KinderConnect – Caretaker Approval of Transactions

When there is **Attendance** pending **Approval**, the Caretaker will see a message on the Welcome page.
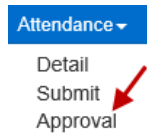
Home

Welcome to
KinderConnect

Tuesday, May 01, 2018

Version 2.1.2.18

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Messages

Subject	From	Date	Priority	Action
Pending Attendance Transactions	Glen Will	4/17/2018	Medium	⚠
Pending Attendance Transactions	Glen Will	4/10/2018	Medium	⚠
Pending Attendance Transactions	Glen Will	4/10/2018	Medium	⚠

A Press **Approval** under Attendance.

Attendance ▾
Detail
Submit
Approval

B A list of all *Attendance* pending an *Action* displays.

Approval

Approve All

	Child Name	Date	Time	Type	Approval Status	Provider Created	Actions
☐	Carson, Eric	3/19/2018	09:00 am	Time Out	Pending Sponsor	Yes	Approve
☐	Romero, Roy	3/26/2018	07:00 am	Time In	Pending Sponsor	No	Approve Void
☐	Carson, Eric	4/2/2018	01:00 am	Time In	Pending Sponsor	Yes	Approve
☐	Romero, Roy	4/3/2018	01:00 am	Time In	Pending Sponsor	No	Approve Void
☐	Romero, Roy	4/9/2018	01:00 am	Time In	Pending Sponsor	Yes	Approve

The *Approval Status* column indicates which **Attendance** is awaiting **Approval**. All Caretakers for that child can approve the **Attendance**.

C Select the checkbox corresponding to the transaction(s) that you would like to *Approve* or *Void*. To select all, click on the checkbox located in the header row (click again to deselect). Selecting one or more transactions activates the **Approve Selected** button where you can *Approve* all transactions or just those selected.

Approve Selected   Approve All

D Press the desired **Approval** or **Void** button. The system will prompt you to confirm the action.

Confirm Approval

Please review the following pending attendance for confirmation.

Child Name	Date	Time	Type	Approval Status
Carson, Eric	3/19/2018	09:00 am	Time Out	Pending Sponsor

Confirm   Cancel

Confirm Void

Please review the following pending attendance for confirmation.

Child Name	Date	Time	Type	Approval Status
Romero, Roy			Time In	Pending Sponsor

Confirm   Cancel

E Once confirmed, the transaction disappears from the list of **Attendance** requiring *Action*.