

# Here Now Report

Last Modified on 12/20/2018 9:00 am EST

This report provides a list of students / staff currently checked in (on the premises). In an emergency, this is a quick way to account for everyone in the building. This report may be printed or exported.

1. Point to **Clock** and select **Here Now Report**.
  2. Select a Location and/or class only if you want to narrow down your results by class or location. To run a report for all locations/classes, do not select any criteria.
  3. Click **Submit**.
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