



Extracting information from Xplor

# Extracting the data from Xplor

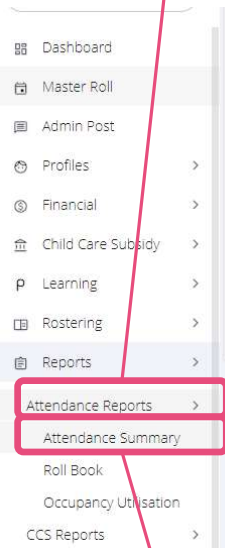
**We will be extracting 3 reports:**

- 1 Attendances**
- 2 Parent Contact information**
- 3 Staff Contact information**
- 4 Accounts List**

# 1. Attendances

1

Click on  
Attendance  
Reports



2

Click on Attendance  
summary

3

Select your Service and then Enter a To &  
From Date – Sunday to Saturday (example:  
18/10 – 24/10)

A screenshot of the 'ATTENDANCE SUMMARY' form. The form has four input fields: 'Service' (a dropdown menu with 'Select Service' text), 'Room' (a dropdown menu with 'Select Room' text), 'Child' (a dropdown menu with 'All' text), and 'To Date' (a text input field). A red line points from the 'Service' dropdown to the 'Room' dropdown. Another red line points from the 'Room' dropdown to the 'To Date' input field. A third red line points from the 'To Date' input field to the 'Generate Report' button.

4

Click on Generate  
Report *(this will download a file;  
please send us this file)*

Generate Report

## 2. Parent Contact Information

1

Click on Contact Reports

The screenshot shows a software dashboard with a sidebar on the left. The sidebar contains the following menu items: Dashboard, Master Roll, Admin Post, Profiles, Financial, Child Care Subsidy, Learning, Rostering, Reports, Attendance Reports, CCS Reports, CCMS Reports, Contact Reports, Parent & Child Details, Child Emergency Contacts, Educator Details, Educator Qualifications, Financial Reports, and Locked Period Financial Reports. The 'Reports' section is expanded, and 'Contact Reports' is highlighted with a red box. A red arrow points from the '1' instruction to this box. Below the sidebar, the main content area displays various reports and charts. The 'Daily Fees' section shows a total of \$4,600.00. The 'Daily Wages' section shows a total of \$0.00. The 'Total Profit' section shows a total of \$4,600.00. A bar chart shows a daily breakdown of fees. The 'SMS Booster' section is enabled. The 'Top Debtors & Creditors' section is visible. A 'Notifications' panel on the right lists various alerts. The bottom right corner of the dashboard includes a 'Privacy and T&C' link.

Dashboard

Master Roll

Admin Post

Profiles

Financial

Child Care Subsidy

Learning

Rostering

Reports

Attendance Reports

CCS Reports

CCMS Reports

Contact Reports

Parent & Child Details

Child Emergency Contacts

Educator Details

Educator Qualifications

Financial Reports

Locked Period Financial Reports

Daily Fees

Daily Fees based on bookings

\$4,600.00

Daily Wages

Daily Wages based on roster

\$0.00

Total Profit

Daily profit based on booking fees less wages

\$4,600.00

SMS Booster Enabled

SMS Booking Requests

35

SMS Admin Posts

0

SMS Bad Debtors

0

SMS Statement Notifications

0

Top Debtors & Creditors

Debtors

Creditors

Notifications

Master Roll

ACCS

Office Update

Xplor Release Notes

Privacy and T&C

2

Click on Parent & Child Details

(this will download a file;  
please send us this file)

### 3. Staff Contact information

**1 Click on Contact Reports**

The interface displays a sidebar with the following menu items: Dashboard, Master Roll, Admin Post, Profiles, Financial, Child Care Subsidy, Learning, Rostering, Reports, Attendance Reports, CCS Reports, CCMS Reports, **Contact Reports**, Parent & Child Details, Child Emergency Contacts, Educator Details, Educator Qualifications, Financial Reports, and Locked Period Financial Reports. The 'Contact Reports' menu item is highlighted with a red box. The 'Parent & Child Details' menu item is also highlighted with a red box.

The main content area shows financial reports for October 2020:

- Daily Fees:** \$4,600.00 (Daily Fees based on bookings)
- Daily Wages:** \$0.00 (Daily Wages based on roster)
- Total Profit:** \$4,600.00 (Daily profit based on booking fees less wages)

A bar chart shows a daily breakdown of fees and wages. The x-axis represents the days of the week (T, W, T, F, S, S, M, T, W, T, F, S, S, M). The y-axis represents the amount. The bars are green, indicating positive values.

Room occupancy details are shown:

- 100% Diamonds (Preschool) Room
- 75% Sparkles (Babies) Room
- 66% Stars (Toddlers) Room

The interface also includes sections for SMS Booster (Enabled), Top Debtors & Creditors, and Notifications (Master Roll, ACCS, Office Update, Xplor Release Notes).

Privacy and T&C

2

**Click on Parent & Child Details**

*(this will download a file; please send us this file)*

## 4. Accounts List

1 Click on: Reports > Financial Reports

The screenshot shows the 'AGED DEBTORS REPORT' interface. On the left is a sidebar menu with 'Reports' and 'Financial Reports' highlighted. The main area contains a title, a description, a 'Service' dropdown, a 'From Date' field, and an 'Email Results' section. An 'Export CSV' button is in the top right. A large white box in the center is labeled 'Enter today's date'.

**AGED DEBTORS REPORT**  
This report details a preview summary or detail of the credit and debit amount within a date period for families accounts. This report includes Active/Inactive families. Reporting parameters include As at date (end of day)

Service: Nothing selected

From Date: 04/09/2022

Email Results  
☐ Yes ☒ No

**Export CSV**

3 Enter today's date

2 Click on Aged Debtors

4 Click on Export CSV  
(this will download a file; please send us this file)

Privacy and T&C's



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