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Extracting information from QK

Extracting the data from QK

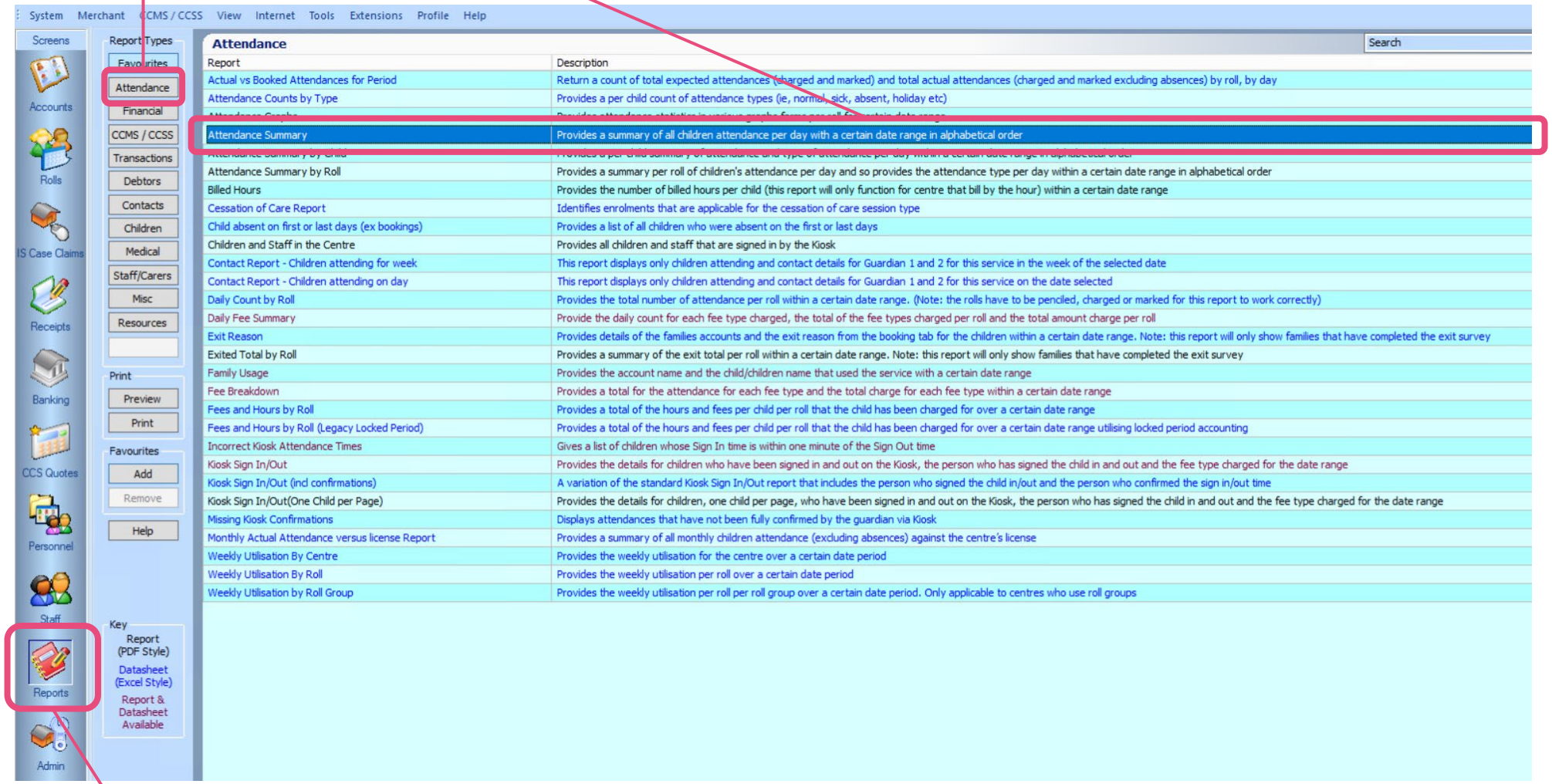
We will be extracting 3 reports:

1. Attendances
2. Parent Contact information
3. Staff Contact information

1. Attendances

2 Click on Attendance

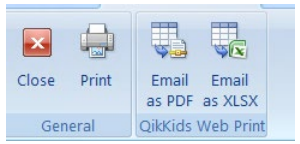
3 Double Click on Attendance Summary



1 Click on Reports

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

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2. Parent Contact Information

2 Click on Misc

1 Click on Reports

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

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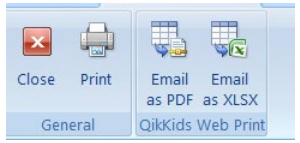
3. Staff Contact information

2 Click on Staff/Carers

3 Double Click on Staff Detail

1 Click on Reports

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

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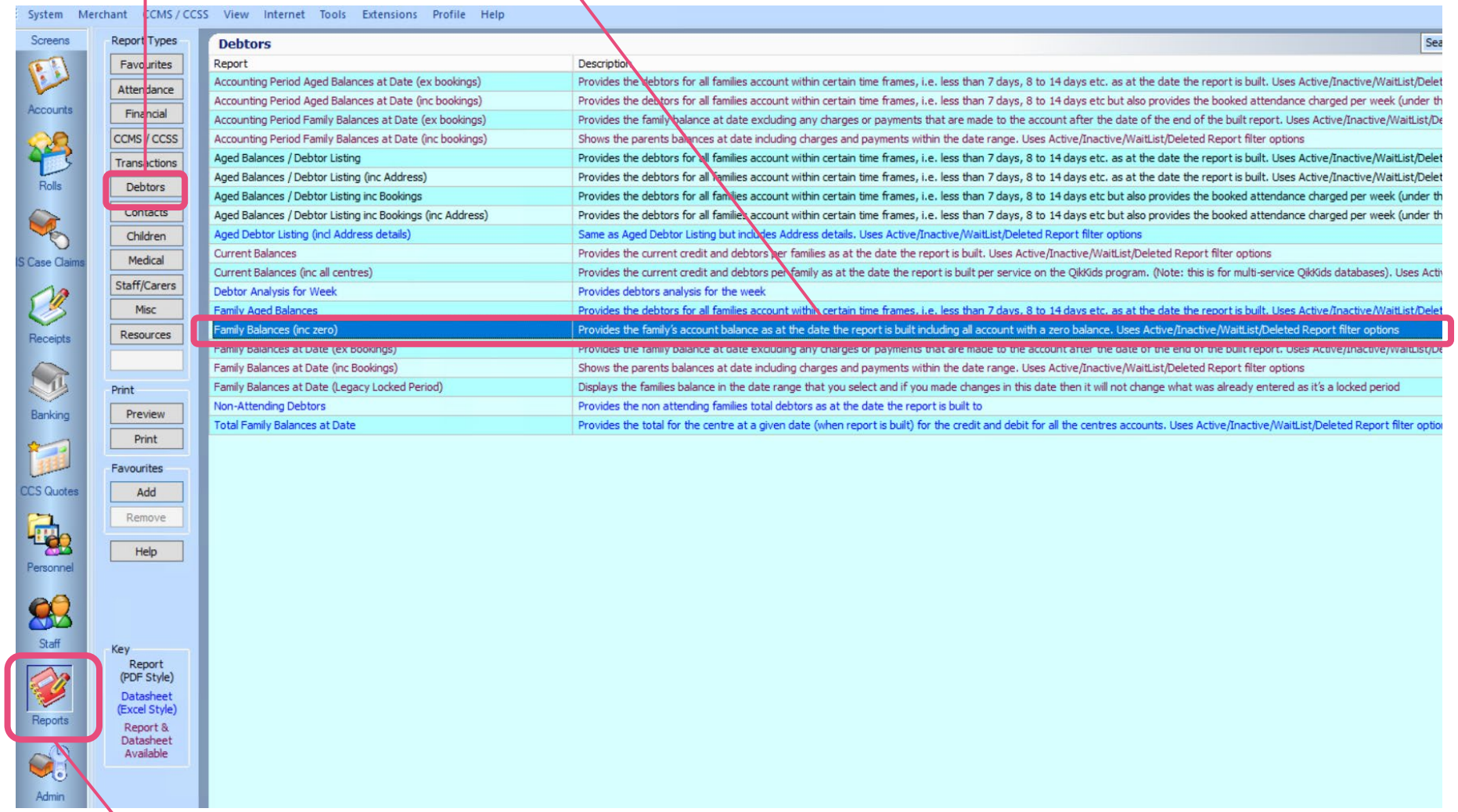
Family Account Balances (Bond & Fees)

2 Click on Debtors

3 Double Click on Family Balances (inc zero)



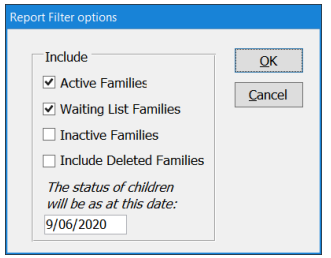
1 Click on Reports

4 Select:

Required
- Active Families
- Wait List Families

Optional
- Inactive Families
- Include deleted families

Enter today's date & Click 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

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

www.owna.com.au