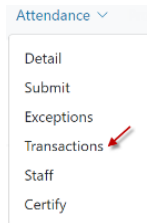# KinderConnect - View and Export Attendance Transactions

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

A Click on **Transactions** under Attendance.

Attendance ⌄
Detail
Submit
Exceptions
Transactions
Staff
Certify

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	Recorded As:	Select All
End Date: *	10/6/2021	Device Type:	Select All
Provider:	Rincon Daycare - Lic Ex ✕ Select »	Device ID:	
Operators:	Select »	Device Serial #:	
Sponsors:	Select »		
Children:	Select »	Source:	Select All
Filter:	Standard	Event:	Select All
Status:	Select All		

C Press **Search**.

Search   Clear

**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 Provider Administrator	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 Provider Administrator	Web	

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

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 PDF

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.

Transactions.csv   ⌃
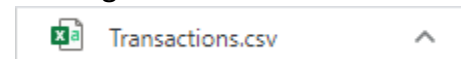
H Press **PDF** to open and export the results in PDF format for additional review.   Search Clear Export PDF
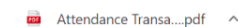
I Indicate whether you would like the **PDF** to have page breaks, then press **Print**.

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.

Attendance Transa....pdf   ⌃

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

01/23LA