

Creating a Sign-In Sheet with Proxies

In the “Kit Issuance” view, check “Proxy” in the box at the top of the page to include the “Proxy” field in your spreadsheet.

CSFP Training Site Search Elizabeth

For the following columns Select All De-select All

- Official Location
- Last Name
- Enrollment Date
- Visit Date
- CSFP ID
- First Name
- Next Recertification
- Location
- Status
- Date of Birth
- Ineligible Reason / Notes
- Total
- Status Change Date
- Proxy
- Phone Number

Show Deceased Clients

If a client has any proxies listed, they will be included in your client list. You can then export your sign-in sheet as usual.

Enable Scrolling Copy CSV Mail Merge Print View Signature Sheet

Per page: 10 Search

CSFP ID	Status	Last Name	First Name	Proxy	Visit Date
22713	Active	Brown	Charlie		
69372	Waiting List	Example	Client		
20028	Inactive	Eyre	Jane		
20564	Inactive	Holliday	Kathy		
14809	Inactive	Johnson	Francis		
12085	Inactive	Smith	John	Jones, Thomas	
22902	Inactive	Van Pelt	Linus	Sally Brown, Snoopy	

Showing 1 to 7 of 7 entries