

KinderConnect – Caretaker Approval of Transactions

When there is **Attendance** pending **Approval**, the Caretaker will see a message on the Welcome page.

[Home](#)

Welcome to
KinderConnect
Tuesday, May 01, 2018

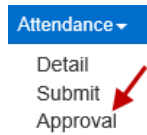
Version 2.1.2.18

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Messages

Subject	From	Date	Priority	Action
Pending Attendance Transactions	Glen Will	4/17/2018	Medium	⚠
Pending Attendance Transactions	Glen Will	4/10/2018	Medium	⚠
Pending Attendance Transactions	Glen Will	4/10/2018	Medium	⚠

A Press **Approval** under Attendance.



B A list of all **Attendance** pending an **Action** displays.

Approval

Approve All							
<input type="checkbox"/>	Child Name	Date	Time	Type	Approval Status	Provider Created	Actions
<input type="checkbox"/>	Carson, Eric	3/19/2018	09:00 am	Time Out	Pending Sponsor	Yes	Approve
<input type="checkbox"/>	Romero, Roy	3/26/2018	07:00 am	Time In	Pending Sponsor	No	Approve Void
<input type="checkbox"/>	Carson, Eric	4/2/2018	01:00 am	Time In	Pending Sponsor	Yes	Approve
<input type="checkbox"/>	Romero, Roy	4/3/2018	01:00 am	Time In	Pending Sponsor	No	Approve Void
<input type="checkbox"/>	Romero, Roy	4/9/2018	01:00 am	Time In	Pending Sponsor	Yes	Approve

The **Approval Status** column indicates which **Attendance** is awaiting **Approval**. All Caretakers for that child can approve the **Attendance**.

For more information, visit www.ohiocctap.info, email us at supportOH@controltec.com or call us at 1-833-866-1708.

C Select the checkbox corresponding to the transaction(s) that you would like to **Approve** or **Void**. To select all, click on the checkbox located in the header row (click again to deselect). Selecting one or more transactions activates the **Approve Selected** button where you can **Approve** all transactions or just those selected.

Approve Selected Approve All

D Press the desired **Approval** or **Void** button. The system will prompt you to confirm the action.

Confirm Approval

Please review the following pending attendance for confirmation.

Child Name	Date	Time	Type	Approval Status
Carson, Eric	3/19/2018	09:00 am	Time Out	Pending Sponsor

Confirm Cancel

Confirm Void

Please review the following pending attendance for confirmation.

Child Name	Date	Time	Type	Approval Status
Romero, Roy			Time In	Pending Sponsor

Confirm Cancel

E Once confirmed, the transaction disappears from the list of **Attendance** requiring **Action**.