

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

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

Scanner Type *

Start Date *

End Date *

Scan History Report Editor

Field	Description
Scanner Type	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 Custom Scanner field displays. See the Custom Scanner settings documentation for additional information on how to set up custom scanning locations.
Start Date	The start date for the report.
End Date	The end date for the report.

Field	Description
Room	The room number of the scanning location. This field only display if a custom scanner is selected that has the Run with room selection option enabled OR the Classroom Kiosk is selected. See the Custom Scanner settings 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
Scanner	The name of the scanner.
Room	The room number of the custom scanning location. The Run with room selection option must be enabled at System Administration > Scanning > Custom Scanners for this field to display. See the Custom Scanner settings documentation for additional information on how to set up custom scanning locations.
Student Number	The student's ID number.
Last Name	The student's last name.
First Name	The student's first name.
Sign-In Time	The date/time the student scanned in to the scanning location.
Sign-Out Time	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		204022	Anderson	Lisa	02-03-2020 08:46 AM	
Library		204022	Anderson	Lisa	02-13-2020 08:38 AM	
NSH Entry	Door 1	216067	Aagard	Jonathan	02-13-2020 09:02 AM	
NSH Entry	Door 1	2594	Aagard	Mark	02-13-2020 09:03 AM	
Resource Rm	100	204022	Anderson	Lisa	02-13-2020 09:03 AM	
Resource Rm		204022	Anderson	Lisa	02-13-2020 09:05 AM	
Hall Pass	101	216067	Aagard	Jonathan	02-14-2020 08:55 AM	02-14-2020 08:55 AM
Resource Rm	500	213019	Eslinger	Mike	02-17-2020 02:49 PM	
NSH Entry	600	216042	Bautista	Donald	02-17-2020 02:49 PM	
NSH Entry	Door 1	216067	Aagard	Jonathan	02-17-2020 02:51 PM	

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[Export to Excel](#)

Scan History Report Example