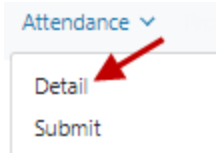
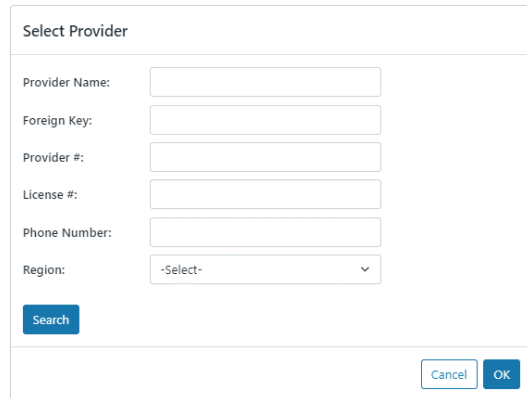


KinderConnect – Region Staff Reviews Attendance Details

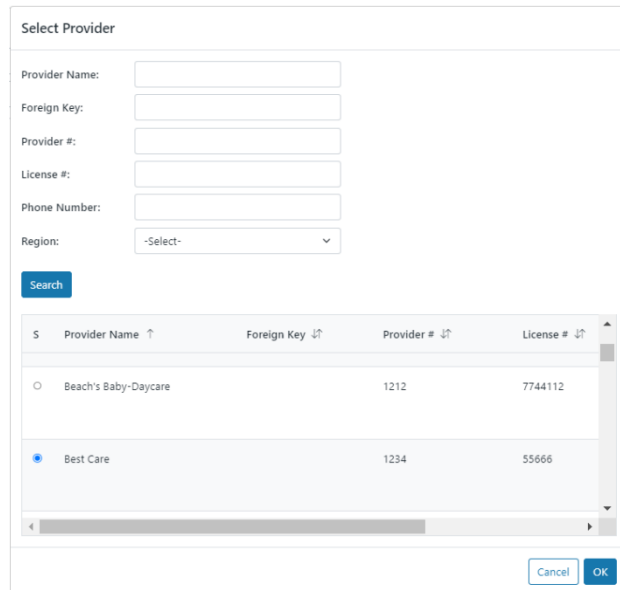
- A** Press **Detail** under Attendance.



- B** Click **Select** and enter the search criteria. Press **Search**.

A screenshot of the 'Select Provider' form. It includes input fields for 'Provider Name', 'Foreign Key', 'Provider #', 'License #', and 'Phone Number'. There is a dropdown menu for 'Region' with '-Select-' as the current selection. A blue 'Search' button is at the bottom left, and 'Cancel' and 'OK' buttons are at the bottom right.

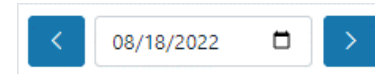
- C** Click on the radio button next to the name of the Provider you would like to review. Press **OK**.

A screenshot of the 'Select Provider' form. The search criteria fields are empty. Below the fields is a table with the following data:

S	Provider Name ↑	Foreign Key ↕	Provider # ↕	License # ↕
☐	Beach's Baby-Daycare		1212	7744112
☒	Best Care		1234	55666

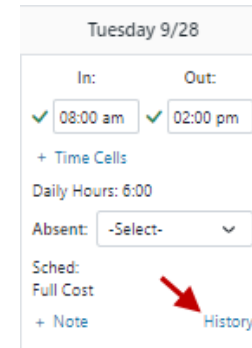
At the bottom are 'Cancel' and 'OK' buttons.

- 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.

A screenshot of a date navigation interface. It features a central date field displaying '08/18/2022'. To the left is a back arrow button, and to the right is a forward arrow button. A small calendar icon is also present.

- 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.

A screenshot of the attendance details for 'Tuesday 9/28'. It shows 'In: 08:00 am' and 'Out: 02:00 pm' with green checkmarks. Below this are links for '+ Time Cells', 'Daily Hours: 6:00', 'Absent: -Select-', 'Sched:', 'Full Cost', and '+ Note'. A red arrow points to a 'History' link in the bottom right corner.

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