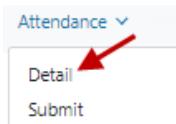


KinderConnect – Review and Update Child Attendance Details - For Providers

Use the Attendance > Detail page to review attendance.

Note: Attendance is automatically submitted after 10 days. For example, attendance from January 5th will be submitted on January 15th.

A Press **Detail** under Attendance.



Note: If you are associated with multiple providers, use the drop-down to switch between them. Otherwise, the Provider field will remain locked.



B 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.



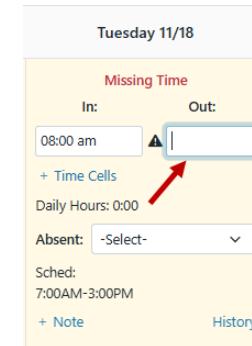
C Review attendance as needed. It is recommended that providers review attendance throughout the service period. Once attendance entries are grayed out, you can no longer edit.

Child Name	Monday 11/17	Tuesday 11/18	Wednesday 11/19	Thursday 11/20	Friday 11/21	Saturday 11/22	Sunday 11/23
Training - 11 Child11 Date of Birth: 8/14/2020 Case Number: 12345611 Child Absent: -Select- Sched: 7:00AM-3:00PM Hour Attended: 12:00		Missing Time In: 08:00 am Out: 08:10 am + Time Cells Daily Hours: 0:00	In: 08:00 am Out: 08:05 pm + Time Cells Daily Hours: 0:55	In: 08:00 am Out: 08:00 pm + Time Cells Daily Hours: 0:00	In: 08:00 am Out: 08:00 pm + Time Cells Daily Hours: 0:00		

For more information, visit <https://VAPass.info>, email us at supportva@kindersystems.com or call us at 1-888-211-6884.

D

If editing attendance, for example entering a missing time, click inside the time cell to edit/enter the time.



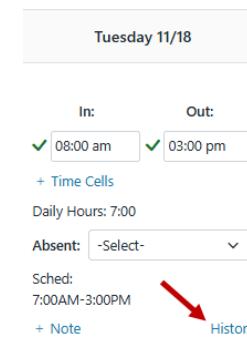
E

Once done, click **Save**.



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.