

KinderConnect – Modify a Customized Schedule from the Child Detail

You first need to locate the Child whose **Customized Schedule** you would like to modify or delete using Child Search. For additional information, refer to the Child Search QRC.

- A** Once you locate the desired Child in the **Search Results**, click on the name to open the corresponding **Child Detail**.

Search Results

Child Name	Child ID	CIN	Case Number	Date of Birth	Age Group	Phone Number	Providers	Sponsors	Type	Customized Schedule
Appleton, Abby	137	110000002663	555555	1/1/2017	Toddler		AAA Child Care Provider2 R	Appleton, Ashley Appleton, Zane	Subsidized	Anthony's First Steps half day
Martin, John	632			1/21/2015	PreSchool	(888) 999-1111	AAA Child Care		Private Pay	Anthony's First

- B** You can now make changes to **Start Date** and the **End Date** of the **Customized Schedule** for the selected child as well as to the **Start Time** and the **End Time** fields.

Child Detail

New Save Cancel Merge Upload Picture Add Customized Schedule

Child ID: 137
 First Name: Abby
 Middle Name:
 Last Name: Appleton
 Date of Birth: 1/1/2017
 Age Group: Toddler
 Phone Number:
 Child Type: Subsidized
 CIN:
 Subsidized Schedules:
 Private Pay Schedules: Add Private Pay Schedule

Provider	Start Date	End Date	Status
AAA Child Care	2/1/2019	12/1/2019	Active

Customized Schedules:

✓ half day - Half Day School - AAA Child Care
 Updated 05/14/2019 by System Admin
 Start Date: 01/01/2019 End Date: 02/26/2019
 Mon X Tue X Wed X Thur X Fri X Sat X Sun X
 Start Time: 12:00 PM 12:00 PM 12:00 PM 12:00 PM 12:00 PM 12:00 PM 06:00 AM
 End Time: 04:00 PM
 History Remove

✓ Anthony's First Steps - Half Day School - AAA Child Care
 Updated 05/14/2019 by System Admin
 Start Date: 01/01/2019 End Date: 07/04/2019
 Mon X Tue X Wed X Thur X Fri X Sat X Sun X
 Start Time: 12:00 PM 12:00 PM 12:00 PM 12:00 PM 12:00 PM 12:00 PM 07:00 AM
 End Time: 04:00 PM 04:00 PM 04:00 PM 03:00 PM 04:00 PM 02:00 PM 03:00 PM
 History Remove

✓ test's sgl test - All Day School - AAA Child Care
 Updated 05/14/2019 by System Admin
 History Remove

- C** Press **Save** after making all desired changes.



- D** Press **History** to review all changes made to a **Customized Schedule**.



- E** The table displays the details of all changes made to the **Customized Schedule**. The scroll bar allows you to review additional columns. Depending on the number of records, there might be several pages. In that case, move among the pages by pressing on the appropriate page number link.

History

Provider ID	Provider Name	Schedule Name	Status	Category Description	Start Date	End Date	Monday Range	Tuesday Range
41	AAA Child Care	Anthony's 18th	True	Children attending public school all day	10/3/2019 12:00:00 AM	11/5/2019 12:00:00 AM	7:00a-3:00p	7:00a-9:00p
41	AAA Child Care	Anthony's 18th	True	Child attends public school all day	10/3/2019 12:00:00 AM	11/5/2019 12:00:00 AM	7:00a-3:00p	7:00a-9:00p
41	AAA Child Care	Anthony's 18th	True	Child attends public school all day	10/3/2019 12:00:00 AM	11/5/2019 12:00:00 AM	7:00a-3:00p	7:00a-9:00p
41	AAA Child Care	Anthony's 18th	True	Children attending public school all day	10/3/2019 12:00:00 AM	11/5/2019 12:00:00 AM	7:00a-3:00p	7:00a-9:00p
41	AAA Child Care	Anthony's 18th	True	Child attends public school all day	10/3/2019 12:00:00 AM	11/5/2019 12:00:00 AM	7:00a-3:00p	7:00a-9:00p
41	AAA Child Care	Anthony's 18th	True	Child attends public school all day	11/7/2019 12:00:00 AM	11/5/2019 12:00:00 AM	7:00a-3:00p	7:00a-9:00p
41	AAA Child Care	Anthony's 18th	True	Children attending public school all day	11/7/2019 12:00:00 AM	11/5/2019 12:00:00 AM	7:00a-3:00p	7:00a-9:00p
41	AAA Child Care	Anthony's 18th	True	Child attends public school all day	11/7/2019 12:00:00 AM	11/5/2019 12:00:00 AM	7:00a-3:00p	7:00a-9:00p
41	AAA Child Care	Anthony's 18th	True	Children attending public school all day	11/7/2019 12:00:00 AM	11/5/2019 12:00:00 AM	7:00a-3:00p	7:00a-9:00p

1 2 3 4 5

Close

- F** Press **Close**.

- G** Press **Remove** to eliminate a **Customized Schedule** from a Child. Note: The **Remove** button only appears if no payments have been processed for attendance that uses this **Customized Schedule**.



- H** Press **Save**.

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