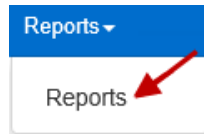# KinderConnect – Printing and Exporting Attendance Data
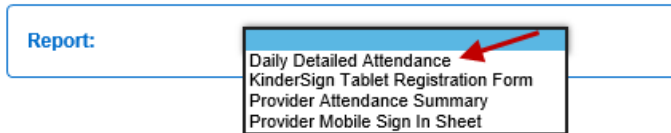
It is easy to review print and export attendance data for further revision.

A Click **Reports** under Reports.

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

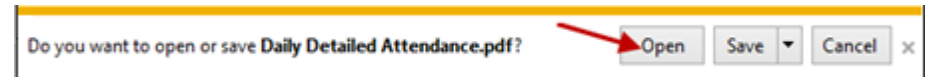**C** Enter at least the required search parameters (indicated with a red asterisk *). Entering information in other fields is optional.

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.

Do you want to open or save **Daily Detailed Attendance.pdf**? Open | Save ▾ | Cancel ✕

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.

For more information, visit www.ohiocctap.info, email us at supportOH@kindersystems.com or call us at 1-833-866-1708.