

Incomplete Portal Attendance Report

Last Modified on 07/28/2021 12:46 pm EDT

The *Executive Dashboard* displays an alert for **Classes with Incomplete Staff Portal Attendance (yesterday)**.

Executive Dashboard

REFRESH DASHBOARD WEEKLY CALENDAR

Alerts Settings

- 0 Wait Lists for Classes with Openings
- 0 Incomplete Time Entries
- 0 2-3 Absences in last 14 days
- 0 4+ Absences in last 30 days
- 0 Classes Past End Date To Archive
- 0 Scheduled Trials (Enroll Type= Trial)
- 0 Birthdays (Active) next 10 days
- 0 Birthdays (Not Active) next 10 days
- 0 Items at or below Re-Order Alert Qty
- 2 Classes with Incomplete Staff Portal Attendance (yesterday)**
- 0 Scheduled Emails
- 0 Active Staff Certifications Due (30 days)
- 4 Active Staff Certifications Overdue

This alert is regarding the previous day's classes (*yesterday*). With this you can address any attendance that was not completed by the instructor while it is still fresh in their minds! Use the link in the alert to go to the **Incomplete Portal Attendance** report for the previous day.

Incomplete Portal Attendance

← RETURN

Click here to see a different date.

Click here to create a login message the staff person will see when they log into their Staff Portal.

Date	Class	Instructors	Start Time	End Time	Cat1	Room	Currer Size	
08/27/2020	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>	
08/27/2020	Cheer Essentials	Stephanie A.	6:30pm	7:30pm	Gymnastics		3	Portal Msg
08/27/2020	Hip Hop L2 - Thurs 7pm	Dianne H.	7:00pm	7:45pm	Dance	Floor C	3	Portal Msg

Use the *Portal Msg* link to create a login message that will display on the *My News* page when the instructor next logs in to their Portal.

Staff Portal News My Schedule My Time Card Manage Classes Actions

Hi Stephanie Andrews

My News

Hi Steph! I noticed that yesterday's (5/19) attendance wasn't complete for Jr. Parkour. Please get that updated. Thx!

If you are set up for **text messaging** in Jackrabbit you will also see a link to send a text to the instructor.

To look at a range of dates the Incomplete Portal Attendance report can be generated from the

Reports (menu) > Find Reports > Staff Portal (left menu) > Attendance (tab). Several other search criteria are also available to select which classes you want to look at including: Location, Class Date (from and through), Class Start and End Time, Category 1, Staff, and Room.

Frequently Asked Questions



Expand/Collapse
All

Q. *How do I remove the flashing dashboard alert for incomplete portal attendance?*

A. If you are using the **Attendance** feature in the Staff Portal this alert will fall off the Executive Dashboard when the portal attendance for the classes has been completed.

If you are not using the Attendance feature and would like to remove that alert go to the **Staff (menu) > Staff Portal > Portal Settings**. In the *Features* section, remove the check mark next to **Attendance** and **Save Changes**. **Note:** *With this change, you will no longer be able to take attendance in the Staff Portal.*



Save this as a frequently used report! Click the heart (icon)  next to a report name, the heart will change to red  and the report will be listed under the **Reports (menu) > My Reports** for quick and easy access!
