

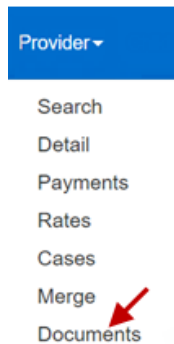
KinderConnect – How to Add a Provider Document

Operators can now upload documents into TAP that are relevant to the Program file for various reasons.

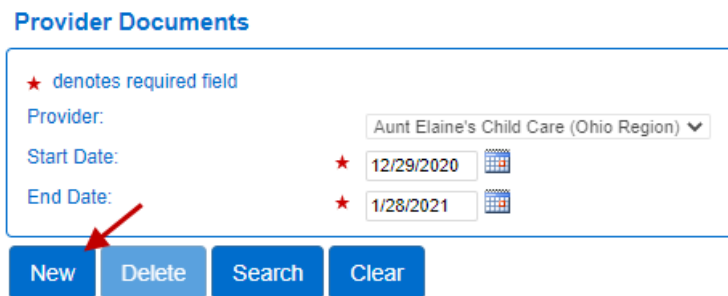
For example, when a Pandemic Day is selected as a type of **Absence** on the **Attendance > Detail** page, it might be necessary to upload one or more of the following documents: A document from the local health department requesting closure of the Program due to COVID-19, a written statement indicating how the program is following CDC guidelines, or a classroom roster when only a classroom has been closed.

Use the **Provider > Documents** page to upload the files to the database:

A Press **Documents** under Provider.

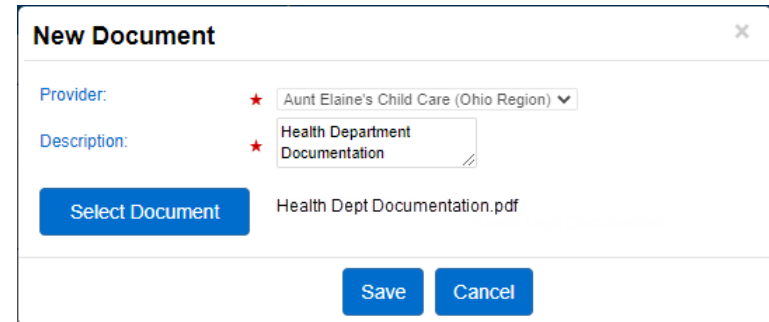


B Press **New**.

The 'Provider Documents' form is shown. It includes a legend: '★ denotes required field'. The form fields are: Provider (Aunt Elaine's Child Care (Ohio Region)), Start Date (★ 12/29/2020), and End Date (★ 1/28/2021). At the bottom, there are four buttons: New, Delete, Search, and Clear. A red arrow points to the 'New' button.

C Enter the **Description** of the document you are adding.

D Press **Select Document** to locate the name of the file you would like to add. Note that the document should already exist on your computer before selecting to add it. Once selected, the name of the file to be uploaded displays.

A 'New Document' dialog box is shown. It has a title bar with a close button (X). The form inside has two fields: 'Provider' (Aunt Elaine's Child Care (Ohio Region)) and 'Description' (Health Department Documentation). Below the Description field is a 'Select Document' button and the text 'Health Dept Documentation.pdf'. At the bottom right are 'Save' and 'Cancel' buttons.

E Verify uploaded document name is correct.

F Press **Save**.