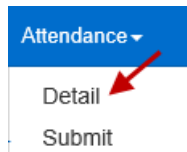


KinderConnect – County Staff Reviews Attendance Details

A Press **Detail** under Attendance.



B Click **Provider** and enter the search criteria. Press **Search**.

Select Provider

Provider Name:

Program Number:

CCP User ID:

Phone Number:

Region:

Provider Type:

County:

C Click on the radio button next to the name of the Provider/Program you would like to review. Press **OK**.

Select Provider

Provider Name:

Program Number:

CCP User ID:

Phone Number:

Region:

Provider Type:

County:

S	Program Number	CCP User ID	Region	Address
<input checked="" type="radio"/>	AAA Child Care	656923		123 Main Street Suite 234 Escondido CA 92025
<input type="radio"/>	ABC Roland			123 Main San Diego CA 92101

D Use the back and forward arrows to navigate between different weeks. You can also use the calendar to select a week of attendance, or manually enter a date in the date field.



E Review attendance as needed.

F Click **History** on the lower right of a day to review the details of all **In** and **Out** times entered and of any changes made to the attendance.

Monday 3/25

In: **Out:**

Daily Hours: 7:00

Absent:

Sched: Full Cost **History**

Note: The **History** will display deleted attendance records in gray.

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