

KinderConnect - Messages

The KinderConnect Message Center displays any message sent from the agency or the system during the selected date range.

- A** Click on the **Message Center** icon.



- B** Unread messages appear in bold font. To open a message to review, hover over and click on the **Subject** line.

A screenshot of the KinderConnect Message Center interface. At the top right is a '+ New Message' button. Below it are two tabs: 'Announcements' and 'Messages (166)'. The 'Messages (166)' tab is active. On the left is an 'Inbox (166)' list with a 'Sent' filter. The first message is from 'Douglas Guirlinger' with subject 'message to provider admins' and a 'Med' priority. The second message is from 'Prototype Child Care Time, Attendance, and Pay...' with subject 'Unsubmitted Attendance' and a 'High' priority; this message is highlighted in blue. On the right is the content of the selected message, titled 'Unsubmitted Attendance', with the subject 'Prototype Child Care Time, Attendance, and Payment System' and date 'Tue 10/26'. The body text reads: 'You have not submitted attendance for a billing cycle that ended three or more days ago.'

- C** To **Delete** or **Mark Unread**, click on the checkbox on the header row to select all messages (click again to deselect). You can also select one or more messages individually by clicking on the corresponding checkboxes, then press  (Delete) or  (Mark Unread). Clicking on **Mark Unread** will revert the message to **unread**.