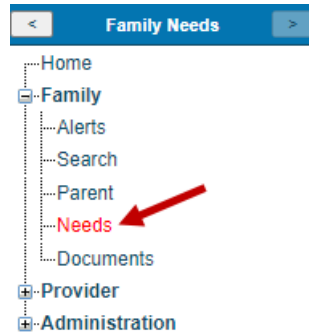


## KinderTrack – Adding/Editing Family Needs

The **Family>Needs** page documents the reason for the family requesting childcare and the days and hours of care.

- A** Press **Needs** under **Family**.



- B** Use the **Select Parent** drop-down menu to select the corresponding parent.

- C** To add a new Need, press **New**.

**New**

- D** Use the **Need Reason** drop-down menu to select the reason for the new Need.

- E** Enter the details of the new Need. Required fields are marked by a **red asterisk (\*)**.

- F** Press **Save**.

**Save**

- G** To edit an existing Need, select the corresponding radio button.

S	Start	End	Reason	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
1	1/1/2023		Working	8:00am-5:00pm	8:00am-5:00pm	8:00am-5:00pm	8:00am-5:00pm	8:00am-5:00pm		

- H** Press **Edit**.

**Edit**

- I** Edit the fields you need to change and enter a reason for the change in the **Change Reason** field.

- J** Press **Save**.