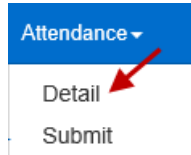


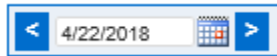
## KinderConnect – Adding Attendance after a day is set to Professional Day

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 other 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** 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 by clicking on the blank field.

Child Name	Sunday 11/15	Monday 11/16	Tuesday 11/17	Wednesday 11/18	Thursday 11/19
<b>Aarons, Andy</b> Date of Birth: 5/1/2011 Case Number: 202 UAN: (1235) - 10/29/2020  Total Hours: 05:00 Hours Attended: 00:00	In: <input type="text"/> Out: <input type="text"/>  Daily Hours: 0:00 Absent: <input type="text"/>  <input type="text"/>	In: <input type="text"/> Out: <input type="text"/>  Daily Hours: 0:00 Absent: <input type="text"/>  <input type="text"/>	In: <input type="text"/> Out: <input type="text"/>  Daily Hours: 0:00 Absent: <input type="text"/>  <input type="text"/>	In: <input type="text"/> Out: <input type="text"/>  Daily Hours: 0:00 Absent: <input type="text"/>  <input type="text"/>	Sched: Varying: NonSchool (40:00)
<b>Confli, Carly</b>	In: <input type="text"/> Out: <input type="text"/>  Daily Hours: 0:00 Absent: <input type="text"/>  <input type="text"/>	In: <input type="text"/> Out: <input type="text"/>  Daily Hours: 0:00 Absent: <input type="text"/>  <input type="text"/>	In: <input type="text"/> Out: <input type="text"/>  Daily Hours: 0:00 Absent: <input type="text"/>  <input type="text"/>	In: <input type="text"/> Out: <input type="text"/>  Daily Hours: 0:00 Absent: <input type="text"/>  <input type="text"/>	Sched: Varying: NonSchool (40:00)

**D** You can now enter the correct **In** and **Out** times in the appropriate fields for each child under your care on that day.

**E** Press **Save**.