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.

Customized Schedule ▾
Search
Detail

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 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		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 ⓘ

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

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**.

New Delete Save Cancel History

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

Reason for Update
Add new schedule

OK   Cancel

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

05/24OH