



Extracting information from Kidxap

Extracting the data from Kidxap

We will be extracting 3 reports:

- ① Attendances
- ② Parent Contact information
- ③ Staff Contact information
- ④ Parent Account Details

1. Attendances

1 Click on Attendance / Bookings

3 Enter the dates for the upcoming Week

Home / Edit Booking

EDIT BOOKING

No Image Available

Search

Dashboard

Waiting List

Manage Families

Attendance / Bookings

Take Attendance

Absence Notifications

Bulk Attendance

Attendance (CCSS)

Bookings

Child Name

Search by Child Name

Payment Account

Search by Payment Account

Session Name

Select Session

Room

Select Room

Arrangement Type

Select Arrangement Type

From Date

15/03/2021

To Date

21/03/2021

Is Enrolled

All

Search


Reset

Export to Excel

	Booking date	Child Name	Account Name	Room Name	Session Name	Session Time	Fees	Arrangement	Enrolment Id	Pre School Hrs.	Is Absent
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2 Click on Reports

4 Click on Export to Excel



OWNA

2. Parent Contact Information

2

Click on Drop Down list and
Select Child Guardian Details
Reports

3

Click on
Refine

The screenshot shows a web application interface. On the left is a sidebar menu with a search bar and a list of items: Dashboard, Waiting List, Manage Families, Attendance / Bookings, Payments & Billing, Parent Communications, Learning / Programs, Health & Medication Re..., CCMS Interfaces, CCSS Interfaces, Roster Management, Reports, Business Reports, and Other Reports. The 'Reports' item is expanded, and 'Other Reports' is highlighted. A red box and arrow point to 'Other Reports' in the sidebar, labeled with a '1'. The main content area has a breadcrumb trail 'Home / Reports / Other Reports' and a blue header 'OTHER REPORTS'. Below the header is a 'Report*' section with a dropdown menu showing 'Child Guardian Details Report'. A red box and arrow point to this dropdown, labeled with a '2'. At the bottom right of the main area are 'Refine' and 'Reset' buttons. A red box and arrow point to the 'Refine' button, labeled with a '3'. At the bottom right of the entire image is a '4' in a red circle, with an arrow pointing to the 'Export to Excel' button (not fully visible in the screenshot).

1

Click on
Other
Reports

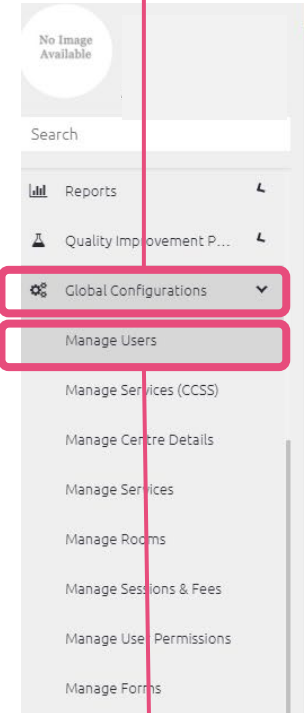
4

Click on Export
and select
Export to Excel

3. Staff Contact information

1

Click on Global Configurations



2

Click on Manage Users

Manage your personnel that have access to KidsXap in the table below. Add a new user account for staff who require access to KidsXap or edit current staff member's details.

Add New User **Query CCSS Personnel**

Personnel Name **KidsXap Role** **Keyword**

All All Enter Keyword **Search** **Reset**

Name	Email	Phone Number	KidsXap Role	User Account	CCSS Profile(s)	Action

3

Highlight the information in this section with your mouse and Copy & Paste the details into a Excel or Spreadsheet

4. Parent Account Details

1

Click on
Manage
Families

2

Click on
Active
Families

3

Click on
Export

The screenshot displays the 'MANAGE FAMILIES' page. On the left sidebar, the 'Manage Families' menu item is highlighted. The main content area features a search bar and radio buttons for filtering families. The 'Active Families' radio button is selected. In the top right corner, there is an 'Add New Family' button and an 'Export' button with a dropdown arrow. Below these elements is a table with columns for Family Name, Children Name, Payment Account Holder, Contact Number, Email Address, Payment Method, Invoice Interval, Payment Cycle, Current Balance, and Action.

Family Name	Children Name	Payment Account Holder	Contact Number	Email Address	Payment Method	Invoice Interval	Payment Cycle	Current Balance	Action
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you!**

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