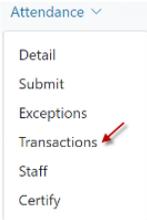


# KinderConnect - View and Export Attendance Transactions

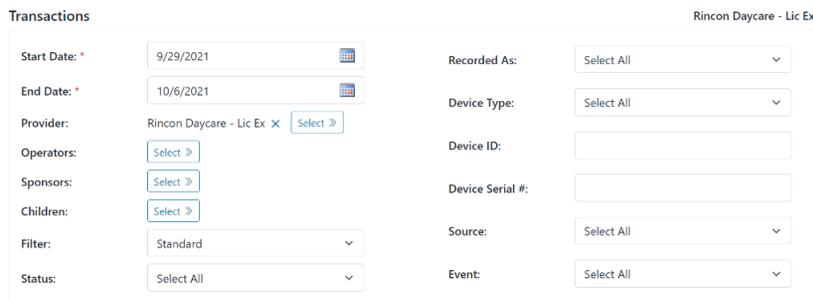
State workers can view the details of all attendance transactions performed during a selected reporting period.

**A** Click on **Transactions** under Attendance.



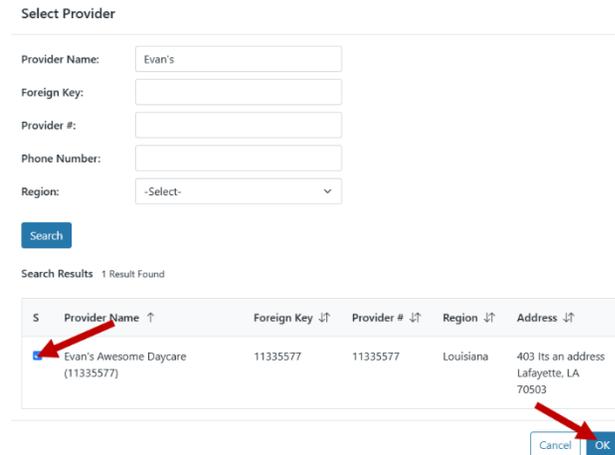
**B** Press **Clear** to ensure all prior search parameters are removed before performing a new search.

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



To select multiple providers, click **Select >>** next to Provider. The **Select Provider** window will open.

Search for your first provider, check the box next to their name, and press **OK**. Then click **Select >>** again and repeat the search and selection steps for each additional provider.

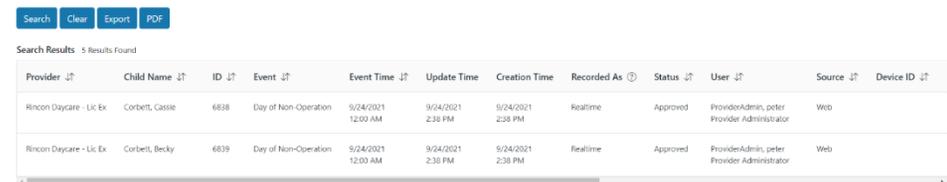


S	Provider Name ↑	Foreign Key ↓↑	Provider # ↓↑	Region ↓↑	Address ↓↑
<input checked="" type="checkbox"/>	Evan's Awesome Daycare (11335577)	11335577	11335577	Louisiana	403 Its an address Lafayette, LA 70503

**D** Press **Search**.



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



Provider ↓↑	Child Name ↓↑	ID ↓↑	Event ↓↑	Event Time ↓↑	Update Time	Creation Time	Recorded As ⌚	Status ↓↑	User ↓↑	Source ↓↑	Device ID ↓↑
Rincon Daycare - Lic Ex	Corbett, Cassie	6888	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, peler 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, peler Provider Administrator	Web	

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

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



- G** 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.



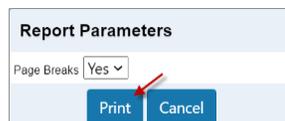
- H** The CSV export file displays on the lower left side of your screen. Click on the file name to open the **Search Results** using Microsoft Excel.



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



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



- K** 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.