

# PIN Report

Last Modified on 01/10/2019 11:23 am EST

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 lists PIN codes and Pickups and has more search/display options.

---