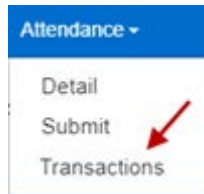


## KinderConnect - View and Export Attendance Transactions

**Providers/Programs** can view the details of all attendance transactions performed during a selected reporting period.

**A** Click on **Transactions** under Attendance.



**B** Enter the desired search parameters to locate the transactions you would like to review.

**Transactions**

★ denotes a required field

Start Date: ★ 4/10/2020

End Date: ★ 4/17/2020

Provider: Provider2 R (San Diego)

Operators: [Select >>](#)

Sponsors: [Select >>](#)

Children: [Select >>](#)

Filter: Standard

Status:

Device Type:

Device ID:

Device Serial #:

Source:

Event:

Case Number:

Output Type: Rows

**C** Press **Search**.



**D** The **Search Results** show details of all attendance transactions performed during the selected reporting period.

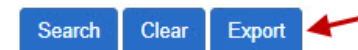
Search Results Found: 12

Provider	Child Name	Case Number	Event	Event Time	Update Time	Creation Time	Status	User	Sponsor ID
→ AAA Child Care	Peterson, Ben	PET002	Time In	2/24/2020 8:00:00 AM	2/24/2020 12:15:56 PM	2/24/2020 12:15:00 PM	Approved	Admin, System System Administrator	
→ AAA Child Care	Peterson, Ben	PET002	Time Out	2/24/2020 10:00:00 AM	2/24/2020 12:15:56 PM	2/24/2020 12:15:00 PM	Approved	Admin, System System Administrator	
→ AAA Child Care	Peterson, Ben	PET002	Time In	2/24/2020 11:00:00 AM	2/24/2020 12:16:06 PM	2/24/2020 12:16:00 PM	Approved	Admin, System System Administrator	

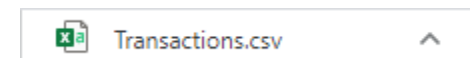
**E** Press **Clear** if you would like to delete the current search parameters and enter new ones.



**F** When a search completes, if it generates **Search Results**, the **Export** button appears. Press **Export** to open and export the results in CSV format for additional review.



**G** The CSV export file displays on the lower left side of your screen.



**H** Click on the file name to open the **Search Results** using Microsoft Excel.

Note: Depending on your browser, the steps to open the file after the **Export** completes might be different.