



Vision Computer Programming Services, Inc.

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Attended 52 - 104 Days Per Year

1. From the Main Menu choose Reports
2. Choose the Calendars 2 tab
3. Choose the Days Attended Summary on the bottom left of the screen
4. On the Universal Selection Engine choose “who” you want to show on the report
 - a. Enrolled at least one day between mm/dd/yyyy to mm/dd/yyyy
 - b. Attended at least one day between mm/dd/yyyy to mm/dd/yyyy
 - c. Or any other criteria needed
 - d. Click the Print USE Selections on Rpt checkbox at the bottom of the screen so your choices on the Universal Selection Engine will be available at a later time
5. Click Continue
6. Choose the date range for Attended.
7. Choose Entire Organization with Unit Page Break if you are a multiple unit organization and want to see the report broken down by Unit or choose a Specific Unit if you only need a single Unit.
8. Choose to count attendance at member’s home unit or any unit.
9. Optionally check or uncheck the Show Totals by Gender within each Age Group.
10. The Groups of # of Days Attended looks like the below but can be modified to fit your needs by starting at the bottom of the list and adjusting the numbers in the left column. If you only want 52 or more days, then delete the 0, delete the 12, delete the 40, delete the 52 and change the 105 to 52

105	and more
52	to 104
40	to 51
12	to 39
0	to 11

11. Choose to display the Age As Of a date (usually the end of the reporting period)
12. The Groups by Ages looks like the below and can be modified. If you only want 5 or older, then delete the 6, delete the 11, delete the 13 and change the 16 to 5 in order to capture all of the ages in one grouping.

16	or older
13	to 15
10	to 12
6	to 9
0	to 5

5	or older

13. Click the Gen. Attendance Only or Select All of the Activities.
14. Preview and you will see the total for each group of number of days attended.

Vision's Membership Registration

Days Attended Summary

1/01/18 to 6/30/18

Unit: 01 - Downtown Unit

Days Attended	Ages 0 to 5		Ages 6 to 9		Ages 10 to 12		Ages 13 to 15		Ages 16 or older		Age Unknown	
	#	%	#	%	#	%	#	%	#	%	#	%
105 and more	0	0%	9	50%	18	78%	19	63%	6	86%	0	0%
52 to 104	1	100%	7	39%	5	22%	10	33%	1	14%	0	0%
0 to 11	0	0%	2	11%	0	0%	1	3%	0	0%	0	0%
	<u>1</u>		<u>18</u>		<u>23</u>		<u>30</u>		<u>7</u>		<u>0</u>	

Vision's Membership Registration

Days Attended Summary

1/01/18 to 6/30/18

Unit: 01 - Downtown Unit

Days Attended	Ages 0 to 5		Ages 6 to 9		Ages 10 to 12		Ages 13 to 15		Ages 16 or older		Age Unknown	
	#	%	#	%	#	%	#	%	#	%	#	%
Female												
105 and more	0	0%	3	50%	9	82%	9	75%	5	100%	0	0%
52 to 104	1	100%	2	33%	2	18%	3	25%	0	0%	0	0%
0 to 11	0	0%	1	17%	0	0%	0	0%	0	0%	0	0%
	<u>1</u>		<u>6</u>		<u>11</u>		<u>12</u>		<u>5</u>		<u>0</u>	
Male												
105 and more	0	0%	6	55%	9	75%	10	56%	1	50%	0	0%
52 to 104	0	0%	5	45%	3	25%	7	39%	1	50%	0	0%
0 to 11	0	0%	0	0%	0	0%	1	6%	0	0%	0	0%
	<u>0</u>		<u>11</u>		<u>12</u>		<u>18</u>		<u>2</u>		<u>0</u>	

Vision's Membership Registration

Days Attended Summary

1/01/18 to 6/30/18

Unit: 01 - Downtown Unit

Days Attended	Ages 5 or older		Age Unknown	
	#	%	#	%
105 and more	52	66%	0	0%
52 to 104	24	30%	0	0%
0 to 11	3	4%	0	0%
	<u>79</u>		<u>0</u>	