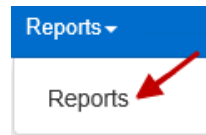


KinderConnect – Printing and Exporting Attendance Data

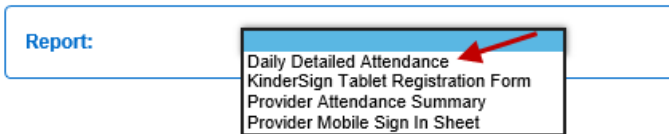
It is easy to review print and export attendance data for further revision.

A Click **Reports** under Reports.



B Press the drop-down arrow and select the **Daily Detailed Attendance** report.

Reports



C Enter at least the required search parameters (indicated with a red asterisk *). Entering information in other fields is optional.

Reports

Report:

★ denotes a required report parameter

Description: Displays the time in and out, event creation dates, professional days, and attendance hours for each child, for each day based on the days entered

Provider: ★ Eddie's Care

Start Date: ★

End Date: ★

Only Submitted Attendance:

Sort By: ★ Child Name

Page Breaks: ★ No

Case Number:

Contract Type: All Children

Child: Select >>

Output Type: PDF

It is important to select the **Output Type** you would like to generate. Select **CSV** if you would like to export the attendance data to a Microsoft Excel workbook. Press **View**.

D Once the Report generates, press **Open** from your browser to review in the selected **Output Type** format. Note: Depending on your browser, it might be different.



E You can now review the report using Microsoft Excel. Note: This report can be generated in **PDF** and **CSV** format. Follow the same steps to generate a PDF output, selecting **PDF** as **Output Type**. The sample below has been generated in .pdf format.

Daily Detailed Attendance
Provider / All Attendance

Provider: Eddie's Care
Date Range: 08/27/18 to 01/08/19
Sort By: Child Name
Contract Type: All Children

Family Name	Child Name	Date	In		Out		PD Days	Absences	Hours
			Event	Created	Event	Created			
BAutoFamily1	AutoFamily1, Amy	09/01/18		09/27/18 03:53PM				1	
	Total:	0						1	0
Bailey 0060222	Bailey, Matty	09/01/18		09/27/18 03:53PM				1	
	09/30/18	08:00AM	10/01/18 08:56AM						
	Total:	1						1	0
Birch	Birch, Kenny	09/01/18		09/27/18 03:53PM				1	
	09/30/18	04:00AM	10/01/18 08:56AM						
	Total:	1						1	0
Lee	Lee, Aabigail	01/09/19	08:00PM	01/14/19 04:11PM	11:59PM	01/14/19 04:10PM			04:00
	01/07/19	12:00AM	01/14/19 04:10PM	05:00AM	01/14/19 04:11PM				05:00
	Total:	1						0	0
Lee	Lee, Aaron	12/26/18	12:00AM	01/15/19 11:50AM					1
	Total:	0						0	1
Lee	Lee, Abe	11/25/18	04:36PM	12/03/18 04:36PM	05:36PM	12/03/18 04:37PM			01:00
	12/02/18	11:00PM	12/18/18 03:56PM	11:59PM	12/19/18 03:56PM				01:00
	12/03/18	12:00AM	12/19/18 03:56PM	03:00AM	12/19/18 03:56PM				03:00
	Total:	2						0	0
Lee	Lee, AutoProviderKid	09/01/18		09/27/18 03:53PM				1	
	09/30/18	05:00AM	10/01/18 08:56AM						
	Total:	1						1	0
Lee	Lee, Bobo	11/12/18	06:48AM	11/13/18 06:46AM	08:00AM	11/13/18 06:53AM			01:12