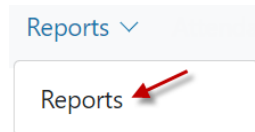


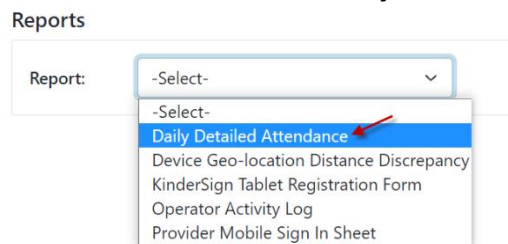
KinderConnect – Printing and Exporting Attendance Data

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.

Daily Detailed Attendance

Displays the time in and out, absences, professional days, and attendance hours for each child, for each day based on the days entered

Provider*

Start Date*

End Date*

Only Submitted Attendance ☐

Sort By*

Page Breaks*

Case Number

Contract Type

Child

Signature:

Notes:

Output Type:

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.



- 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: Eddie's Care
Date Range: 08/27/18 to 01/08/19
Sort By: Child Name
Contract Type: All Children

Family Name	Child Name	Date	Event	In	Created	Out	Created	PD Days	Absences	Hours
BAutoFamily1	AutoFamily1, Amy	09/01/18		09/27/18 03:53PM				1		
	Total:	0						1	0	
Bailey 060222	Bailey, Matty	09/01/18		09/27/18 03:53PM				1		
	09/30/18	08:00AM	10/01/18 08:56AM							
	Total:	1						1	0	
Birch	Birch, Kenny	09/01/18		09/27/18 03:53PM				1		
	09/30/18	04:00AM	10/01/18 08:56AM							
	Total:	1						1	0	
Lee	Lee, Aabigail	01/08/19	08:00PM	01/14/19 04:11PM	11:58PM	01/14/19 04:10PM				04:00
	01/07/19	12:00AM	01/14/19 04:10PM	05:00AM	01/14/19 04:11PM					05:00
	Total:	1						0	0	09:00
Lee	Lee, Aaron	12/28/18	12:00AM	01/15/19 11:50AM					1	
	Total:	0						0	1	
Lee	Lee, Abe	11/25/18	04:36PM	12/03/18 04:36PM	05:36PM	12/03/18 04:37PM				01:00
	12/02/18	11:00PM	12/19/18 03:55PM	11:58PM	12/19/18 03:55PM					01:00
	12/03/18	12:00AM	12/19/18 03:55PM	03:00AM	12/19/18 03:55PM					03:00
	Total:	2						0	0	05:00
Lee	Lee, AutoProviderKid	09/01/18		09/27/18 03:53PM				1		
	09/30/18	05:00AM	10/01/18 08:56AM							
	Total:	1						1	0	
Lee	Lee, Bobo	11/12/18	09:48AM	11/13/18 09:46AM	08:00AM	11/13/18 09:53AM				01:12

KinderConnect 2.2.0.5 Build 00 V-2

1

For more information, visit <https://edlinkinfo.com>, email us at supportLA@kindersystems.com or call us at 1-888-829-9258.