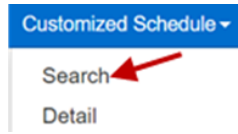


KinderConnect – Modifying Customized School Schedules

- A** Use **Customized Schedule Search** to locate the **Customized Schedule** you would like to edit or delete. Refer to the Searching and Exporting Customized Schedules QRC for more information.



- B** Make the necessary changes to the **Customized Schedule**.

- Change the **Schedule Name** field.
- Click the **Active** checkbox to make a **Customized Schedule** active or inactive.
- The **Category** field cannot be changed.
- The **Start Date** field cannot be changed.
- Enter the **End Date** or use the calendar to select.

Note: The **End Date** cannot exceed one year from the **Start Date**. Any modification to the **Start Date** will require a new schedule.

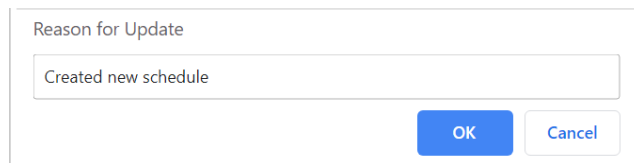
- C** Click the **Filters** button to filter unassigned children by one or more age categories. Press **OK**.

- D** To assign or unassign children to a **Customized Schedule**, refer to the Assigning or Unassigning Children to a Customized Schedule QRC for additional information.

- E** Press **Save**.



- F** Enter the reason for changing the **Customized Schedule**, then press **OK**.

A screenshot of a dialog box titled "Reason for Update". It contains a text input field with the text "Created new schedule". Below the input field are two buttons: "OK" and "Cancel".

- G** Press **Delete** to eliminate the **Customized Schedule**. A message will appear asking you to confirm the selection. Press **OK** to confirm. **Note:** The **Delete** button only appears if no payments have been processed for attendance that uses this **Customized Schedule**.

- H** Press **History** to review all changes made to the **Customized Schedule**.



- I** A table listing the history of all changes made to the selected **Customized Schedule** displays. If necessary, use the vertical and horizontal scroll bars to view additional records and columns, or click on the page numbers to move from one to another. Press **Close** after reviewing the **History**.