

How to Export Family Details

You can now print/download a pdf copy of your family's details including parent, contact and children information.

To do this click on the Childcare menu

Select Parent/Guardians

	Fee Schedules Holiday Periods													
Child ~ Firstname	Child ~ Surname	Guardian ~ Firstname	Guardian ~ Surname	CCS ~ %	Fortnig v Hours	CCS v YTD Abs	Withheld ~	Guardian Balance	Timesheet ~ ~ Balance Date	м	Tu	~ w	~ Th	~
Emilia	Jones	Enzo	Jones					\$0.00 G	i .	Y			Y	
Katie	Bell	Deborah	Bell					\$0.00 G	i					
Melanie	Butler	Charles	Butler					-\$8,613.60 G	i	Y				
Melanie	Butler	Brendan	Adams					\$0.00 G	i					
Alyssa	Whittle	Casey	Whittle					-\$4,535.90 G	i	Y	Y		Y	
Flynn	Whittle	Casey	Whittle					-\$4,535.90 G	i	Y	Y	Y	Y	
Talia	Bell	Deborah	Bell					\$0.00 G	i			Y		
4								1				-		,
													1 7 of 7 i	lom

The following window will appear with the export option next to the search functions:

Searc	h Keyword	-	Search Reset Export					
Current	Search Options: Sta	tus: Active						
Code	Surname O	First Name	Children	Email	Phone	Mobile	Work	Acti
14	Adams	Brendan	Melanie Butler	educators@harmonyweb.com.au				Yes
5	Butler	Charles	Melanie Butler	educators@harmonyweb.com.au				Yes
10	Jones	Enzo	Emilia Jones	tester1@redbourne.com.au	0733334444	0411222333		Yes

If you click on the export button this will download for all families displaying in your list.

However, if you only want the report for one family then **search** for the specific family and then click **export**.



PART OF THE -

bourne - GROUP



Sample report:

Page 1 – Parent's Information

Chemiside, OLD, 4032 CC 1800020126 Ser *Demonstration Site Family Dotail Report	18 Approval Id: , 123456 rvice Type: FDC
*Demonstration Site Family Detail Report	
Family Detail Report	
ranny betan Keport	
67289 Casey Whittle	
Address Residence: 3 Whitle WayBurrum QLD 4503 Postal: 3 Wh	nittle WayBurrum QLD 4503
Electronic Contact	
Phone: Mobile: Work Phone:	
Email: educators@narmonyweb.com.au Email Reports:	Yes
Date ofBirth: 1/01/1987 Registration:	
Family Status: Country of Birth: A	Australia
Language: English Workplace:	
Occupation: Scanner Code:	
Partner	
Name: Timothy Whittle Residence: 3 Wh	hittle WayBurrum QLD 4503
Home Phone: Mobile:	
Employment status: Employed (Full Time) Country of Birth:	
Work Phone: Language:	
Work Place: Email:	
Note	

Page 2 – Contact Information

Redbourne C	Child Care			ABN: CCB Approval Id:	123456789
Chermside, 0 1800020126	QLD, 4032			Service Type:	FDC
			*Demonstration Site		
			Family Detail Report		
67289 Cas	ov Whittle				
Contacts	icy minute				
	Type:	Authorised Pickup	Home Pt	none:	
	Name: Address:	Anne Bass Mackey Road	Mobile: Work Ph	0450000000 one:	
		BURRUM QLD 4503	Note:		

Page 3 – Children's Information

Redbourne	Child Care					A	BN:	123456789
Charmeida	01.0 4032					C	CB Approval Id:	, 123456
180002012	6					S	ervice Type:	FDC
	-							
			*De	monstration	Site			
			Family	Detail	Report			
	All-last-							
67289 Ca Children	isey Whittle							
					School Statu	s		
Child			Gender	Born	Attend	Sch	ool	
81272 Whit	tle, Alyssa		Female	31/10/2014	Yes			
81274 Whit	tle, Flynn		Male	29/06/2008	No			
	Child:	81272 Whittle, Alyssa			Start Care:	16/10/2017	Stop Care:	
Details								
	Date of Birth:	31/10/2014 4y 9m			Gender:	Female		
	Country of Birth:	Australia			Priority of Act	cess: Work/Stud	v	
	Ethnic Group:	Australian			School:		·	
		e'			At School:	Yes	Apply School	ol Age %:
	Primary Languag	0.						
	Primary Languag Child:	81274 Whittle, Flynn			Start Care:	16/10/2017	Stop Care:	
Details	Primary Languag Child:	81274 Whittle, Flynn			Start Care:	16/10/2017	Stop Care:	
<u>Details</u>	Primary Languag Child: Date of Birth:	81274 Whittle, Flynn 29/06/2008 11y 1m			Start Care: Gender:	16/10/2017 Male	Stop Care:	
<u>Details</u>	Child: Date of Birth: Country of Birth:	81274 Whittle, Flynn 29/06/2008 11y 1m Australia			Start Care: Gender: Priority of Act	16/10/2017 Male cess: Work/Stud	Stop Care:	
<u>Details</u>	Primary Languag Child: Date of Birth: Country of Birth: Ethnic Group:	81274 Whittle, Flynn 29/06/2008 11y 1m Australia Australian			Start Care: Gender: Priority of Act School:	16/10/2017 Male cess: Work/Stud	Stop Care:	