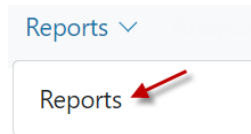


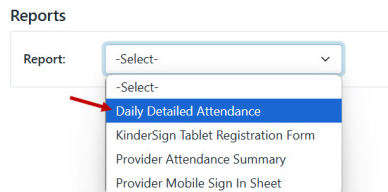
KinderConnect – Printing and Exporting Attendance Data

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.

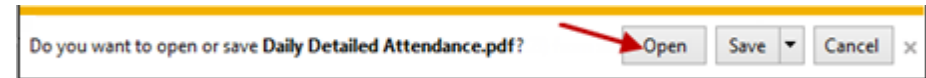


- C** Enter at least the required search parameters (indicated with a red asterisk *). Entering information in other fields is optional.

A screenshot of the 'Daily Detailed Attendance' search form. The form includes fields for Provider, Start Date, End Date, Only Submitted Attendance, Sort By, Page Breaks, Case Number, Contract Type, Child, Signature, Notes, and Output Type. A red asterisk is placed next to the Provider field. A 'View Report' button is at the bottom.

- D** 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**.

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: ABC Child Development Center				Case Number:							
Date Range: 8/1/2024 to 11/22/2024				Contract Type: All Children							
Only Submitted: No				Signature: Without Signature							
Sort By: Child Name				Notes: All Transactions, Show Notes							
Page Breaks: No											
Family Name	Child Name	Date	Check In	Signature	Note	Check Out	Signature	Note	PD Day	Absent	Hours
AMARO 6513767	AMARO, ALEXIS	11/18/24	09:00AM			04:00PM					07:00
	Total:	1							0	0	07:00
BENITEZ 4549127	BENITEZ, GAELE	11/18/24	09:00AM			04:00PM					07:00
	Total:	1							0	0	07:00
BENITEZ 4549127	BENITEZ, LUCAS	11/18/24	06:00AM			07:30AM					01:30
	Total:	1							0	0	01:30
MCCANN 12954891	BILLY, JAZAE	11/18/24	09:00AM			04:00PM					07:00
	Total:	1							0	0	07:00
DYKES 2044709	DYKES, LAIRYN	11/18/24	09:00AM			04:00PM					07:00
	Total:	1							0	0	07:00
DYKES 2044709	DYKES, NIXON	11/18/24	09:00AM			04:00PM					07:00
	Total:	1							0	0	07:00
GARCIA 11187121	GARCIA, JAZMINE	11/18/24	09:00AM			04:00PM					07:00
	Total:	1							0	0	07:00