

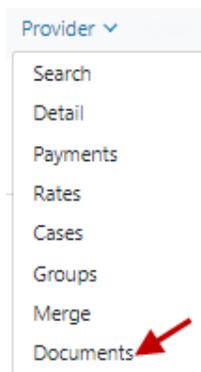
KinderConnect – How to Add a Provider Document

Operators can now upload documents that are relevant to the Provider file for various reasons.

For example, when a Pandemic Day is selected as a type of **Absence** on the **Attendance > Detail** page, it might be necessary to upload one or more of the following documents: A document from the local health department requesting closure of the Provider due to COVID-19, a written statement indicating how the provider is following CDC guidelines, or a classroom roster when only a classroom has been closed.

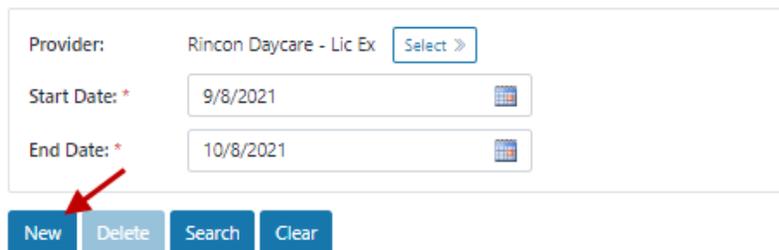
Use the **Provider > Documents** page to upload the files to the database:

A Press **Documents** under Provider.



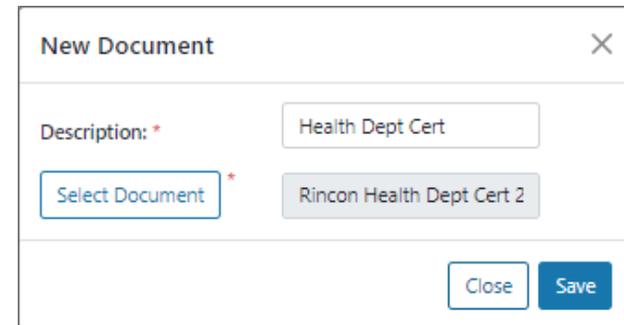
B Press **New**.

Provider Documents

A screenshot of the 'Provider Documents' form. It includes a 'Provider' dropdown menu with 'Rincon Daycare - Lic Ex' selected and a 'Select >' button. Below are 'Start Date' and 'End Date' fields with calendar icons, showing dates 9/8/2021 and 10/8/2021 respectively. At the bottom, there are four buttons: 'New', 'Delete', 'Search', and 'Clear'. A red arrow points to the 'New' button.

C Enter the **Description** of the document you are adding.

D Press **Select Document** to locate the name of the file you would like to add. Note that the document should already exist on your computer before selecting to add it. Once selected, the name of the file to be uploaded displays.

A screenshot of a 'New Document' dialog box. It has a title bar with a close button (X). The 'Description:' field contains 'Health Dept Cert'. Below it, a 'Select Document' button is highlighted in blue. To its right, a list of document names is shown, with 'Rincon Health Dept Cert 2' selected and highlighted in grey. At the bottom right, there are 'Close' and 'Save' buttons.

E Verify uploaded document name is correct.

F Press **Save**.