

## Checkpoint Reports and Attendance

Whew! You've finished checking people in and out of classes, activities, and events. Now, you can [post attendance markings](#) to your ACS attendance records. You can also run reports on your Checkpoint data, including attendance records by session and a complete list of people's Checkpoint information.

### What do you want to do?

- [Learn more about Checkpoint reports](#)
- [Customize the Checkpoint list of people's information report](#)
- [Customize a session statistics report](#)
- [View current pager assignments](#)
- [Locate missing pager devices](#)
  
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# Checkpoint Reports

The Checkpoint module has security badge, bar code label, pager assignment, and statistical reports that you can print, preview, and export. Checkpoint reports contain information about your sessions and the individuals that have been checked in or out of them, and some of these reports interface with other modules in the People Suite. The following report types are available in for Checkpoint:

- **Labels** — Label reports include bar code labels and security badges. Print bar code labels to attach to them ID cards or key fobs and use them for locating individual's records as check-in time. Print security badges as a report to print them in bulk ahead of time for an event.
- **List** — Print a customized list of people's Checkpoint information, including bar codes, pager numbers, and special notes.
- **Statistics** — Print statistics reports to analyze people's attendance of classes and activities. You can view people's attendance for all sessions or for specific sessions.
- **Pager Assignments** — View a complete list of all current pager assignments, including the pager number, family name, and family phone number. This is especially helpful for tracking down unreturned pager devices.

Because there are different reports available, and each report is highly customizable, you have many options available in printing reports. We recommend that you experiment with each report and examine the options available for each one.

## What do you want to do?

- [Customize the Checkpoint list of information report](#)
- [Customize a session statistics report](#)
- [Print bar code labels](#)
- [Print security badges in mass](#)
- [View current pager assignments](#)

## Customizing Checkpoint List Reports

In ACS, you can print a customized list of people's relevant Checkpoint information, including bar codes, pager numbers, and special notes.

### To customize a list report

1. Under **Searches and Reports**, click the **Reports** tab.
2. In the drop-down list, select **Checkpoint Reports**.
3. Click **Go**. 
4. In the left pane, expand **Lists > Listing of Names, Barcodes, Pager #'s, and Notes**.
5. Select a specific list report.
6. In the lower left pane, click **Customize**.
7. Under **Report Title**, name the report.
8. Select the print date.
9. Under **Report Settings** and **Report Options**, select the options you want to include in the report. See [Additional Information](#) for more on each option. Not all options are available for all reports.
10. Under **Date Range**, enter the start date of the report.
11. Click **Preview** to generate the report.
12. **Save** or **Print** the report.

### Additional Information

#### **Print only records with Pager #s**

Selecting this prints only individual's records that have assigned pager numbers.

#### **Print only records with Notes**

Prints only individual's records that have special notes. So, for example, if your organization is hosting vacation bible school, a session statistics report can help you organize a list of allergies for each child in each classroom, and the emergency contact information for their guardians.

#### **Sort by Pager #**

Sorts the individuals in the report by their assigned pager number.

## Customizing Session Statistics Reports

Use session statistics reports to analyze people's attendance of classes and activities. You can view people's attendance for all sessions or for specific sessions. You can run reports for any range of dates, which allows you to analyze attendance records in the short term or long term.

Visitors are indicated with an asterisk (\*).



### Only Available Before Posting Attendance

You can only generate session statistics reports *before* you have posted attendance for a session. After posting attendance, the session statistics are no longer stored for reporting.

### + To customize a sessions report

1. Under **Searches and Reports**, click the **Reports** tab.
2. In the drop-down list, select **Checkpoint Reports**.
3. Click **Go**. 
4. In the left pane, expand **Statistics > Session Statistics**.
5. Select a specific session statistics report.
6. In the lower left pane, click **Customize**.
7. Under **Report Title**, name the report.
8. Select the print date.
9. On the **Report Options** tab, under **Session**, in the drop-down list, select the session you want to report on.
10. Under **Report Settings** and **Report Options**, select the options you want to include in the report. See [Additional Information](#) for more on each option. Not all options are available for all reports.
11. Under **Date Range**, select the dates to include in the report.
12. Click **Preview** to generate the report.
13. **Save** or **Print** the report.

## Additional Information

### Print only records with Notes

Selecting this prints only individual's records that have special notes. So, for example, if your organization is hosting vacation bible school, a session statistics report can help you organize a list of allergies for each child in each classroom, and the emergency contact information for their guardians.

### Include Parent's Name

Prints the parent names for children in the report. This is especially useful for sessions designated for children, such as youth groups and vacation bible school.

### Page Break on Group

Select this to have each group display on a separate page. For example, you are printing Sunday School session statistics and you want to give each Sunday School instructor a report on their classes.

### Print Time In/Time Out

Prints the latest check in and check out time of each person.

### Print Posting Date

Prints the attendance posting date. This option is only available when you select a date range of two or more days.



## Viewing Current Pager Assignments

In the chaos of leaving, many families may forget to return the pager devices they received during check-in. If you hand out pager devices as part of your check-in system, you will probably need to occasionally track down unreturned pager devices. Viewing a list of all still-assigned pager numbers can help you locate the missing devices.

### To view all currently assigned pager numbers

1. Under **Run Inquiries**, click the **Inquiry Type** tab.
2. In the drop-down list, select **Checkpoint Session Inquiry**.
3. Click **Go**. 
4. Click the **Pager Return** tab.
5. Under the grid, click **View Pager Assignments**.

In the window, you can see the full list of current pager assignments, including the phone number of each family. Select **Print** to print a complete report of the assigned pager numbers.

## Checkpoint Attendance

Whew! You've finished checking people in and out of classes, activities, and events. Now, you can [post attendance markings](#) to your ACS attendance records. Or, if you don't want to post attendance, you can [clear attendance markings](#).

### **What do you want to do?**

- [Post attendance markings](#)
- [Clear attendance markings](#)

## Posting Attendance

Use Checkpoint to post attendance markings directly to your ACS attendance records.

When you post attendance, you have the option of adding new people to the class rosters automatically. For example, John Gibson is a tenth grader attending for the first time. At a assisted check-in station, you add him to your people database and check him into the tenth grade class. When you post attendance, you have the option of adding John to the tenth grade class roster. Next week when John goes to check in, he will already be assigned to the tenth grade class.



You can post attendance only for individual sessions, not for templates.

### To post attendance for a session

1. Under **Advanced Tools**, click the **Settings** tab.
2. In the drop-down list, select **Checkpoint Sessions**.
3. Click **Go**. 
4. Select the session.
5. Click **Post Markings**.
6. Select the date you want to post the attendance markings of.
7. Select additional individuals you want to post the attendance of.
8. Click **Post**.

## Clearing Attendance of Sessions

If you do not want to post the attendance markings of a session, you can clear the markings instead. Clearing attendance markings prevents them from being recorded in your ACS attendance records. You can only clear markings that have not been posted.

 You can clear attendance only for individual sessions, not for templates.

### To clear attendance for a session

1. Under **Advanced Tools**, click the **Settings** tab.
2. In the drop-down list, select **Checkpoint Sessions**.
3. Click **Go** .
4. Select the session.
5. Click **Clear Markings**.
6. Select the date you want to clear the attendance markings of.
7. Click **Yes**.