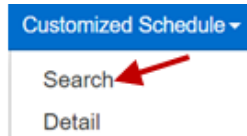


KinderConnect – Assigning or Unassigning Children to a Customized Schedule

- A** Use **Customized Schedule Search** to locate the **Customized Schedule** you would like to assign or unassign children to. Refer to the Searching and Exporting Customized Schedules QRC for more information.



- B** Once located, click on the name of the **Customized Schedule** to open.

Customized Schedule Detail

New Delete Save Cancel History

★ denotes required field

Provider: AAA Child Care

Schedule Name: ★ Anthony's First Active

Category: ★ Half-Day School

Start Date: ★ 1/1/2019

End Date: ★ 7/31/2019

Mon Tue Wed Thur Fri Sat Sun

Start Time: 12:00 PM 12:00 PM 12:00 PM 12:00 PM 12:00 PM 06:00 AM Fill M-F Fill Clear

End Time: 04:00 PM 04:00 PM 04:00 PM 04:00 PM 04:00 PM 03:00 PM Fill M-F Fill Clear

Unassigned Children **Filters** Assigned Children

Unassigned Children	Assigned Children
Amos Appleton (02/02/2014)	Ben Peterson (01/01/2015)
Abbey Appleton (01/01/2015)	Little Hogar (02/02/2015)
Abe Vasquez (02/02/2015)	Francis Bernard (02/02/2016)
Africa Appleton (04/02/2014)	Abel Wilkinson (02/02/2014)
Astrid Appleton (04/02/2014)	Bama Carson (01/01/2015)
Abe Leo (04/04/2014)	

- C** Click the **Filters** button and make your selection to filter unassigned children by one or more age categories. Press **OK**.

Filters

Infant

Toddler

PreSchool

School Age

OK

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

- D** To assign children to a **Customized Schedule**:
- Click on one child's name in the **Unassigned Children** box and click to move the single child.
 - Using your keyboard, press and hold the Control Key and click on multiple children names. Then, click to move all selected children.
 - Click to move all Unassigned Children to the **Assigned Children** box.

- E** To unassign children from a **Customized Schedule**:
- Click on one child's name in the **Assigned Children** box and click to move the single child.
 - Using your keyboard, press and hold the Control Key and click on multiple children names. Then, click to move all selected children.
 - Click to move all Assigned Children to the **Unassigned Children** box.

- F** Press **Save**.



- G** Enter the reason for making changes to the **Customized Schedule**, then press **OK**.

Reason for Update

Add new schedule

OK Cancel