KinderConnect - Backdating Attendance

Attendance that is missed can be added later within KinderConnect. All attendance must be entered or backdated before submitting attendance.



Click **Detail** under Attendance.

Attendance \vee
Detail 🔶
Submit
Exceptions
Transactions
Certify

B Find the child's name and select the times to add, change, or update under the corresponding 'In' and 'Out' fields. Make the necessary corrections and press Save.

Missing Time								
In:		Out:						
09:15 am	A							
+ Time Cells								
Daily Hours: 0:00								
Absent:	-Select-	~						
Sched: Varying: N	IonSchoo	ol (00:00)						
+ Note		History						

The image below shows common errors made while entering attendance, which can generate an *Incomplete* status. Yellow boxes indicate missing *In* or *Out* times, while the pink boxes indicate incorrect sequence of arrival and departure times.

Valdace, Billy Date of Birth: 7/1/2015 Case Number: Child:				Vissing T	ime	Invalid Time Pair		Missing Time			
	In:	Out:	In:		Out:	In:		Out:	In:		Out:
	✔ 08:00	am 🗸 04:00 pm	08:00 an	n 🔺			03:0	00 pm	12:00 an	n 0.	2:00 pm
	+ Time Cells		+ Time Cells		06:00 pm			A	0	6:00 pm	
	Daily Hours: 8:00		Daily Hours: 0:00		+ Time Cells			+ Time Cells			
	Absent:	-Select- 🗸	Absent:	-Select-	~	Daily Hours: 0:00			Daily Hours: 14:00		
	Sched: 7:00AM-6:00PM		Sched: 7:00AM-6:00PM		Absent:	-Select-	~	Absent:	-Select-	· •	
Hours Attended:	+ Note History		+ Note History		Sched: 7:00AM-6:00PM			Sched: 7:00AM-6:00PM			
30:00						+ Note		History	+ Note		History

For more information, visit <u>https://azcces.info</u>, email us at <u>supportAZ@kindersystems.com</u> or call us at 1-833-859-3433.