

# How to Print the Daily Attendance Details Report (For Providers)

Providers can print the **Daily Attendance Details Report** to view a list of the times of care (per child) which they submitted to their Local Social Services District (LDSS).

To print this report, complete the steps in the Child Care Time and Attendance (CCTA) system:

1. Select **My Documents>Reports**.
2. From the Report drop-down, select **Daily Attendance Details**.
3. Click **View**.

The screenshot shows the KinderConnect interface. At the top left is the KinderConnect logo. To its right is a dark blue header bar with the word "Reports" in white. Below the logo is a vertical navigation menu with several categories: "Quick Links" (Home), "Admin" (Error Log), "Operator" (Search, Detail), "My Documents" (Reports), "Attendance" (Enter, Exceptions), "Provider" (Search, Detail), "Children" (Search, Detail), and "Sponsor" (Search, Detail, Account). To the right of the menu is a form area. It has a "Report:" label followed by a dropdown menu currently set to "Daily Attendance Details". Below the dropdown is a blue "View" button.


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1. Type the **Start Date** and **End Date**. Check **Only Submitted Attendance**.
2. Click **Ok**.
3. A PDF report will be generated.

### Report Parameters

★ denotes a required report parameter

Provider ★ LITTLE DOODLE BUGS DAYCARE [Select >>](#)

Start Date ★  

End Date ★  

Only Submitted Attendance

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Ok Cancel