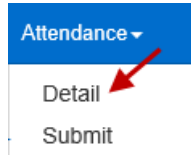


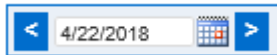
KinderConnect – Adding Attendance after a day is set to Professional Day

After using the **Professional Day** button to apply the absence type to all children in their care, Providers can remove the **Professional Day** and replace with another attendance types.

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

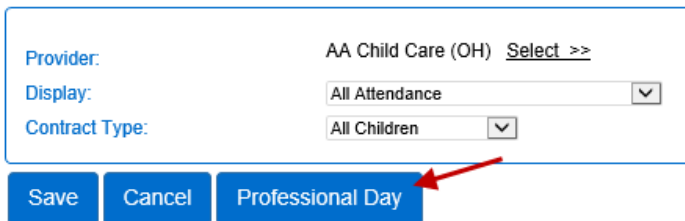


- B** Navigate to the day when the **Professional Day** took place. Note that the system defaults to the period corresponding to the current date. To modify, type the desired date, click on the arrows next to the date to move to previous or later weeks, or click on the **Calendar** icon.



- C** Once on the selected week, press **Professional Day**.

Enter Attendance

A screenshot of the "Enter Attendance" form. The form contains three fields: "Provider:" with the value "AA Child Care (OH) Select >>", "Display:" with a dropdown menu showing "All Attendance", and "Contract Type:" with a dropdown menu showing "All Children". Below the form are three buttons: "Save", "Cancel", and "Professional Day". A red arrow points to the "Professional Day" button.

- D** Since the selection of a **Professional Day** makes the **In** and **Out** fields inactive (greyed out), you first have to deselect the Professional Day for each child under your care on that day.
- E** Enter the correct **In** and **Out** times for each child under your care on that day.
- F** Press **Save**.