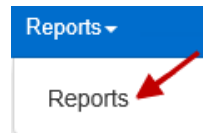


KinderConnect – Printing and Exporting Attendance Data

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.

Reports

Report:

Daily Detailed Attendance
KinderSign Tablet Registration Form
Provider Attendance Summary
Provider Mobile Sign In Sheet

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

Reports

Report: Daily Detailed Attendance

* denotes a required report parameter

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

Provider: * Select >>

Start Date: * [] []

End Date: * [] []

Only Submitted Attendance: ☐

Sort By: * Child Name

Page Breaks: * No

Case Number: []

Contract Type: All Children

Child: Select >>

Signature: Without Signature

Notes: All transactions, show notes

Output Type: PDF

View

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.

Do you want to open or save Daily Detailed Attendance.pdf?

Open

Save

Cancel

- 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: AA Child Care

Case Number:

Date Range: 3/1/2020 to 12/18/2020

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
	Dawson, Eddie	03/30/20	08:00AM			11:55PM					16:00
		03/31/20	12:00AM			02:00PM					14:00
		04/28/20									
		06/15/20	08:00AM			11:55PM			1		16:00
		06/16/20	12:00AM			02:00PM					14:00
		06/22/20	09:00AM			11:55PM					15:00
		06/23/20	12:00AM			02:00PM					14:00
	Total:	3							1	0	89:00
	Dawson, Lenny	03/30/20	08:00AM								
		04/01/20	02:00PM								
		04/28/20									
		06/15/20	08:00AM						1		
		06/17/20	02:00PM								
Total:	4							1	0		
	Dawson, Missy	04/28/20								1	
		06/15/20	08:00AM								
Total:	1								1	0	
	Doug, Little	09/02/20								1	
		12/14/20	08:00AM			10:00AM					02:00
		12/17/20									
Total:	1								2	0	02:00
	Kalani, Delta	09/02/20								1	
		11/02/20	08:00AM			04:00PM					08:00

KinderConnect 2.3.1.28 Build 01 V-3

For more information, visit www.electronicattendance.com, email us at support@controltec.com or call us at 1-833-866-1706.