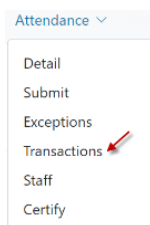


KinderConnect - View and Export Attendance Transactions

Providers 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 Rincon Daycare - Lic Ex

Start Date: 9/29/2021 End Date: 10/6/2021 Recorded As: Select All

Provider: Rincon Daycare - Lic Ex Operators: Select > Sponsors: Select > Children: Select >

Filter: Standard Status: Select All Device Type: Select All Device ID: Device Serial #: Source: Select All Event: Select All

- C** Press **Search**.



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

Search Clear Export PDF

Search Results 5 Results Found

Provider	Child Name	ID	Event	Event Time	Update Time	Creation Time	Recorded As	Status	User	Source	Device ID
Rincon Daycare - Lic Ex	Corbett, Cassie	6838	Day of Non-Operation	9/24/2021 12:00 AM	9/24/2021 2:38 PM	9/24/2021 2:38 PM	Realtime	Approved	ProviderAdmin, peter	Web	
Rincon Daycare - Lic Ex	Corbett, Becky	6839	Day of Non-Operation	9/24/2021 12:00 AM	9/24/2021 2:38 PM	9/24/2021 2:38 PM	Realtime	Approved	ProviderAdmin, peter	Web	

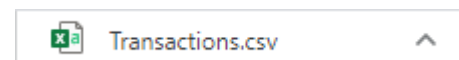
- E** Press **Clear** if you would like to delete the current search parameters and enter new ones.



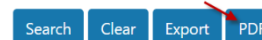
- F** When a search completes, if it generates **Search Results**, the **Export** button appears. Press **Export** to open and export the results in CSV format for additional review.



- G** The CSV export file displays on the lower left side of your screen. Click on the file name to open the **Search Results** using Microsoft Excel.



- H** Press **PDF** to open and export the results in PDF format for additional review.



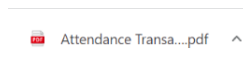
- I** Indicate whether you would like the **PDF** to have page breaks, then press **Print**.

Report Parameters

Page Breaks Yes

Print Cancel

- J** The PDF export file displays on the lower left side of your screen. Click on the file name to open.



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