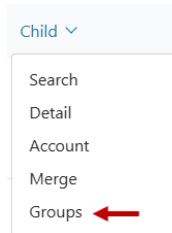


KinderConnect – Creating Child Groups

A Press **Groups** under Child.



B Select the desired provider. A list of its children and assigned operators will appear. Press **New**.

The 'Child Groups' form is shown. The 'Provider' is set to 'ABC Child Care'. The 'Child Group' is set to 'All'. Below, there are two tables. The first table, 'Child List', has columns: First Name, Last Name, ID, Foreign Key, and Date Of Birth. It contains two rows: Michelle Tanner (ID 0, Date 3/3/2022) and Stephanie Tanner (ID 1, Date 2/19/2020). The second table, 'Assigned Operator', has columns: First Name, Last Name, Operator Type, and Region. It contains four rows: Danny Tanner (Sponsor, Virginia), Eric Test (Provider Administrator, Virginia), testUserUAT (Support), and userSysAdminUAT (System Administrator, Virginia). At the bottom left, there is a 'New' button with a red arrow pointing to it, and 'Edit', 'Delete', and 'Audit' buttons.

C Enter a unique **Group Name**.

D Select the name of the child you want to assign in the group and press the right arrow to move them to the Assigned Children box.

Notes:

- You can filter by age to help in making your selection.
- You can use the double right arrow to move all the children to the Assigned Children box.

Child Groups

The 'Child Groups' form is shown. The 'Provider' is set to 'ABC Child Care'. The 'Group Name' is set to 'Test Group'. Below, there are two boxes: 'Unassigned Children' and 'Assigned Children'. The 'Assigned Children' box contains two entries: Michelle Tanner (- 3/3/2022 12:00:00 AM) and Stephanie Tanner (- 2/19/2020 12:00:00). At the bottom, there are 'Next' and 'Cancel' buttons.

E Press **Next**.

F Select the name of the operator you want to assign to the group and press the right arrow to move it to the **Assigned Operators** box. Only these operators will be able to check the groups in and out.

G Press **Next**.

H A summary page will list the assigned children and operators. Confirm your lists and press **Save**.

Note: No restriction exists limiting how many groups may be under a provider, nor an individual child's membership to the groups. Each group must have a unique name under the provider with whom it is associated.