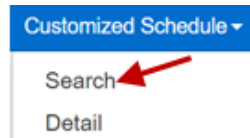


KinderConnect – Search for Customized Schedule

- A** Use **Customized Schedule Search** to locate the desired **Customized Schedule**.



- B** Enter the desired search criteria. Press **Search**.

Customized Schedule Search

Provider: AAA Child Care Select >> ✕

Customized Schedule Name:

Category: ▾

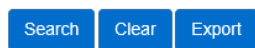
Start:

End:

Status: ▾

School: ▾

- C** To review the details of a **Customized Schedule**, once you locate the desired scheduled in the **Search Results**, click on the **Customized Schedule Name** to open the corresponding **Detail** page.



Search Results

Customized Schedule Name	Provider Name	School	Category Name	Start	End	Status
Anthony New	AAA Child Care	Non-School	Half-Day School	1/1/2019	10/24/2019	Active
Anthony's 18th	AAA Child Care	School	All-Day School	10/3/2019	11/5/2019	Active
Anthony's First	AAA Child Care	Non-School	Half-Day School	1/1/2019	7/31/2019	Active

KinderConnect – Export a Customized Schedule

- A** Once you have located the desired **Customized Schedule**, press **Export** if you would like to generate a CSV (Microsoft Excel) file that will include all Customized Schedules that meet your search criteria.



Search Results

Customized Schedule Name	Provider Name	School	Category Name	Start	End	Status
Anthony New sched	AAA Child Care	Non-School	Half-Day School	1/1/2019	10/24/2019	Active
Anthony's 18th	AAA Child Care	School	All-Day School	10/3/2019	11/5/2019	Active
Anthony's First	AAA Child Care	Non-School	Half-Day School	1/1/2019	7/31/2019	Active

- B** Indicate whether you would like to include the name of the children assigned to the **Customized Schedule**. Press **Yes** to include or press **No** to exclude.

Export Options

Export with Children?

- C** When the new CSV file generates, click on the name of the file to open in Microsoft Excel. Note that, depending on your browser, the steps might be different.

