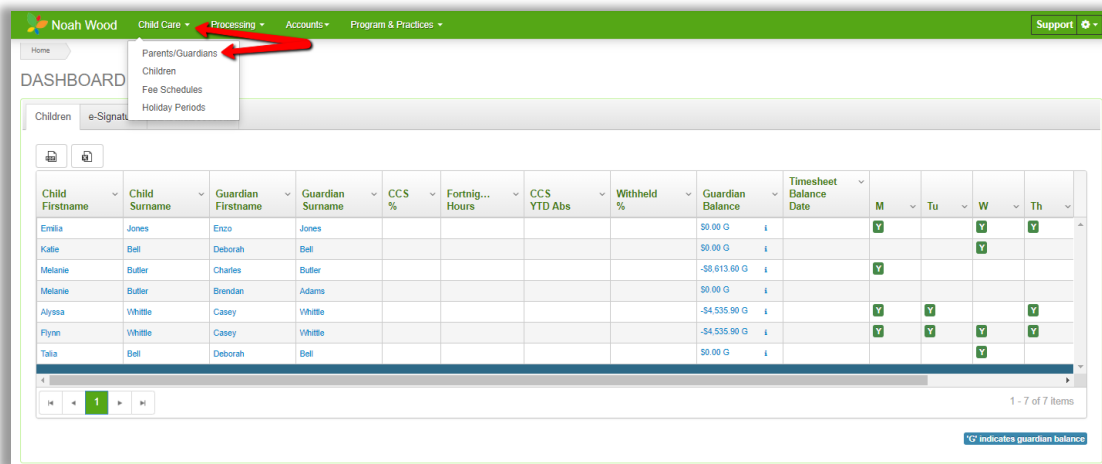


How to Export Family Details

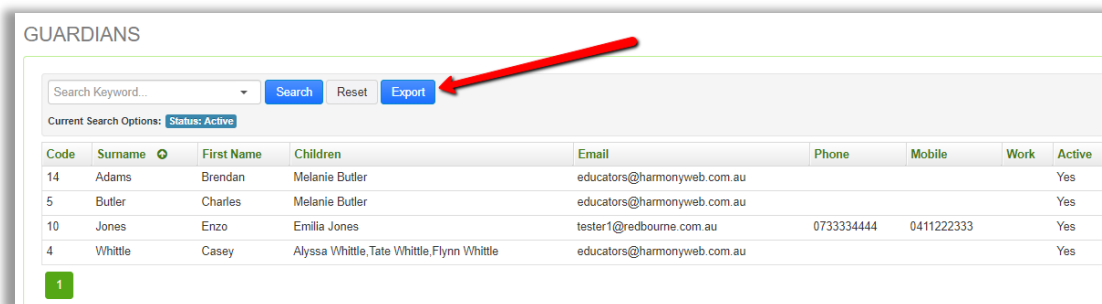
You can now print/download a pdf copy of your family's details including parent, contact and children information.

To do this click on the **Childcare** menu

Select **Parent/Guardians**

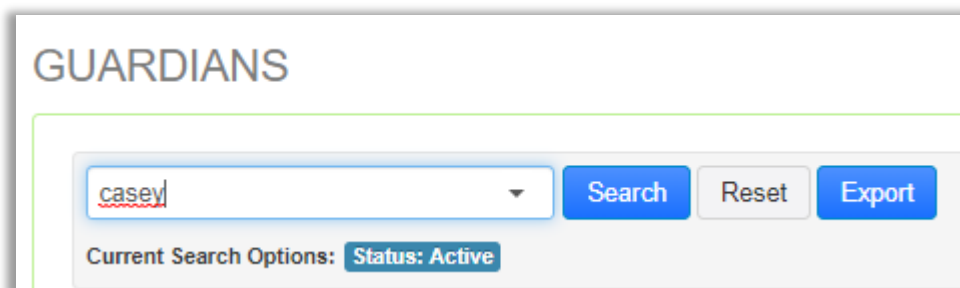


The following window will appear with the export option next to the search functions:



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**.



Sample report:

Page 1 – Parent’s Information

Redbourne Child Care
Chermside, QLD, 4032
1800020126

ABN: 123456789
CCB Approval Id: .123456
Service Type: FDC

***Demonstration Site**

Family Detail Report

67289 Casey Whittle

Address
Residence: 3 Whittle WayBurrum QLD 4503
Postal: 3 Whittle WayBurrum QLD 4503

Electronic Contact
Phone: ----- Mobile: ----- Work Phone: -----
Email: educators@harmonyweb.com.au Email Reports: Yes

Details
Date of Birth: 1/01/1987 Registration: -----
Family Status: ----- Country of Birth: Australia
Employment Status: Employed (Full Time) Ethnic Group: Australian
Language: English Workplace: -----
Occupation: ----- Scanner Code: -----

Partner
Name: Timothy Whittle Residence: 3 Whittle WayBurrum QLD 4503
Home Phone: ----- Mobile: -----
Employment Status: Employed (Full Time) Country of Birth: -----
Occupation: ----- Ethnic Group: -----
Work Phone: ----- Language: -----
Work Place: ----- Email: -----

Note

Page 2 – Contact Information

Redbourne Child Care
Chermside, QLD, 4032
1800020126

ABN: 123456789
CCB Approval Id: .123456
Service Type: FDC

***Demonstration Site**

Family Detail Report

67289 Casey Whittle

Contacts

Type: Authorised Pickup Home Phone: -----
Name: Anne Bass Mobile: 0450000000
Address: Mackey Road Work Phone: -----
BURRUM QLD 4503 Note: -----

Page 3 – Children’s Information

Redbourne Child Care
Chermside, QLD, 4032
1800020126

ABN: 123456789
CCB Approval Id: .123456
Service Type: FDC

***Demonstration Site**

Family Detail Report

67289 Casey Whittle

Children

Child	Gender	Born	School Status	
			Attend	School
81272 Whittle, Alyssa	Female	31/10/2014	Yes	
81274 Whittle, 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 Access: Work/Study
Ethnic Group: Australian School: -----
Primary Language: ----- At School: Yes Apply School Age %: -----

Child: 81274 Whittle, Flynn Start Care: 16/10/2017 Stop Care: -----

Details
Date of Birth: 29/06/2008 11y 1m Gender: Male
Country of Birth: Australia Priority of Access: Work/Study
Ethnic Group: Australian School: -----
Primary Language: ----- At School: No Apply School Age %: -----