OWNA
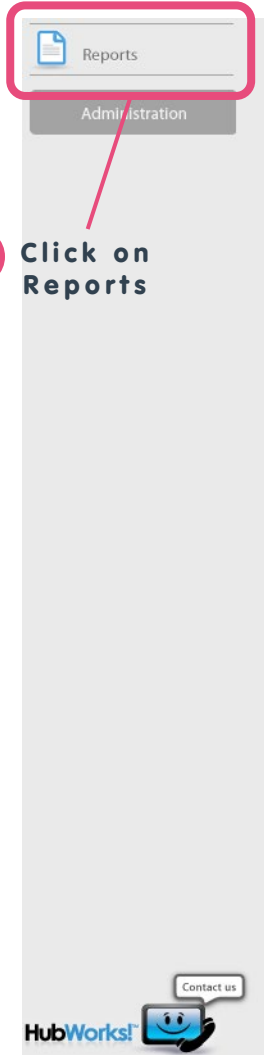
Extracting information from HUBWORKS

Extracting the data from HUBWORKS
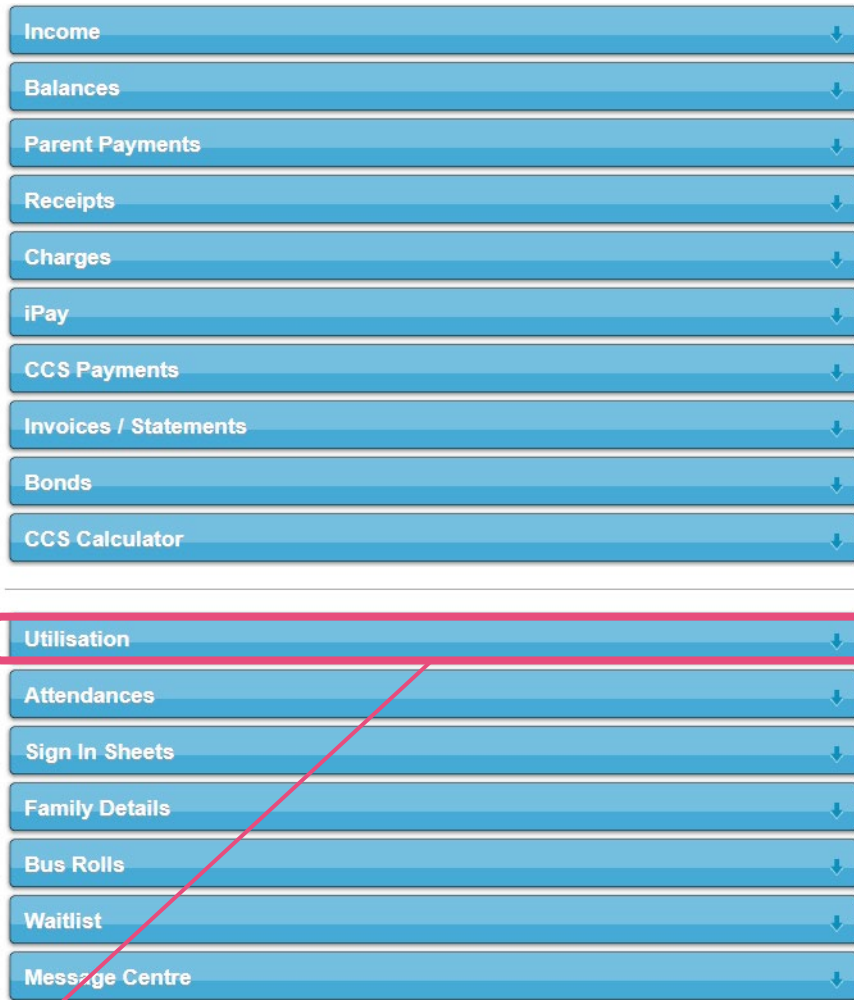
We will be extracting 3 reports:

1. Attendances
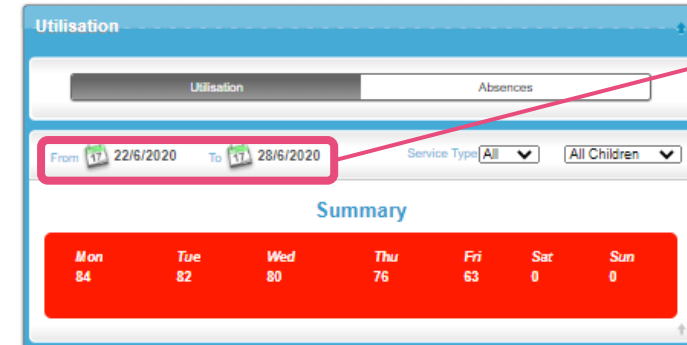2. Parent Contact information
3. Family Balances

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1. Attendances

Reports

Administration

1 Click on Reports

Income	⬇
Balances	⬇
Parent Payments	⬇
Receipts	⬇
Charges	⬇
iPay	⬇
CCS Payments	⬇
Invoices / Statements	⬇
Bonds	⬇
CCS Calculator	⬇

Utilisation	⬇
Attendances	⬇
Sign In Sheets	⬇
Family Details	⬇
Bus Rolls	⬇
Waitlist	⬇
Message Centre	⬇

HubWorks! Contact us

2 Click on Ultilisation

Utilisation

Utilisation | Absences

From 22/6/2020 To 28/6/2020   Service Type All   All Children

Summary

Mon 84	Tue 82	Wed 80	Thu 76	Fri 63	Sat 0	Sun 0

3 Click on the to & from dates (Select the next week)

Total Actual: 886
Total Scheduled: 886
Avg. Actual: 77.00
Avg. Scheduled: 77.00
Avg. Capacity (Actual) %: 77.00%
Avg. Capacity (Scheduled) %: 77.00%
--
Total Children: 131

4 Click on the Arrow & you will be presented 2 options: Summary & Detailed

Please download both reports

Summary
export utilisation info as listed above

Detailed
includes additional information per day such as room, fee and session details, time signed in/out and by whom.
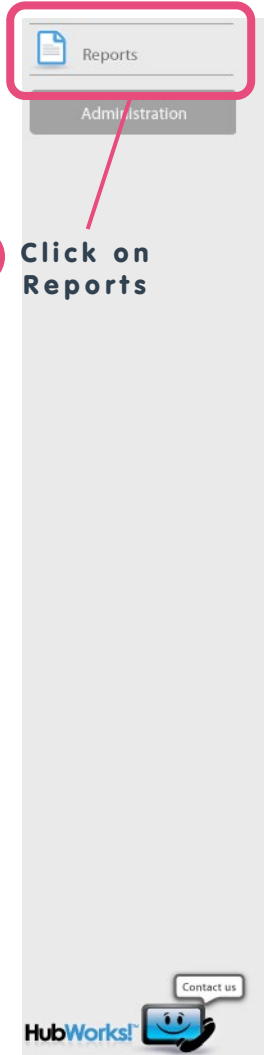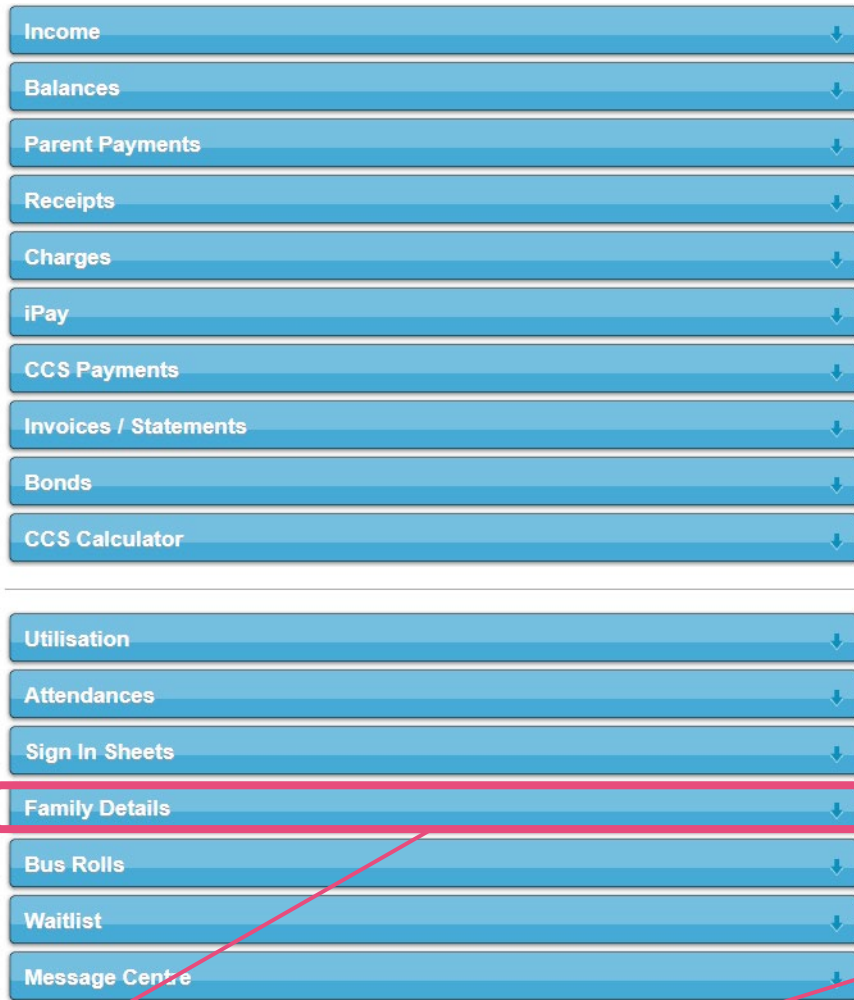
5 The file will appear at the bottom of your screen in a excel CSV format and is typically stored to your Downloads folder on your computer

Note: Depending on your browser, the download might be blocked, so please enable downloads if you receive this message.

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2. Parent Contact Information

Reports

Administration

1 Click on Reports

| Income |
| Balances |
| Parent Payments |
| Receipts |
| Charges |
| iPay |
| CCS Payments |
| Invoices / Statements |
| Bonds |
| CCS Calculator |

| Utilisation |
| Attendances |
| Sign In Sheets |
| Family Details |
| Bus Rolls |
| Waitlist |
| Message Centre |

2 Click on Family Details

Family Details

Current Children ▼

Create your own custom report

Children
- ☑ Name
- ☑ Preferred Name
- ☑ DOB
- ☑ Age
- ☑ CRN
- ☑ Enrolment ID
- ☑ CCS%
- ☑ Absences
- ☑ Scheduled Days
- ☑ Scheduled Hours
- ☑ Family ID
- ☑ Family Status
- ☑ Custody Arrangements
- ☑ Status
- ☑ Disability
- ☑ Place of Birth
- ☑ Multiple Child Count
- ☑ Room Allocation
- ☑ Languages spoken at home

- ☑ Immunisations
- ☑ Health & Medical Info
- ☑ Anaphylaxis
- ☑ Doctor's details
- ☑ Dentist's details
- ☑ Allergies
- ☑ Diet details
- ☑ Routines
- ☑ Emergency Contacts
- ☑ Enrolment Start Date
- ☑ Enrolment End Date
- ☑ Indigenous Status
- ☑ Withholding Percentage
- ☑ Arrangement Type
- ☑ Special Needs
- ☑ Fortnightly Hours
- ☑ ACCS Eligibility
- ☑ CWA Agreement
- ☑ Notes

Parent 1
- ☑ Name
- ☑ DOB
- ☑ Place of Birth
- ☑ CRN
- ☑ Home Address
- ☑ Website user name
- ☑ Concession/Health Care Card
- ☑ Languages spoken at home

- ☑ Mobile
- ☑ Home Phone
- ☑ Place of Work
- ☑ Work Phone
- ☑ Email
- ☑ Bank Details
- ☑ Occupation

Parent 2
- ☑ Name
- ☑ DOB
- ☑ Place of Birth
- ☑ CRN
- ☑ Home Address
- ☑ Website user name
- ☑ Concession/Health Care Card
- ☑ Languages spoken at home

- ☑ Mobile
- ☑ Home Phone
- ☑ Place of Work
- ☑ Work Phone
- ☑ Email
- ☑ Bank Details
- ☑ Occupation

Select All

☐ Print one child per page

Or select one of our default reports
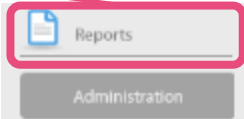Select one ▼

3 Click on Select All

4 Click on the Arrow to run the report and it should create a download

5 The file will appear at the bottom of your screen in a excel CSV format and is typically stored to your Downloads folder on your computer
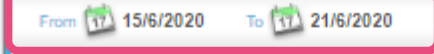
Note: Depending on your browser, the download might be blocked, so please enable downloads if you receive this message.

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Family Account Balances (Bond & Fees)

1 Click on Reports

2 Click on the to & from dates (usually use the current week)

3 Click on the Arrow to download the report

Reports

Administration

Income

Balances

From 📅 15/6/2020   To 📅 21/6/2020   Current Families ▾

Balances Summary

Balances Details

4 The file will appear at the bottom of your screen in a excel CSV format and is typically stored to your Downloads folder on your computer

Note: Depending on your browser, the download might be blocked, so please enable downloads if you receive this message.

5 Collect all 4 reports and email them to support@owna.com.au

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Get in touch at anytime... we're here to support you!

www.owna.com.au