

PIN Report

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This report is great to have on hand. It is especially helpful when you start using the Clock for the first time. Clocking in will be new for parents and staff so having a list of PIN codes will help move the process along.

1. Point to **Clock** and select **PIN Report**.
2. Filter by **Location**, **PIN Type** (Staff, Group, Family) or **Status**. Leave the criteria as it defaults to see all PIN codes.
3. **Submit**.
4. Print or Export if needed.



The **Contact Listing Report** is another great report. It has more search/display options and also lists PIN codes with Pickups.
