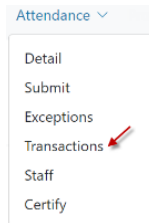


KinderConnect - View and Export Attendance Transactions

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

A Click on **Transactions** under Attendance.



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 <input type="button" value="Select >"/>	Device ID:	
Operators:	<input type="button" value="Select >"/>	Device Serial #:	
Sponsors:	<input type="button" value="Select >"/>	Source:	Select All
Children:	<input type="button" value="Select >"/>	Event:	Select All
Filter:	Standard		
Status:	Select All		

C Press **Search**.



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



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	

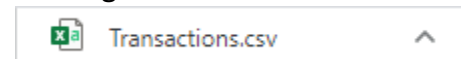
E Press **Clear** if you would like to delete the current search parameters and enter new ones.



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.



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.



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

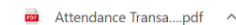


I Indicate whether you would like the **PDF** to have page breaks, then press **Print**.

Report Parameters

Page Breaks Yes

J 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.

For more information, visit <https://azcces.info>, email us at supportAZ@kindersystems.com or call us at 1-833-859-3433.