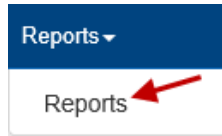


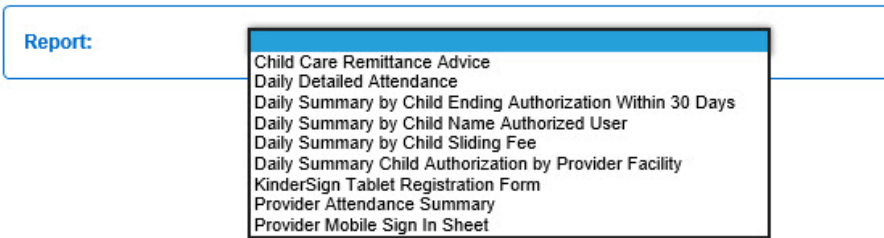
KinderConnect – View and Print Reports

A Click **Reports** under Reports.



B Press the drop-down arrow to display the list of available reports. Click on the name of the desired report.

Reports



C The parameters are different for each report. The image below is an example of the parameters for the **Daily Summary by Child Sliding Fee** Report.

A screenshot of the report parameter form for the 'Daily Summary by Child Sliding Fee' report. The form includes a 'Report:' dropdown menu with 'Daily Summary by Child Sliding Fee' selected. Below the dropdown, there is a legend: '★ denotes a required report parameter'. The form fields are: 'Description' (Retrieves the data for the Daily Summary by Child Sliding Fee report.), 'Start Date:' (★) with a text input and a calendar icon, 'End Date:' (★) with a text input and a calendar icon, and 'Output Type:' (★) with a dropdown menu showing 'PDF'. A blue 'View' button is located at the bottom right of the form.

D Enter the required parameters indicated with a red asterisk (*).

E Reports are generated in CSV (Comma Separated Values) or PDF (Portable Document Format). When available, press the drop-down arrow to select the **Output Type**. When this field is not available, the report generates in the only available format.

F Press **View** to generate the report. Depending on your browser and computer settings, you may need to click **Open** to review.

G Review the report information on your computer. It is possible to save and print the reports following the steps of your browser.