

Incomplete Portal Attendance Report

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

The screenshot shows the Jackrabbit Executive Dashboard. At the top left is the Jackrabbit logo. To the right is the title 'Executive Dashboard'. Below the logo is a 'Refresh Dashboard' button. To the right of that is a 'Weekly View' button. The main area is divided into two sections: 'Alerts' and 'Revenue Summary'. The 'Alerts' section has a dropdown menu with 'Settings' selected. Below the menu, there are several alerts listed with red circular icons indicating the number of items. The alert '3 Incomplete Time Entries' is highlighted with a yellow box. The 'Revenue Summary' section on the right shows a bar chart with a y-axis ranging from 160 to 800.

Alert	Count
Wait Lists for Classes with Openings	0
Incomplete Time Entries	3
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	2
Birthdays (Not Active) next 10 days	0
Items at or below Re-Order Alert Qty	1
Classes with Incomplete Staff Portal Attendance (yesterday)	3

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.

The screenshot shows the Jackrabbit Incomplete Portal Attendance report. At the top left is the Jackrabbit logo. To the right is the title 'Incomplete Portal Attendance'. Below the logo is a 'Return' button. To the right of that are buttons for 'Help', 'Support', and 'Send Idea'. The main area is a table with columns: Loc, Date, Class, Instructors, Start Time, End Time, Cat1, Room, Size, and Portal Msg. The table shows three rows of data for the date 05/25/2016. A yellow callout box points to the 'Date' column with the text 'Click here to look at a different date.' Another yellow callout box points to the 'Portal Msg' column with the text 'Click here to create a login message that will be seen when the staff person next logs into their portal.'

Loc	Date	Class	Instructors	Start Time	End Time	Cat1	Room	Size	Portal Msg
JRHC	05/25/2016	Barre - Wed - 7:30pm	Camille J.	7:30pm	8:30pm	Dance		2	Portal Msg
JRHC	05/25/2016	Beg Parkour - Wed - 7pm	Stephanie A.	6:00pm	7:00pm	Gymnastics		3	Portal Msg
Main	05/25/2016	Jr Parkour - Wed - 8pm	Stephanie A.	8:00pm	9:00pm	Gymnastics		4	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.

The screenshot shows the Jackrabbit Staff Portal. At the top is a navigation bar with links: 'Staff Portal', 'News', 'My Schedule', 'My Time Card', 'Manage Classes', and 'Actions'. Below the navigation bar is the name 'Hi Stephanie Andrews'. Below the name is a 'My News' link. Below the link is a yellow message box that says: '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, in the *Staff Portal* section. 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.
