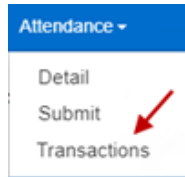# KinderConnect - View and Export Attendance Transactions

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

A Click on **Transactions** under Attendance.

Attendance ▾
- Detail
- Submit
- Transactions

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

Transactions

★ denotes a required field

Start Date: ★	1/1/2022	Status:	Select All
End Date: ★	11/9/2022	Device Type:	Select All
Provider:	Aunt Elaine's Child Care Select >> ✖	Device ID:	
Operators:	Select >>	Device Serial #:	
Sponsors:	Select >>	Source:	Select All
Children:	Select >>	Event:	Select All
Filter:	Standard	Absent Type:	Select All
Include Images:	☐	Case Number:	
		Output Type:	Rows

C Press **Search**.

Search   Clear

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

Search   Clear   Export

Search Results

Found: 6

| | Provider | Child Name | Case Number | OB Case Number | Event | Absent Type | Event Time | Update Time | Creation Time | Status | User | Source | Device ID | Device Type | Device Serial | Geocode | Signature | Sponsor ID |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| → | Aunt Elaine's Child Care | Bacall, Ben | BACFAM771 | | Absent | | 5/5/2022 12:00:00 AM | 5/5/2022 8:11:58 AM | 5/5/2022 8:11:58 AM | Approved | tony, willie Program Attendance | Mobile | 84 | Android Tablet | | 0.000000 0.000000 | | |
| → | Aunt Elaine's Child Care | Bob , TestAuth | | | Absent | | 5/5/2022 | 5/5/2022 12:11:34 PM | 5/5/2022 12:11:00 PM | Approved | Hill, Brenner System Administrator | Web | | | | | | |
| → | Aunt Elaine's Child Care | Bob, Dani | | | Absent | | 5/5/2022 12:00:00 AM | 5/5/2022 8:13:58 AM | 5/5/2022 8:13:58 AM | Approved | tony, willie Program Attendance | Mobile | 84 | Android Tablet | | 0.000000 0.000000 | | |
| → | Aunt Elaine's Child Care | Gerdes, Gabriel | | | Time In | | 5/5/2022 12:03:14 PM | 5/5/2022 12:03:14 PM | 5/5/2022 12:03:14 PM | Approved | Gerdes, Gavin Sponsor | Mobile | 84 | Android Tablet | | 0.000000 0.000000 | | 406 |
| → | Aunt Elaine's Child Care | Gerdes, Gabriel | | | Time Out | | 5/5/2022 12:11:00 PM | 5/5/2022 12:12:55 PM | 5/5/2022 12:12:00 PM | Approved | Hill, Brenner System Administrator | Web | | | | | | |
| → | Aunt Elaine's Child Care | TestOH, OHBob | | | Absent | | 5/5/2022 | 5/5/2022 12:12:13 PM | 5/5/2022 12:12:00 PM | Approved | Hill, Brenner System Administrator | Web | | | | | | |

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

Search   Clear   Export

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.

Search   Clear   Export
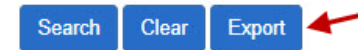
G The CSV export file displays on the lower left side of your screen.

📊 Transactions.csv   ∧
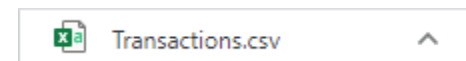
H Click on the file name to open the *Search Results* using Microsoft Excel.

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

02/23OH