

# Scan History

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The Scanning toolset is part of the [Campus Workflow Suite](#).

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**Classic View:** Attendance > Reports > Scan History

**Search Terms:** Scan History

The Scan History Report can be used to generate a view of scanning data over a period of time.

Scan History Report

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Scan Records for "19-20 Newton Senior High School"

**Scanner Type \***

**Start Date \***

**End Date \***

*Scan History Report Editor*

Field	Description
<b>Scanner Type</b>	The scanning tool for which the report will be generated. This includes core scanners, custom scanners, and all scanners. If a Custom Scanner is selected in the Scanner Type dropdown, the <b>Custom Scanner</b> field displays. See the <a href="#">Custom Scanner settings</a> documentation for additional information on how to set up custom scanning locations.
<b>Start Date</b>	The start date for the report.
<b>End Date</b>	The end date for the report.

Field	Description
<b>Room</b>	The room number of the scanning location. This field only display if a custom scanner is selected that has the <b>Run with room selection</b> option enabled OR the Classroom Kiosk is selected. See the <a href="#">Custom Scanner settings</a> documentation for additional information on how to set up custom scanning locations.

## Generate Scan History Report

1. Select a **Scanner Type** from the dropdown.
  - If **Custom Scanner** is selected, select which scanner from the **Custom Scanner** dropdown.
    - Select the **Room** if the Run with room selection option is enabled for that custom scanner OR Classroom Kiosk is selected in the Scanner Type dropdown.
2. Enter a date in the **Start Date** field.
3. Enter a date in the **End Date** field.
4. Click **Load**. The report results display in the Scan History window, but can be exported to Excel.
5. Modify any field and then click **Load** generates a fresh report with the new values.

## Report Layout

Column Name	Description
<b>Scanner</b>	The name of the scanner.
<b>Room</b>	The room number of the custom scanning location. The <b>Run with room selection</b> option must be enabled at System Administration > Scanning > Custom Scanners for this field to display. See the <a href="#">Custom Scanner settings</a> documentation for additional information on how to set up custom scanning locations.
<b>Student Number</b>	The student's ID number.
<b>Last Name</b>	The student's last name.
<b>First Name</b>	The student's first name.
<b>Sign-In Time</b>	The date/time the student scanned in to the scanning location.
<b>Sign-Out Time</b>	The date/time the student scanned out of the scanning location.

# Report Examples

Scanner	Room	Student Number	Last Name	First Name	Sign-In Time	Sign-Out Time
Library		<a href="#">204022</a>	Anderson	Lisa	02-03-2020 08:46 AM	
Library		<a href="#">204022</a>	Anderson	Lisa	02-13-2020 08:38 AM	
NSH Entry	Door 1	<a href="#">216067</a>	Aagard	Jonathan	02-13-2020 09:02 AM	
NSH Entry	Door 1	<a href="#">2594</a>	Aagard	Mark	02-13-2020 09:03 AM	
Resource Rm	100	<a href="#">204022</a>	Anderson	Lisa	02-13-2020 09:03 AM	
Resource Rm		<a href="#">204022</a>	Anderson	Lisa	02-13-2020 09:05 AM	
Hall Pass	101	<a href="#">216067</a>	Aagard	Jonathan	02-14-2020 08:55 AM	02-14-2020 08:55 AM
Resource Rm	500	<a href="#">213019</a>	Eslinger	Mike	02-17-2020 02:49 PM	
NSH Entry	600	<a href="#">216042</a>	Bautista	Donald	02-17-2020 02:49 PM	
NSH Entry	Door 1	<a href="#">216067</a>	Aagard	Jonathan	02-17-2020 02:51 PM	

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41 - 50 of 94 items

[Export to Excel](#)

*Scan History Report Example*