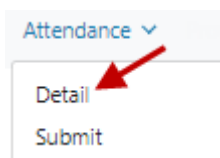


KinderConnect – Staff Reviews Attendance Details

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



- B** Click **Provider** and enter the search criteria. Press **Search**.

Select Provider

Provider Name:

Foreign Key:

Provider #:

License #:

Phone Number:

Region:

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

Select Provider

Provider Name:

Foreign Key:

Provider #:

License #:

Phone Number:

Region:

Search Results 1 Result Found

S	Provider Name ↑	Foreign Key ↓↑	Provider # ↓↑	License # ↓↑	Region ↓↑	Address ↓↑
☒	Test Alamo Provider (11223344)	11223344	111222333	999888777	Alamo	7000 Military Dr W San Antonio, TX 78227

- 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 as needed.

- 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.

Tuesday 9/28

In: Out:

+ Time Cells

Daily Hours: 6:00

Absent:

Sched:

+ Note

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