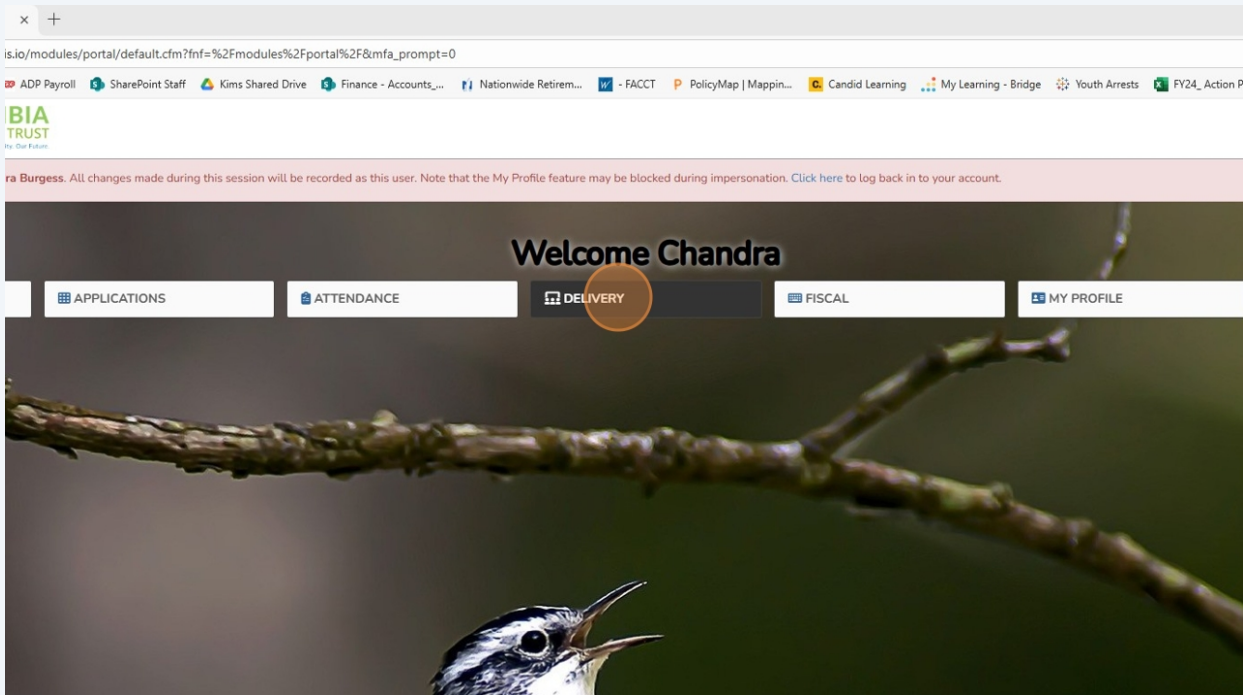


Total Number of Participants / Quarterly Average Program Attendance Workflow

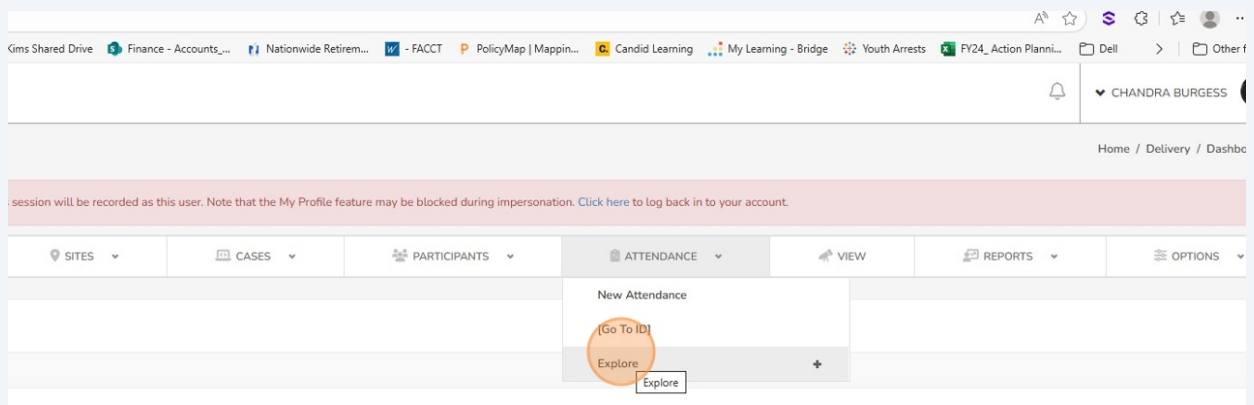
1

Go to Delivery



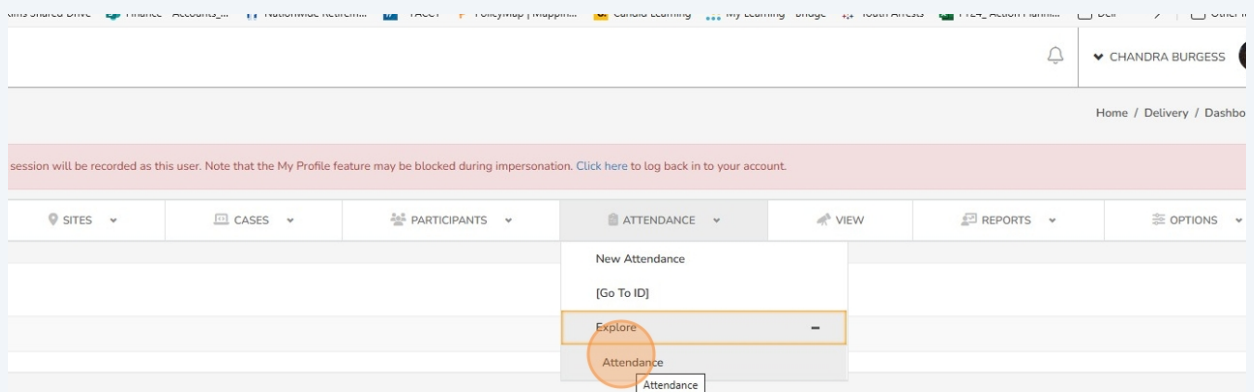
2

Hover your mouse over Attendance and click the plus sign next to Explore



3

Choose Attendance



4 If you see a page that looks like this, click on the menu

escambia.samis.io/modules/programmatic/attendance.cfm?action=Explore&row_index=0&explorer_view=Grid&grid_scroll_record_id=1611

Home / Delivery / Attendance /

You are currently impersonating **Chandra Burgess**. All changes made during this session will be recorded as this user. Note that the My Profile feature may be blocked during impersonation. [Click here to log back in to your account.](#)

AGENCIES PROGRAMS SITES CASES PARTICIPANTS **ATTENDANCE** VIEW REPORTS OPTIONS

Search or ask AI 21,746

Drop group by column:

	Recorded By Email	Program	Unit of Service	Group	Session	Workshop	Participant	Date Of Service	Units	Date Recorded	Person Id Record	Adjusted Units
1	<input type="checkbox"/> View	Be a Success in Sc...		Mrs. Bridgette Clas...				04/04/2023	1	5/16/2023	249282	
2	<input type="checkbox"/> View	Be a Success in Sc...		Mrs. Bridgette Clas...				04/04/2023	1	5/16/2023	249282	
3	<input type="checkbox"/> View	Be a Success in Sc...		Mrs. Bridgette Clas...				04/04/2023	1	5/16/2023	249282	
4	<input type="checkbox"/> View	Be a Success in Sc...		Mrs. Bridgette Clas...				04/04/2023	1	5/16/2023	249282	
5	<input type="checkbox"/> View	Be a Success in Sc...		Mrs. Bridgette Clas...				04/04/2023	1	5/16/2023	249282	
6	<input type="checkbox"/> View	Be a Success in Sc...		Mrs. Bridgette Clas...				04/04/2023	1	5/16/2023	249282	
7	<input type="checkbox"/> View	Be a Success in Sc...		Mrs. Bridgette Clas...				04/04/2023	1	5/16/2023	249282	
8	<input type="checkbox"/> View	Be a Success in Sc...		Mrs. Bridgette Clas...				04/05/2023	1	5/16/2023	249282	
9	<input type="checkbox"/> View	Be a Success in Sc...		Mrs. Bridgette Clas...				04/06/2023	1	5/16/2023	249282	
10	<input type="checkbox"/> View	Be a Success in Sc...		Mrs. Bridgette Clas...				04/07/2023	1	5/16/2023	249282	
11	<input type="checkbox"/> View	Be a Success in Sc...		Mrs. Bridgette Clas...				04/05/2023	1	5/16/2023	249282	
12	<input type="checkbox"/> View	Be a Success in Sc...		Mrs. Bridgette Clas...				04/06/2023	1	5/16/2023	249282	
13	<input type="checkbox"/> View	Be a Success in Sc...		Mrs. Bridgette Clas...				04/07/2023	1	5/16/2023	249282	

5 Select Pivot

escambia.samis.io/modules/programmatic/attendance.cfm?action=Explore&row_index=0&explorer_view=Grid&grid_scroll_record_id=1611

Home / Delivery / Attendance /

You are currently impersonating **Chandra Burgess**. All changes made during this session will be recorded as this user. Note that the My Profile feature may be blocked during impersonation. [Click here to log back in to your account.](#)

AGENCIES PROGRAMS SITES CASES PARTICIPANTS **ATTENDANCE** VIEW REPORTS OPTIONS

Search or ask AI 21,746

Grid Settings Close

Select Columns/Fields

Scroll Mode: Infinite

Scroll Mode: Paging

Cell Padding: Condensed

Cell Padding: Normal

Reset Grid

View

Pivot

Calendar

Charts

History

Saved Views

Action

Share Grid Settings

Save View

Merge

Select Action

Download

Excel

CSV

PDF (Grid)

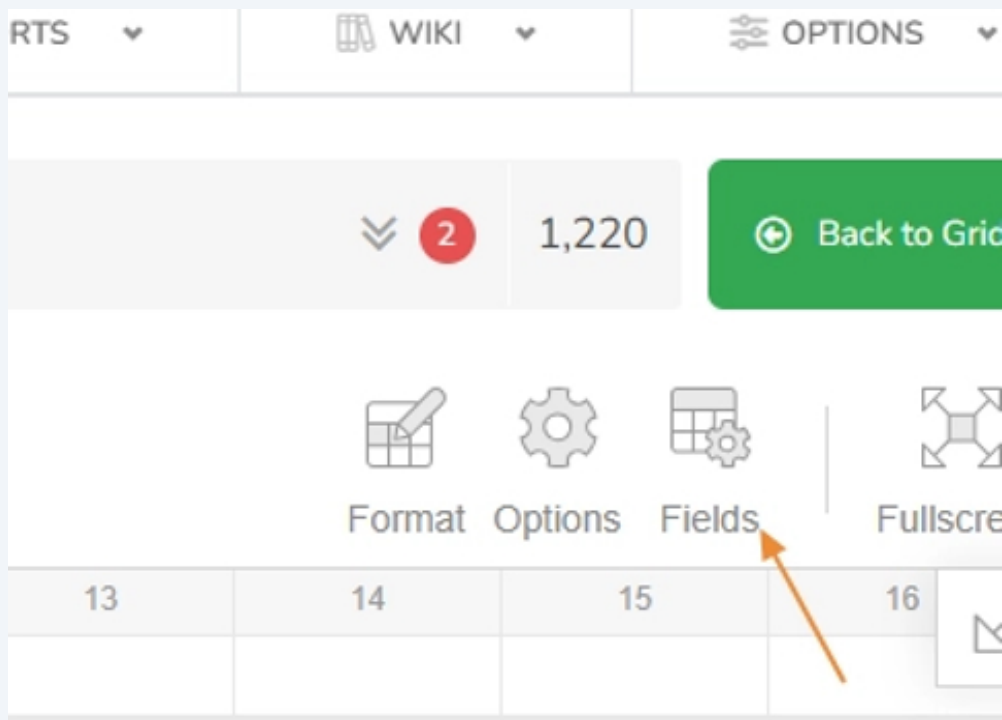
PDF (Records)

Tableau

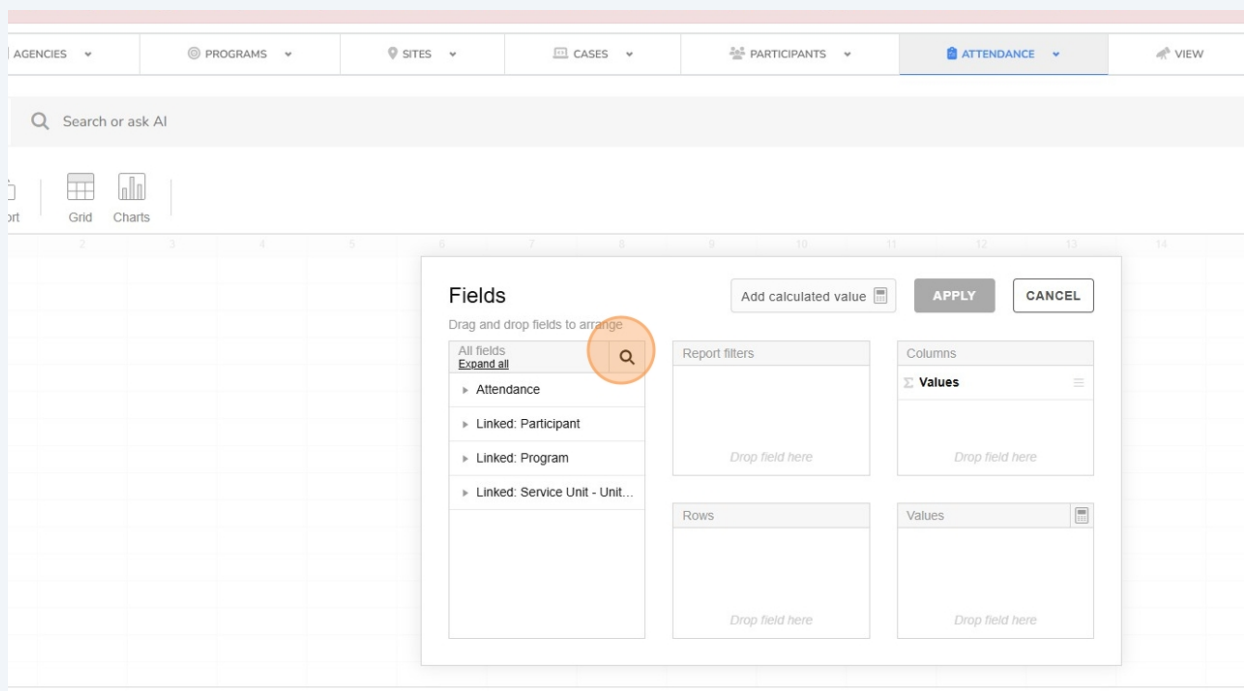
PowerBI

6	<input type="checkbox"/> View	Be a Success in Sc...		Mrs. Bridgette Clas...				04/04/2023	1	5/16/2023	249282	
7	<input type="checkbox"/> View	Be a Success in Sc...		Mrs. Bridgette Clas...				04/04/2023	1	5/16/2023	249282	
8	<input type="checkbox"/> View	Be a Success in Sc...		Mrs. Bridgette Clas...				04/05/2023	1	5/16/2023	249282	
9	<input type="checkbox"/> View	Be a Success in Sc...		Mrs. Bridgette Clas...				04/06/2023	1	5/16/2023	249282	
10	<input type="checkbox"/> View	Be a Success in Sc...		Mrs. Bridgette Clas...				04/07/2023	1	5/16/2023	249282	
11	<input type="checkbox"/> View	Be a Success in Sc...		Mrs. Bridgette Clas...				04/05/2023	1	5/16/2023	249282	
12	<input type="checkbox"/> View	Be a Success in Sc...		Mrs. Bridgette Clas...				04/06/2023	1	5/16/2023	249282	
13	<input type="checkbox"/> View	Be a Success in Sc...		Mrs. Bridgette Clas...				04/07/2023	1	5/16/2023	249282	

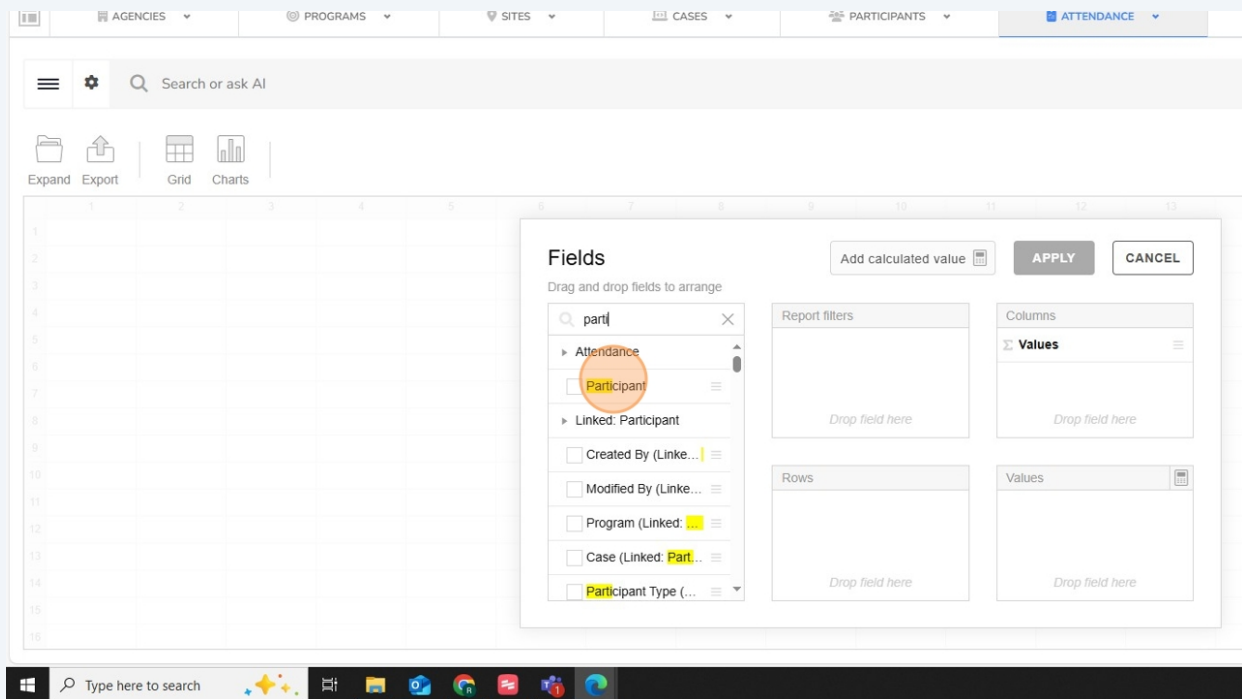
6 If the fields box does not initially appear, select the Fields button



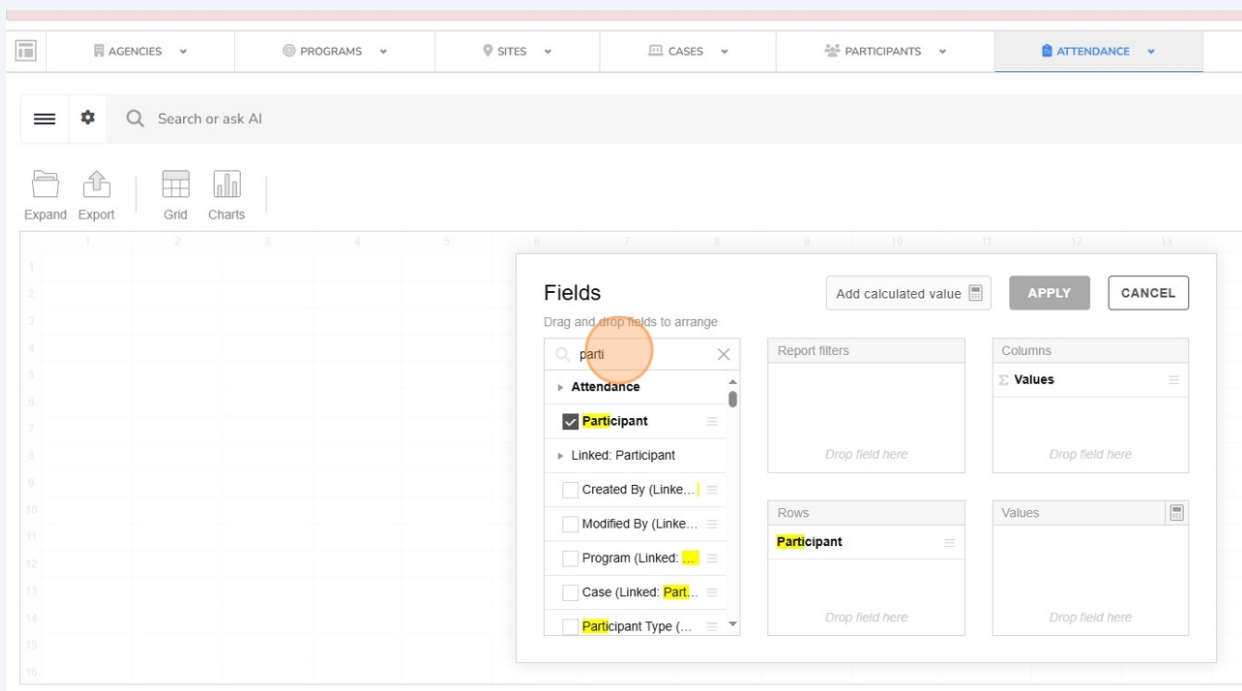
7 Use the search bar and type in Participants



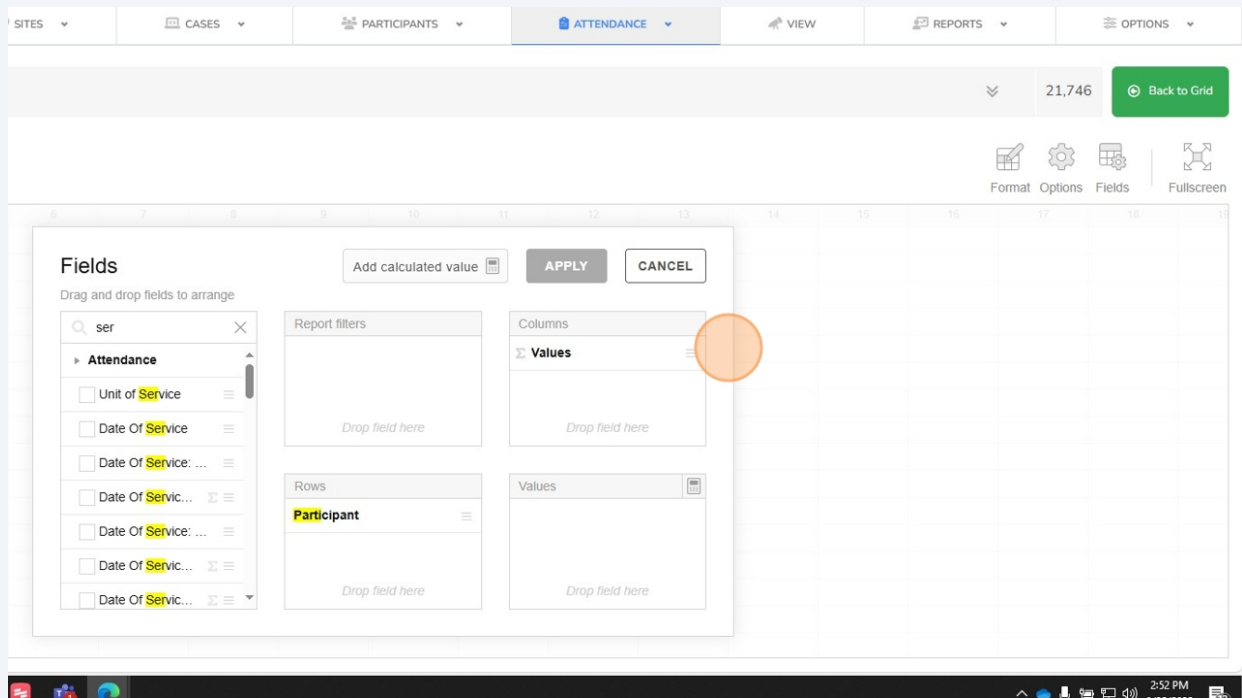
8 Move the Participant field over to the rows section



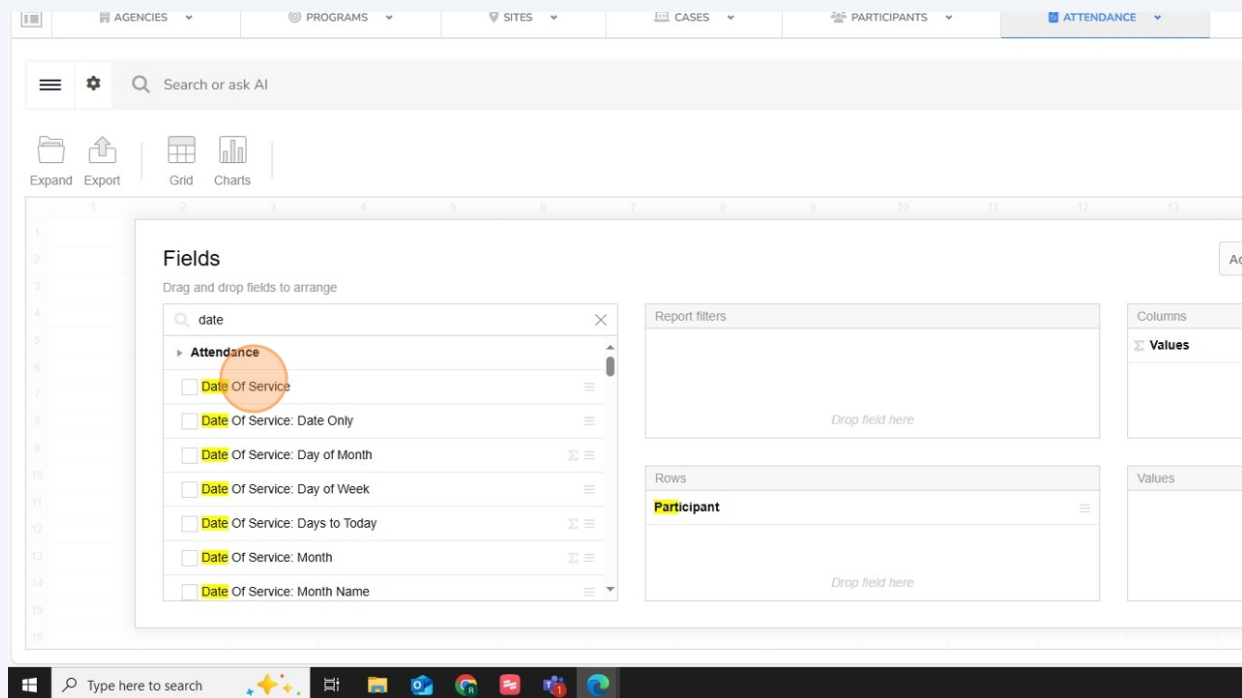
9



10 Search for Date of Service



11 Move Date of Service over to the columns and values tab



12

MENTAL HEALTH GRANTS ONLY -Select the drop-down and choose Distinct Count

Fields

Drag and drop fields to arrange

All fields
[Expand all](#)

- Attendance
- Linked: Participant
- Linked: Program
- Linked: Service Unit - U...

Report filters

Drop field here

Columns

Date Of Service

Σ Values

Drop field here

Rows

Participant

Site

Service (Linked: Service...

Drop field here

Count

Min

Max

Distinct Count ✓

Drop field here

Add calculated value

APPLY

CANCEL

13

Hit Apply

will be recorded as this user. Note that the My Profile feature may be blocked during impersonation. Click here to log back in to your account.

SITES CASES PARTICIPANTS **ATTENDANCE** VIEW REPORTS OPTIONS

21,746 Back to Grid

Format Options Fields Fullscreen

Add calculated value

APPLY

CANCEL

Report filters

Drop field here

Columns

Σ Values

Date Of Service

Drop field here

Rows

Participant

Drop field here

Values

Count of Date Of Service

Drop field here

14 The pivot table contains all your participants and their dates of attendance

Next step is to filter by Date of Service

Click the drop-down arrow

The screenshot shows a web application interface for managing attendance data. At the top, there's a navigation bar with tabs for SITES, CASES, PARTICIPANTS, ATTENDANCE (selected), VIEW, REPORTS, and OPTIONS. Below the navigation bar, there's a search bar with a dropdown arrow and a 'Back to Grid' button. The main area displays a PivotTable with columns for dates from 2023-04-10 to 2023-04-26. The 'Fields' button is highlighted with an orange box, indicating the next step in the tutorial.

	6	7	8	9	10	11	12	13	14	15	16	17	18
07	2023-04-10	2023-04-11	2023-04-12	2023-04-13	2023-04-14	2023-04-17	2023-04-18	2023-04-19	2023-04-20	2023-04-21	2023-04-24	2023-04-25	2023-04-26
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0

15 Click the Green Group button

The screenshot shows the same web application interface, but with a filter panel open on the left. The filter panel has a 'Clear All Filters' button and a 'Rule' button. The 'Group' button is highlighted with an orange box, indicating the next step in the tutorial. The main area still displays the PivotTable with attendance data.

	6	7	8	9	10	11	12	13	14	15	16	17	18
07	2023-04-10	2023-04-11	2023-04-12	2023-04-13	2023-04-14	2023-04-17	2023-04-18	2023-04-19	2023-04-20	2023-04-21	2023-04-24	2023-04-25	2023-04-26
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0	0	0

16 Search Date of Service

The screenshot shows the ESCAMBIA CHILDREN'S TRUST system interface. The user is impersonating Chandra Burgess. The main menu includes AGENCIES, PROGRAMS, SITES, CASES, PARTICIPANTS, ATTENDANCE, VIEW, REPORTS, and OPTIONS. The ATTENDANCE section is active, showing a search filter for 'Date of Service'. The filter is set to 'Date of Service: Day of Month'. The search results table shows columns for 'Date of Service' and 'Date of Service: Day of Month'. The filter is applied to the 'Date of Service' column.

17 Choose Between in the drop-down list

The screenshot shows the ESCAMBIA CHILDREN'S TRUST system interface. The user is impersonating Chandra Burgess. The main menu includes AGENCIES, PROGRAMS, SITES, CASES, PARTICIPANTS, ATTENDANCE, VIEW, REPORTS, and OPTIONS. The ATTENDANCE section is active, showing a search filter for 'Date of Service'. The filter is set to 'Date of Service: Day of Month'. The search results table shows columns for 'Date of Service' and 'Date of Service: Day of Month'. The filter is applied to the 'Date of Service' column. A dropdown menu is open, showing options: equal, not equal, less, less or equal, greater, greater or equal, between, not between, is empty, and is not empty. The 'between' option is selected.

18 Enter the start and end dates for the Quarter

The screenshot shows the 'ATTENDANCE' module interface. At the top, there are tabs for PROGRAMS, SITES, CASES, PARTICIPANTS, and ATTENDANCE. Below the tabs is a search bar and a 'Filters' section. The 'Filters' section includes a 'Select Quick Filter' dropdown and a filter rule editor. The filter rule editor shows a rule for 'Date Of Service' with a 'between' operator and a start date of '08/01/2025'. A calendar for September 2025 is open, showing the dates from 1 to 30. The date '30' is highlighted with a red circle. Below the calendar is a table with columns for dates and rows for participants. The table contains zeros in the cells. At the bottom, there are buttons for 'Apply Filters', 'Apply Filters & Close', and 'Close'.

19 Select Apply Filters and Close

The screenshot shows the 'ATTENDANCE' module interface. At the top, there are tabs for AGENCIES, PROGRAMS, SITES, CASES, PARTICIPANTS, and ATTENDANCE. Below the tabs is a search bar and a 'Filters' section. The 'Filters' section includes a 'Select Quick Filter' dropdown and a filter rule editor. The filter rule editor shows a rule for 'Date Of Service' with a 'between' operator and start/end dates of '08/01/2025' and '09/30/2025'. Below the filter rule editor is a table with columns for dates and rows for participants. The table contains zeros in the cells. At the bottom, there are buttons for 'Apply Filters', 'Apply Filters & Close', and 'Close'. The 'Apply Filters' button is highlighted with a red circle.

20 Everyone who attended in that quarter appears in the pivot table

Export the pivot chart to excel

AGENCIES

PROGRAMS

SITES

CASES

PARTICIPANTS

ATTENDANCE

☰

⚙

🔍 Search or ask AI

📁 Expand

📄 Export

📊 Grid

📈 Charts

	2	3	4	5	6	7	8	9	10	11	12	13	
1	DATE OF SERVICE												
2	PARTICIPANT	2025-08-01	2025-08-07	2025-08-11	2025-08-12	2025-08-13	2025-08-14	2025-08-15	2025-08-18	2025-08-19	2025-08-20	2025-08-21	2025-08-22
3		1	1	1	1	1	1	1	1	1	1	1	1
4		0	0	1	1	1	1	1	1	1	1	1	1
5		0	0	0	0	1	0	0	0	0	0	0	0
6		0	0	0	0	0	1	1	1	1	1	1	1
7		1	0	1	1	1	1	1	1	1	1	1	1
8		1	0	0	0	0	0	0	0	0	0	0	0
9		0	0	1	1	1	1	1	1	1	1	1	1
10		1	0	0	0	0	0	0	0	0	0	0	0
11		0	0	1	1	1	1	1	1	1	1	1	1
12)	1	0	1	1	1	1	1	1	1	1	1	0
13		0	0	1	1	1	1	1	1	1	1	1	1
14		0	0	1	1	1	1	1	1	1	1	1	1
15		0	0	1	1	1	1	1	1	1	1	1	1
16		0	0	1	1	1	1	1	1	1	1	1	1

🔍 Type here to search

📄

📁

🌐

📺

📺

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📺

📺

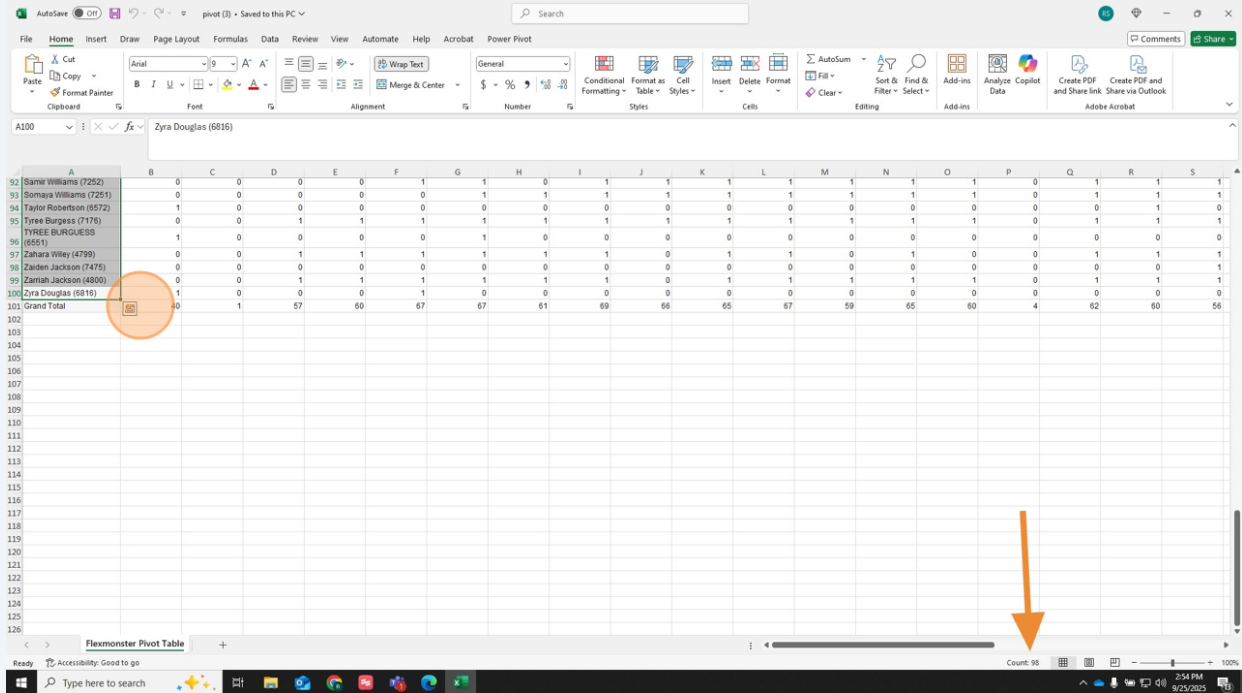
21 Download and open the exported file

The screenshot shows an Excel spreadsheet with the exported pivot table data. The data is organized into columns for dates and rows for participants. The 'Grand Total' row at the bottom shows the sum of attendance for each date. An orange circle highlights the 'Grand Total' row.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
77	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
78	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
79	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1
80	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0
81	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
82	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
83	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
84	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
85	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
86	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
87	1	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
88	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
89	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
90	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
91	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
92	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1
93	0	0	0	0	0	0	1	1	1	1	1	1	1	1	1	1	1	1
94	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
95	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
96	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
97	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
98	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
99	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
100	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
101	Grand Total	40	1	57	60	67	67	61	69	66	65	67	59	65	60	4	62	60

22 Highlight all participant names and a count will appear in the bottom right

That count is the Total Number of Participants

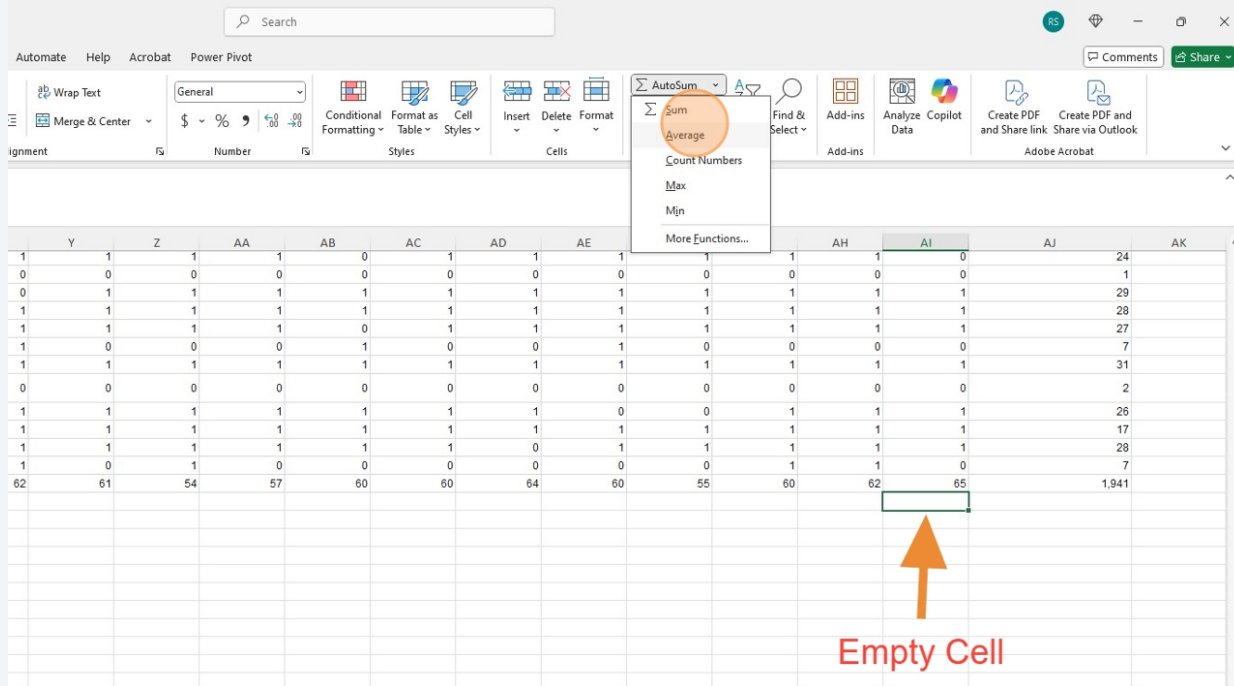


23 The total numbers at the end of each column show the number of participants that attended each day

	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ
1	1	1	1	1	1	0	1	1	1	1	1	1	0	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1	0	1	1	1	1	1	1	1	1	1	1	1	1	
1	1	1	1	1	1	1	1	1	1	1	1	1	1	
1	1	1	1	1	1	0	1	1	1	1	1	1	1	
1	1	0	0	0	0	1	0	0	1	0	0	0	0	
1	1	1	1	1	1	1	1	1	1	1	1	1	1	
0	0	0	0	0	0	0	0	0	0	0	0	0	0	
1	1	1	1	1	1	1	1	1	0	0	1	1	1	
1	1	1	1	1	1	1	1	1	1	1	1	1	1	
1	1	1	1	1	1	1	1	0	1	1	1	1	1	
1	1	1	0	1	0	0	0	0	0	0	1	1	0	
64	62	61	54	57	60	60	64	60	55	60	62	65		

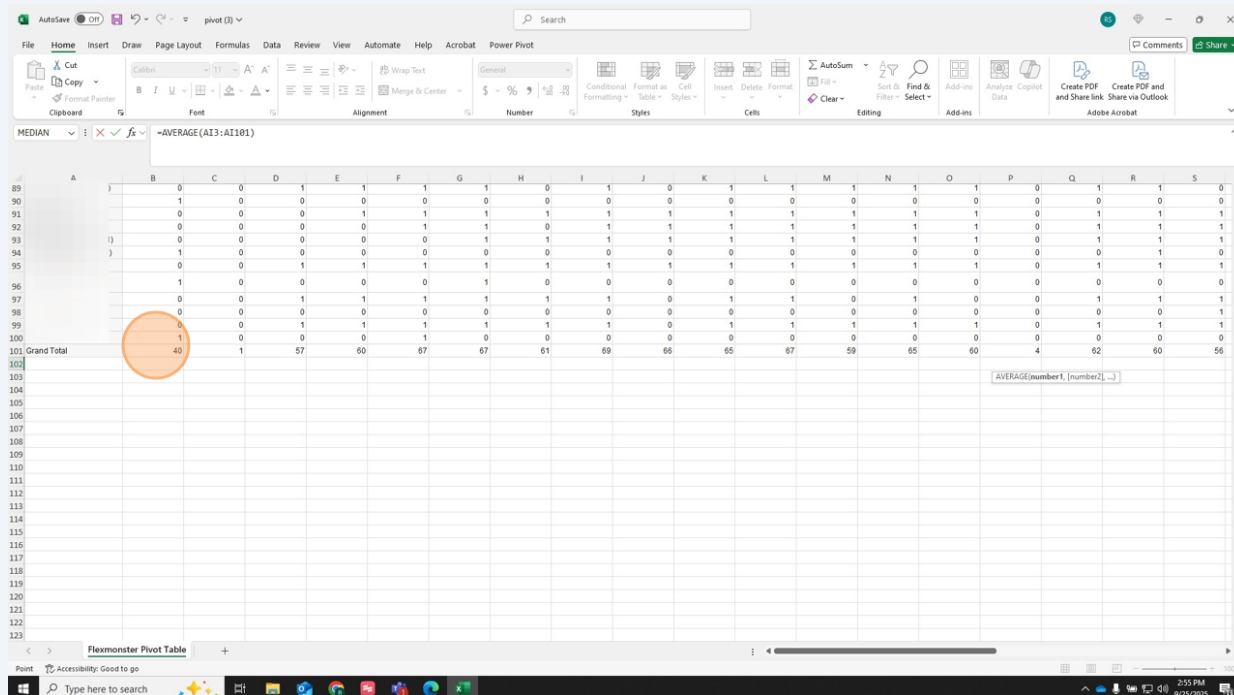
24

Click on an empty excel cell in the document. Then click the Auto Sum dropdown and select Average



25

Select the first total daily attended number



26

Click the corner of the blue square and drag the square across all total daily attended numbers

The screenshot shows the Microsoft Excel interface with the 'Flexmonster Pivot Table' active. The PivotTable is located in the range B101:AI101. The formula bar shows the formula '=AVERAGE(B101)'. A blue square is visible in cell B101, and a blue square is also visible in cell AI101. The PivotTable data is as follows:

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
89	0	0	1	1	1	1	0	1	0	1	1	1	1	1	0	1	1	0
90	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
91	0	0	1	1	1	1	1	1	1	1	1	1	1	1	0	1	1	1
92	0	0	0	0	0	1	0	1	1	1	1	1	1	1	1	1	1	1
93	0	0	0	0	0	0	1	1	1	1	1	1	1	1	0	1	1	1
94	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
95	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	0	1	1
96	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
97	0	0	1	1	1	1	1	1	1	1	1	1	1	1	0	1	1	1
98	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
99	0	0	1	1	1	1	1	1	1	1	1	1	1	1	0	1	1	1
100	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
101 Grand Total	403	1	57	60	67	67	61	69	66	65	67	59	65	60	4	62	60	56

27

Hit Enter after the cells have been selected

The screenshot shows the Microsoft Excel interface with the 'Flexmonster Pivot Table' active. The PivotTable is located in the range B101:AI101. The formula bar shows the formula '=AVERAGE(B101)'. A blue square is visible in cell B101, and a blue square is also visible in cell AI101. The PivotTable data is as follows:

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
89	0	0	1	1	1	1	0	1	0	1	1	1	1	1	0	1	1	0
90	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
91	0	0	1	1	1	1	1	1	1	1	1	1	1	1	0	1	1	1
92	0	0	0	0	0	1	0	1	1	1	1	1	1	1	1	1	1	1
93	0	0	0	0	0	0	1	1	1	1	1	1	1	1	0	1	1	1
94	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
95	0	0	1	1	1	1	1	1	1	1	1	1	1	1	1	0	1	1
96	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
97	0	0	1	1	1	1	1	1	1	1	1	1	1	1	0	1	1	1
98	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
99	0	0	1	1	1	1	1	1	1	1	1	1	1	1	0	1	1	1
100	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
101 Grand Total	403	1	57	60	67	67	61	69	66	65	67	59	65	60	4	62	60	56

28

This number is the quarterly average attendance

	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ	
	1	1	1	1	1	0	1	1	1	1	1	1	1	0	24
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
	1	0	1	1	1	1	1	1	1	1	1	1	1	1	29
	1	1	1	1	1	1	1	1	1	1	1	1	1	1	28
	1	1	1	1	1	0	1	1	1	1	1	1	1	1	27
	1	1	0	0	0	1	0	0	1	0	0	0	0	0	7
	1	1	1	1	1	1	1	1	1	1	1	1	1	1	31
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
	1	1	1	1	1	1	1	1	1	0	0	1	1	1	26
	1	1	1	1	1	1	1	1	1	1	1	1	1	1	17
	1	1	1	1	1	1	1	1	0	1	1	1	1	1	28
	1	1	0	1	0	0	0	0	0	0	1	1	0	0	7
L	64	62	61	54	57	60	60	64	60	55	60	62	65	1,941	
Z													57		

