

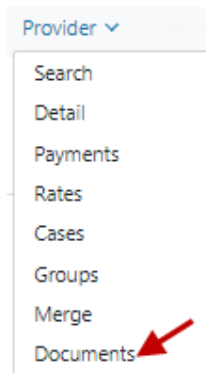
KinderConnect – How to Add a Provider Document

Operators can now upload documents into the **Online Attendance System** that are relevant to the Provider file for various reasons.

For example, when a Pandemic Day is selected as a type of **Absence** on the **Attendance > Detail** page, it might be necessary to upload one or more of the following documents: A document from the local health department requesting closure of the Provider due to COVID-19, a written statement indicating how the provider is following CDC guidelines, or a classroom roster when only a classroom has been closed.

Use the **Provider > Documents** page to upload the files to the database:

A Press **Documents** under Provider.



B Press **New**.

Provider Documents

Provider: Rincon Daycare - Lic Ex Select >>

Start Date: * 9/8/2021 Calendar icon

End Date: * 10/8/2021 Calendar icon

New Delete Search Clear

A screenshot of the 'Provider Documents' form. It includes a 'Provider' dropdown menu set to 'Rincon Daycare - Lic Ex' with a 'Select >>' button. Below are 'Start Date' and 'End Date' fields, both with calendar icons. At the bottom, there are four buttons: 'New', 'Delete', 'Search', and 'Clear'. A red arrow points to the 'New' button.

C Enter the **Description** of the document you are adding.

D Press **Select Document** to locate the name of the file you would like to add. Note that the document should already exist on your computer before selecting to add it. Once selected, the name of the file to be uploaded displays.

New Document

Description: * Health Dept Cert

Select Document * Rincon Health Dept Cert 2

Close Save

A screenshot of a 'New Document' dialog box. It has a title bar with a close button. The 'Description' field contains 'Health Dept Cert'. The 'Select Document' field contains 'Rincon Health Dept Cert 2'. At the bottom right are 'Close' and 'Save' buttons.

E Verify uploaded document name is correct.

F Press **Save**.