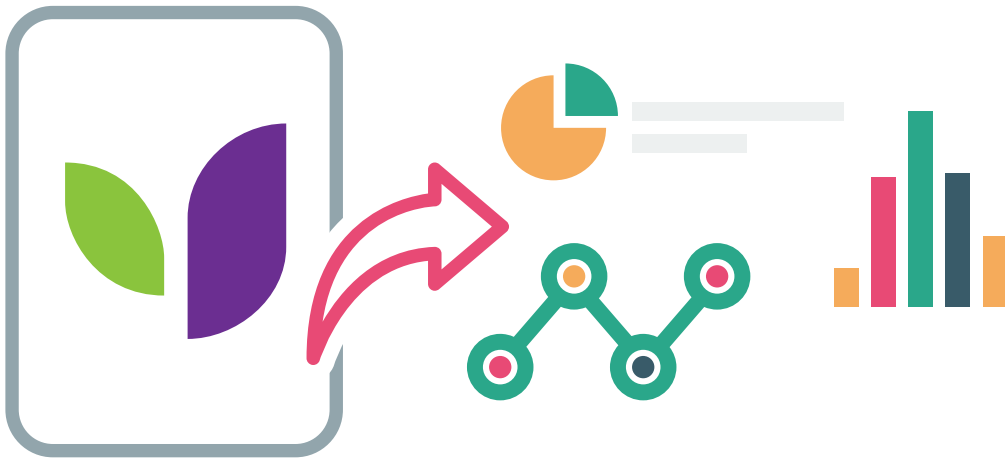


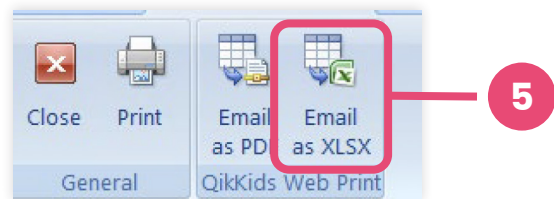
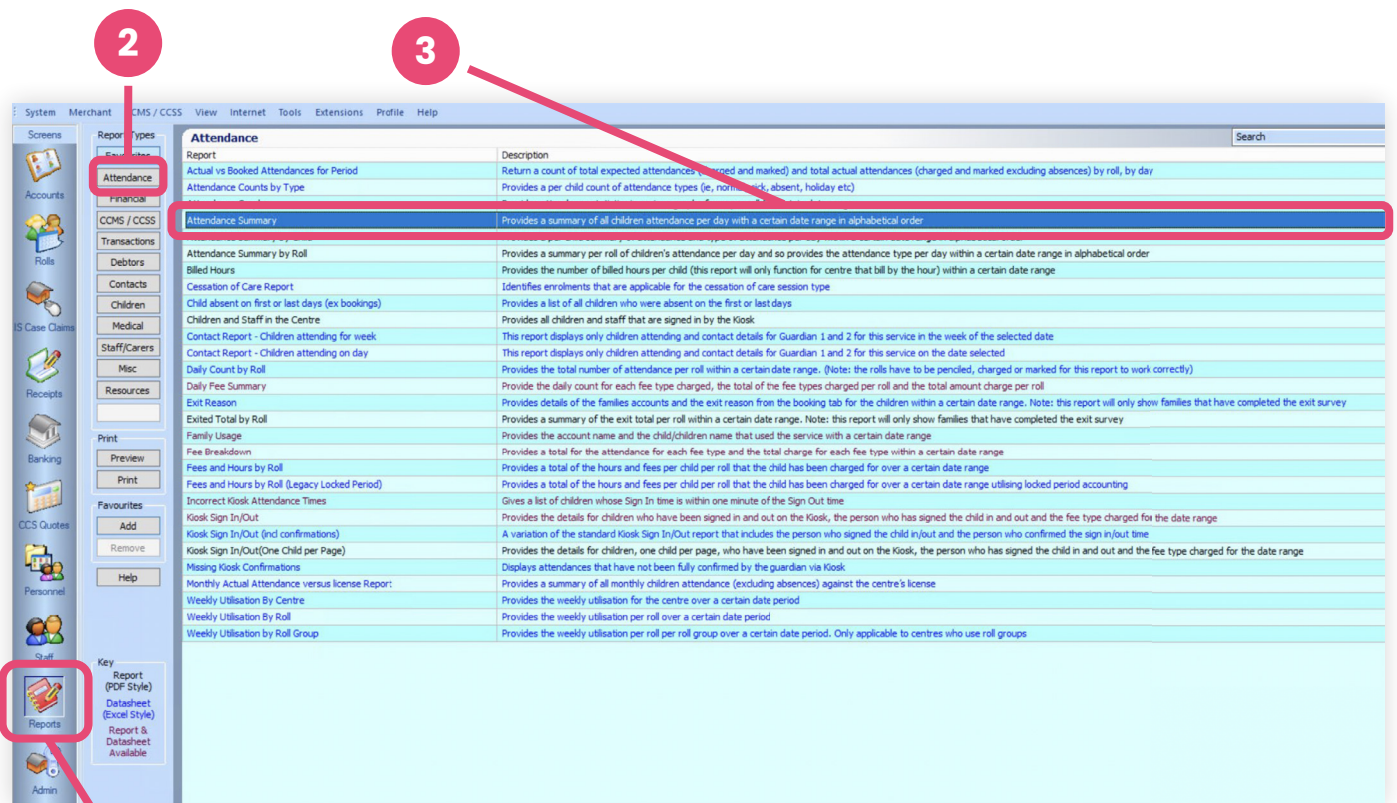
# Extracting information from QK



## We will be extracting 4 reports

1. Attendances
2. Parent Contact information
3. Staff Contact information
4. Family Account Balances (Bonds & Fees)

# 1. Attendances



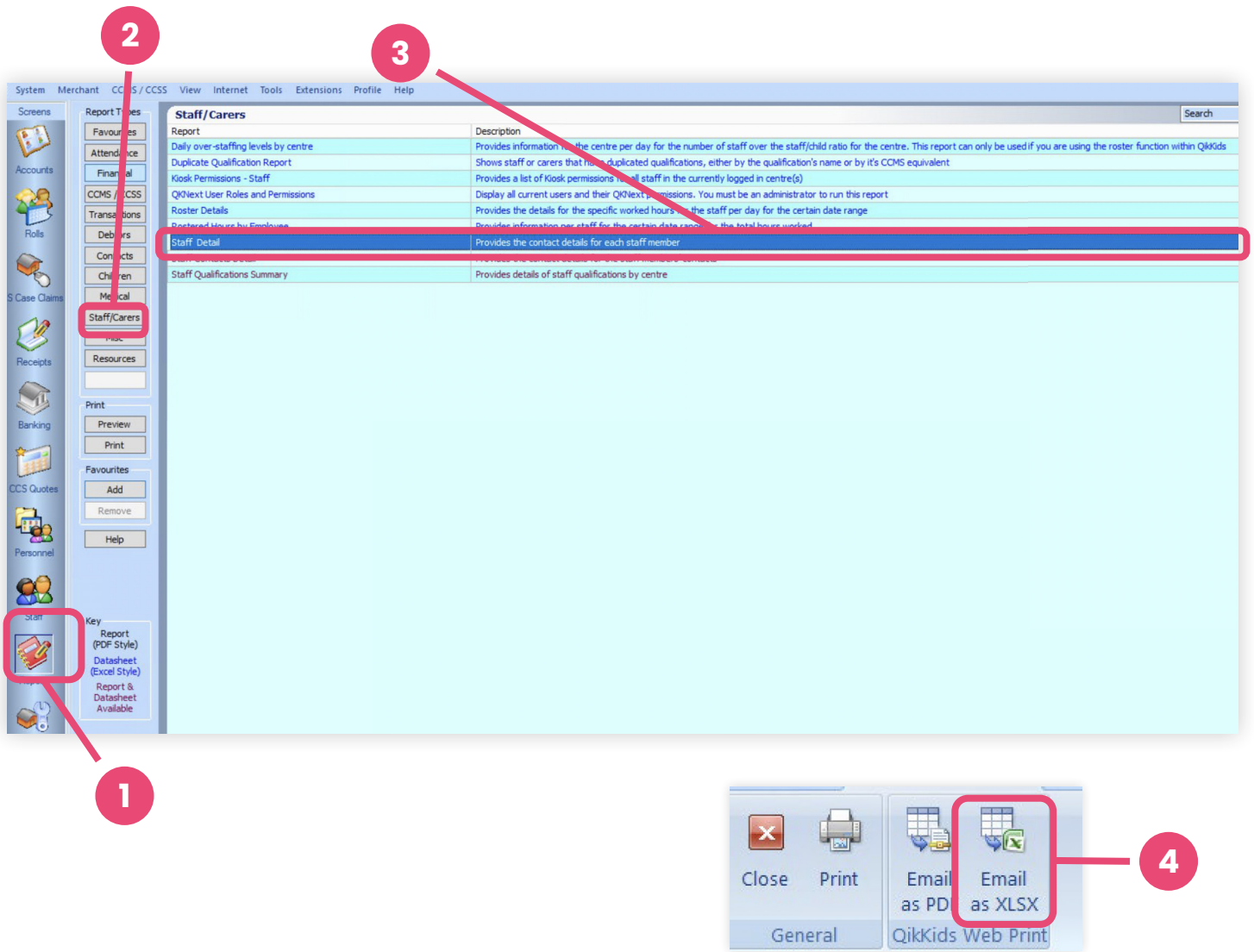
- 1 Click on Reports
- 2 Click on Attendance
- 3 Double Click on Attendance Summary
- 4 Enter the current month date range, the Click on "OK"
- 5 When the report appears, Click on Email as XLSX
- 6 Enter an email address of where you would like the report to be sent

## 2. Parent Contact Information

The screenshot shows the QikKids software interface. On the left sidebar, the 'Reports' icon is highlighted with a red circle and labeled '1'. In the main window, the 'Report Types' list is visible, with the 'Misc' category selected and highlighted with a red circle and labeled '2'. The 'Misc' category is expanded, showing a list of reports. The 'Xplor Import' report is highlighted with a red circle and labeled '3'. At the bottom right of the report list, a context menu is open, showing options: 'Close', 'Print', 'Email as PDF', and 'Email as XLSX'. The 'Email as XLSX' option is highlighted with a red circle and labeled '4'.

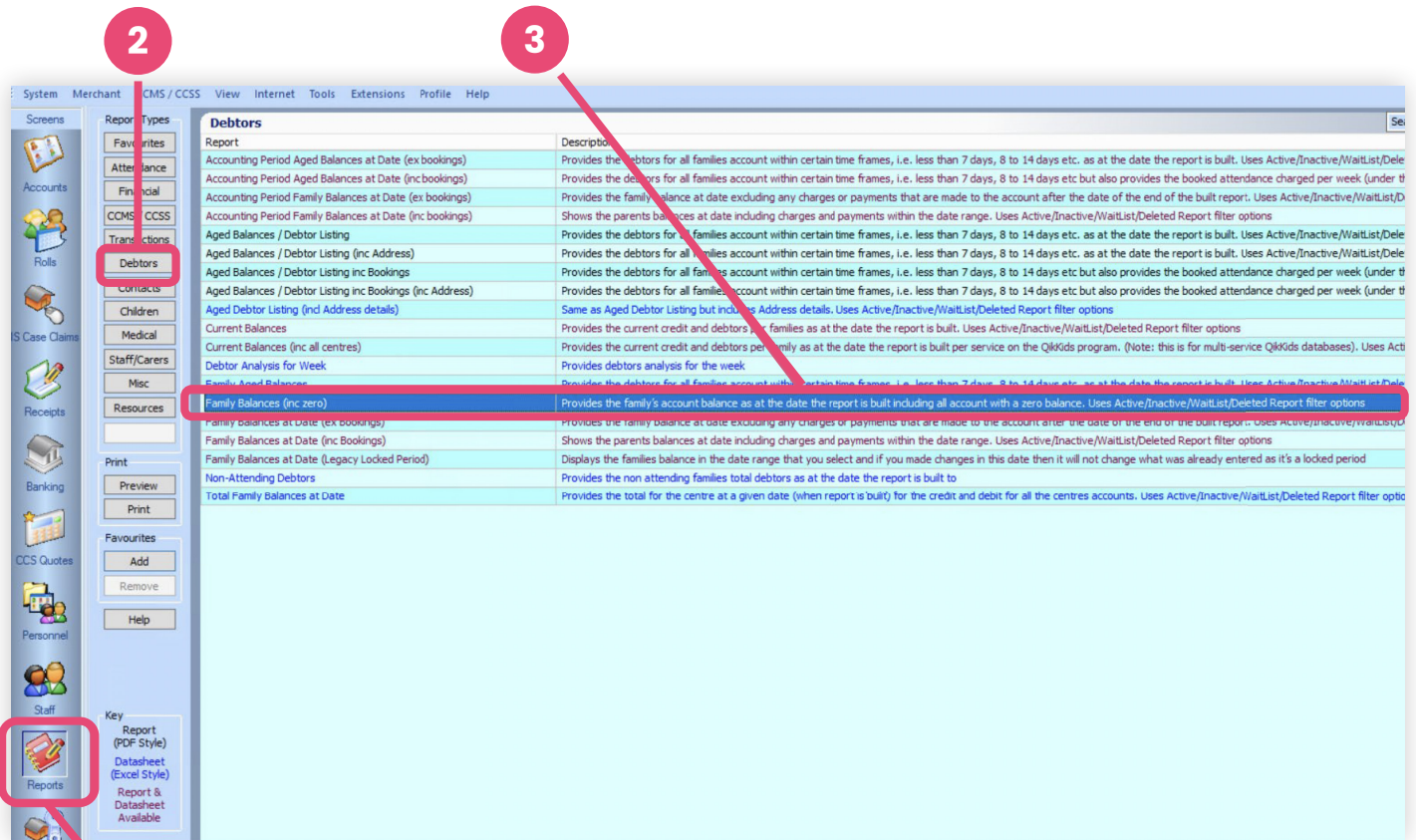
- 1 Click on Reports
- 2 Click on Misc
- 3 Double Click on Xplor Import
- 4 When the report appears, Click on Email as XLSX
- 5 Enter an email address of where you would like the report to be sent

### 3. Staff Contact information



- 1 Click on Reports
- 2 Click on Staff/Carers
- 3 Double Click on Staff Detail
- 4 When the report appears, Click on Email as XLSX
- 5 Enter an email address of where you would like the report to be sent

# 4. Family Account Balances (Bond & Fees)



**1** Click on Reports

**2** Click on Attendance

**3** Double Click on Family Balances (inc zero)

**4** Select:

**Required**

- Active Families
- Wait List Families

**Optional**

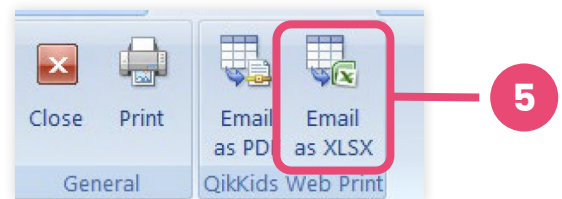
- Inactive Families
- Include deleted families

Enter today's date & Click OK

The 'Report Filter options' dialog box contains the following elements:

- Include:**
  - Active Families
  - Waiting List Families
  - Inactive Families
  - Include Deleted Families
- Optional:**
  - Inactive Families
  - Include Deleted Families
- The status of children will be as at this date:*
- Date field: 9/06/2020
- Buttons: OK, Cancel

**5** When the report appears, Click on Email as XLSX



**6** Enter an email address of where you would like the report to be sent



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