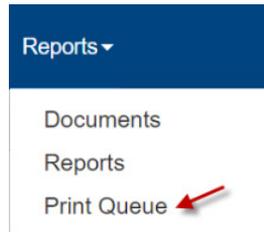


KinderConnect – Print a Timesheet

Timesheets are generated and imported from external systems, pre-loaded to KinderConnect, and available in PDF format.

- A** Press **Print Queue** under Reports.



- B** Enter the search criteria into the available fields. Press **Search** to locate the timesheet you would like to print.

Print Queue

★ denotes a required field

Provider: AA Child Care (San Diego) ▼

Timesheet ID:

Family ID:

Family Name:

Case Number:

Child First Name:

Child Last Name:

Start Date: ★ 5/1/2018

End Date: ★ 5/31/2021

- C** The **Search Results** displays the list of Timesheets that meet the search criteria. Click on the checkbox(es) corresponding to the timesheet(s) you would like to print. To select all, click on the check box located in the header row (click again to deselect).

Search Results

<input type="checkbox"/>	Timesheet ID	Family ID	Family Name	Case Number	Child Name	Start Date	End Date
<input type="checkbox"/>	T18001	828	Johnson		Willy, Johnson	9/1/2020	9/30/2020
<input type="checkbox"/>	T18002	828	Johnson		Willy, Johnson	10/1/2020	10/31/2020
<input type="checkbox"/>	T18003	828	Johnson		Willy, Johnson	11/1/2020	11/30/2020
<input type="checkbox"/>	T18004	828	Johnson		Willy, Johnson	12/1/2020	12/31/2020
<input type="checkbox"/>	T18005	828	Johnson		Willy, Johnson	1/1/2021	1/31/2021
<input type="checkbox"/>	T18006	828	Johnson		Willy, Johnson	2/1/2021	2/28/2021
<input type="checkbox"/>	T18007	828	Johnson		Willy, Johnson	3/1/2021	3/31/2021
<input type="checkbox"/>	T18008	828	Johnson		Willy, Johnson	4/1/2021	4/30/2021
<input type="checkbox"/>	T18009	828	Johnson		Willy, Johnson	5/1/2021	5/31/2021

- D** Press **Print**. Once the Report generates, press **Open** from your browser to review. Note: It might look different, it depends on the browser you are using.

