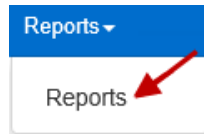


KinderConnect – Printing and Exporting Attendance Data

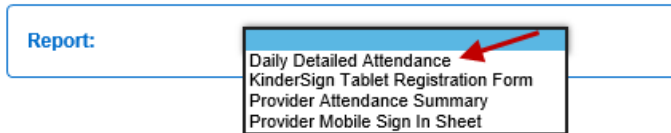
It is easy to review print and export attendance data for further revision.

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: Daily Detailed Attendance

★ 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

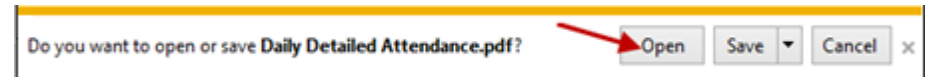
Child Select >>

Output Type: PDF

View

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	Event	In		Out		PD Days	Absences	Hours
				Created	Event	Created	Event			
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
05:00									0	05:00
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	12/18/18	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
05:00									0	05:00
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
05:00									1	0
Lee	Lee, Bobo	11/12/18	06:48AM	11/13/18	06:46AM	08:00AM	11/13/18	06:53AM		01:12

KinderConnect 2.2.0.5 Build 00 V-2