# Updating Sign In Sheets

Updating your Sign In sheet automatically updates the Tally Sheet

To Add a New Child (In Alphabetical Order)

1. Click on the correct tab (AM or PM)
2. In column F click on the name that would come after the new child
3. Holding your left mouse button down (clicked), drag your mouse down to highlight remaining names. Then release clicked button.
4. With your pointer in the highlighted area click your Right mouse button
5. From the menu that comes up, click on Copy
6. Click (left mouse button) in the cell right below the 1st highlighted name
7. Click down arrow on the Paste button and choose Paste Values
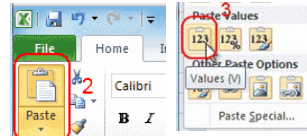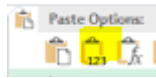
   or right click and choose Paste
8. You will now have two of the same name. Click in the cell where the new names should be.
9. Type the child's name (Last, First). This <u>must</u> be their 1st and last name as stated on their birth certificate.
10. Save and Print

To Delete a Terminated Child

Do Not Delete their name until <u>after</u> their last day of enrollment per NOA

1. Click on the correct tab (AM or PM)
2. In column F click on the name below the terminated child
3. Holding your left mouse button down (clicked), drag your mouse down to highlight remaining names and the first blank cell. Then release clicked button.
4. With your pointer in the highlighted area click your Right mouse button
5. From the menu that comes up, click on Copy
6. Click (left mouse button) in the cell for the terminated child
7. Click Paste button (choose Paste Values) or right click and choose Paste Values
8. Delete duplicate names at the bottom (if any)
9. Save and Print

Add new child and delete terminated children if you have not already done so (see instruction on front)

Prepare and Print Sign In and Tally Sheets for new Month

1. Click on Template tab
2. Click in cell C4 (Month for NUSD Template)
3. Type new Month
4. (if needed) Click in cell D4 and change the year
5. Click on the Tally Sheet tab (must be done for both AM and PM)
6. Click (left click) and hold on column G
7. Drag across to column AL (all column G-AL should be highlighted).
8. With your pointer in the highlighted area, Right click
9. Select (click) Unhide
10. Hide Sat, Sun and days closed by right clicking on the column letter and selecting Hide
11. Save and Print