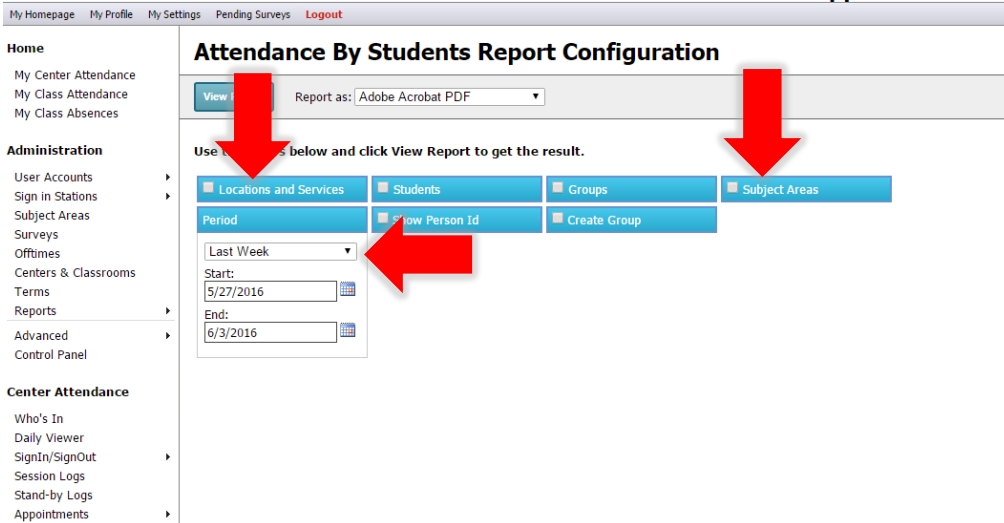


How to Run Reports on Guests

1. Sign in to Accudemia
2. At the homepage, hover over the reports tab



3. Select Attendance by Student
4. Select which filters you want the report to show (ex: majors, services, and timeframe)



5. To see only guest attendance, navigate to the "students" filter and click the magnifying glass to search for "guest." Select your center's unique guest account and click accept.

Students Filter			
Clear All Show Export		1 2 Next >	
Student ID	Filter	Filter Value	Filter Type
<input type="checkbox"/>	400000000	CAMP, GUEST	↑
<input type="checkbox"/>	500000000	CAREER CENTER, GUEST	↑
<input type="checkbox"/>	600000000	CEHHS, GUEST	↑
<input type="checkbox"/>	700000000	DANIELS COMM LAB, GUEST	↑
<input type="checkbox"/>	800000000	FINANCIAL AID, GUEST	↑
<input type="checkbox"/>	[REDACTED]		↑
<input type="checkbox"/>	900000000	iACCU DEFAULT CENTER, GUEST	↑
<input type="checkbox"/>	110000000	PASO, GUEST	↑
<input checked="" type="checkbox"/>	100000000	PASS, GUEST	↑
<input type="checkbox"/>	200000000	PROFICIENCY SERVICES, GUEST	↑

Showing 1-10 of 12 [1 selected] 1 2 Next >

Accept Cancel

- After selecting all desired filters, click on the View Report button (note: you can run your report as PDF, Excel, Word, web archive, or CSV file)

View Report Report as: Adobe Acrobat PDF

Use the filters below and result

Locations and Services

Period: Last Week

Show Person Id

Report as dropdown menu options: Adobe Acrobat PDF, Microsoft Excel (Formatted), Microsoft Word, Web Archive, XML, CSV File (Unformatted Excel File)

- Wait for your report to process. When ready click on View Result.

My Homepage My Profile My Settings Pending Surveys Logout

Home

- My Center Attendance
- My Class Attendance
- My Class Absences

Administration

- User Accounts
- Sign in Stations
- Subject Areas
- Surveys
- Offtimes
- Centers & Classrooms
- Terms
- Reports
- Advanced
- Control Panel

Center Attendance

- Who's In

Report is ready. View Result.

Your request finished successfully. Click on the link above to open it.

Download | Share Results

Recent Reports

- 10:28am View Attendance By Students Report
- 10:13am View Attendance By Students Report
- May 26, 8:32am View Visitor History Report
- May 26, 8:30am View Attendance By Subject Area Report
- May 26, 8:11am View Attendance Summary Report
- May 26, 8:11am View Attendance Summary Report
- May 25, 10:30pm View Attendance Summary Report

- Save, Share, or View your report

TEST, GUEST

Subject Area: (ABA 601) - FOUNDATIONS OF ABA

Date	Sign In Time	Sign Out Time	Period (hrs:mins)	Advisor	Center	Services
06/03/2016	09:01 AM	09:03 AM	00:02	Bell, Casey	Test	Unspecified
06/03/2016	09:58 AM	10:58 AM	01:00		Test	Unspecified

Total Time: 01:02

Subject Area: (ABA 603) - ABA APPLICATIONS

Date	Sign In Time	Sign Out Time	Period (hrs:mins)	Advisor	Center	Services
06/03/2016	10:11 AM	11:11 AM	01:00		Test	testing

Total Time: 01:00

Subject Area: (ABA 605) - AUTISM AND ABA

Note: Items in italic have been modified manually.

Date	Sign In Time	Sign Out Time	Period (hrs:mins)	Advisor	Center	Services
06/03/2016	09:58 AM	10:58 AM	01:00	Bell, Casey	Test	testing

Total Time: 01:00

Total time for TEST, GUEST : 03:02