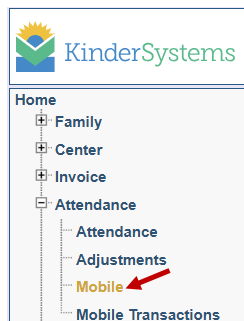


CenterTrack – Export Mobile Attendance Data

Once attendance for the day, week, or month has been registered using the KinderSmart or KinderSign app, the attendance needs to be reviewed and exported from the **Attendance > Mobile** page to the **Attendance > Attendance** page in CenterTrack so it can be counted in report totals.

- A** Click on **Attendance > Mobile** page.



- B** Use the drop-down arrows to select the **Agency**, **Center**, and **Classroom(s)** you would like to export.

Note: Set the **Status** to **Not Exported Attendance** to display records that still need to be exported; the default shows attendance that has already been exported.

- C** Enter the **Start** and **End** dates or use the calendar to select.
- D** Press **Refresh**.
- E** Verify that the attendance, as entered, is correct. Press **Export to Main Attendance**. If all records are complete, an **Attendance Saved** message displays.
- F** If CenterTrack detects incomplete attendance records during the export, the incorrect or missing attendance displays and the provider must correct it before doing the export.

Child	Attendance	Absences
Brown, Emma (5) MP / Infants Fixed History	Non-School Hours 05:00 am 08:00 pm 05:00 am 01:00 pm 03:00 pm	Mobile Reported In Attendance Agency Reported In Attendance

- G** To correct a record, press **Edit** at the top of the page to enable the fields. Enter the correct time, then press **Save**.
- Note:** Per CCAP policy, families must enter and edit attendance using a KinderSign or KinderSmart device.

- H** Press **Export Mobile Attendance** again to complete the export to the CenterTrack **Attendance** page.