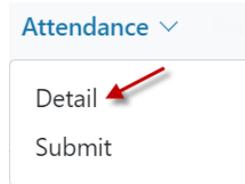


KinderConnect – How to Record Missing Attendance

Providers can enter a missing **In** or **Out** time in KinderConnect.

A Press **Detail** under Attendance.

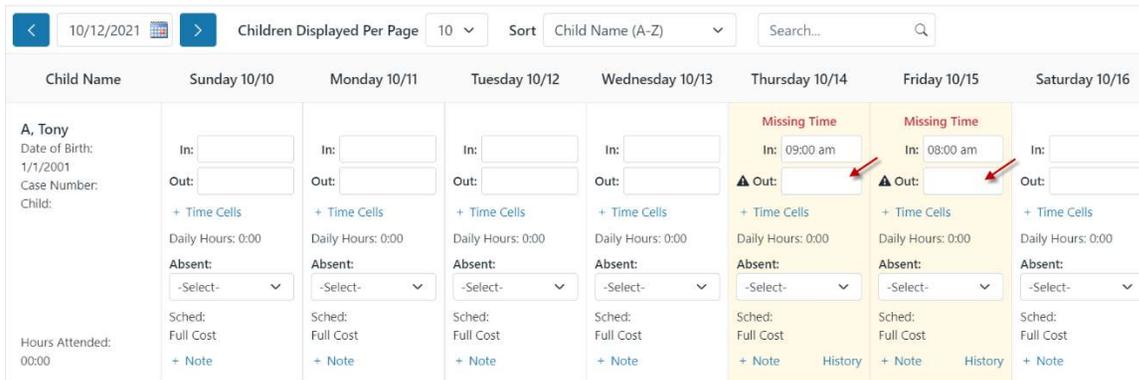


B Navigate to the name of the child and to the day when an **In** or **Out** time is missing in the attendance. Note that the system defaults to the period corresponding to the current date. To modify it, just type the desired date, click on the arrows next to the date or use the Calendar icon.



C Enter the missing **In** or **Out** time.

Save Cancel Day of Non-Operation



Child Name	Sunday 10/10	Monday 10/11	Tuesday 10/12	Wednesday 10/13	Thursday 10/14	Friday 10/15	Saturday 10/16
A, Tony Date of Birth: 1/1/2001 Case Number: Child:	In: <input type="text"/> Out: <input type="text"/> + Time Cells Daily Hours: 0:00 Absent: -Select- Sched: Full Cost + Note	In: <input type="text"/> Out: <input type="text"/> + Time Cells Daily Hours: 0:00 Absent: -Select- Sched: Full Cost + Note	In: <input type="text"/> Out: <input type="text"/> + Time Cells Daily Hours: 0:00 Absent: -Select- Sched: Full Cost + Note	In: <input type="text"/> Out: <input type="text"/> + Time Cells Daily Hours: 0:00 Absent: -Select- Sched: Full Cost + Note	Missing Time In: 09:00 am Out: <input type="text"/> + Time Cells Daily Hours: 0:00 Absent: -Select- Sched: Full Cost + Note History	Missing Time In: 08:00 am Out: <input type="text"/> + Time Cells Daily Hours: 0:00 Absent: -Select- Sched: Full Cost + Note History	In: <input type="text"/> Out: <input type="text"/> + Time Cells Daily Hours: 0:00 Absent: -Select- Sched: Full Cost + Note

D Press **Save**.

For more information, visit www.electronicattendance.com, email us at support@controltec.com or call us at 1-833-866-1706.