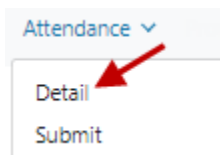


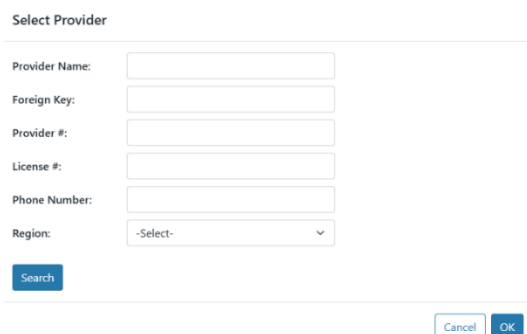
KinderConnect – Staff Reviews Attendance Details

You may review the attendance; however, it is not necessary in order to submit.

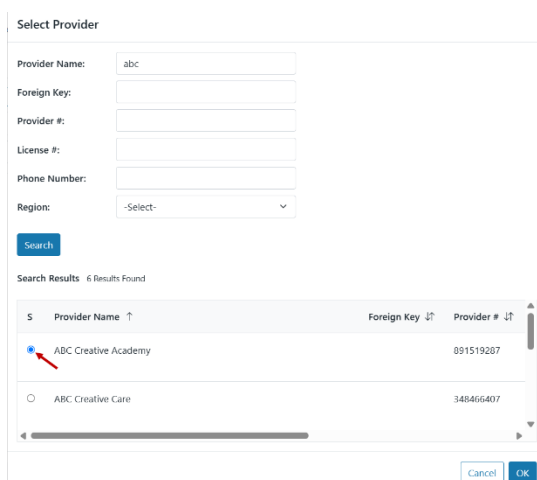
- A** Press **Detail** under Attendance.



- B** Click **Select >>** Next to **Provider** and enter the search criteria. Press **Search**.



- C** Click on the radio button next to the name of the Provider you would like to review. Press **OK**.

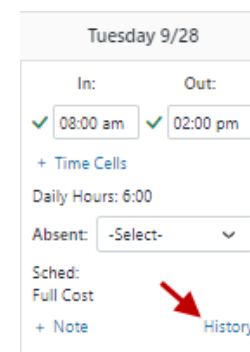


- D** Use the back and forward arrows to navigate between different weeks. You can also use the calendar to select a week of attendance, or manually enter a date in the date field.



- E** Review attendance and edit as needed. It is recommended for Providers to review attendance throughout the service period. Once attendance entries are grayed out, you can no longer edit.

- F** Click **History** on the lower right of a day to review the details of all **In** and **Out** times entered and of any changes made to the attendance.



Note: The **History** will display deleted attendance records in gray.