KinderConnect – Adding Attendance After a Day is Set to Professional Day
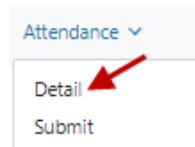
After using the *Professional Day* button to apply the absence type to all children in their care, Providers can remove the *Professional Day* and replace it with other attendance types.

A Press **Detail** under Attendance.

Attendance ∨

Detail
Submit

B Navigate to the day when the *Professional Day* took place. Note that the system defaults to the period corresponding to the current date. To modify, type the desired date, click on the arrows next to the date to move to previous or later weeks, or click on the *Calendar* icon.

< 10/1/2021 📅 >
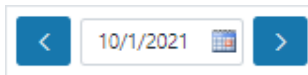
C Since the selection of a *Professional Day* makes the *In* and *Out* fields inactive (greyed out), you first have to deselect the *Professional Day* for each child under your care on that day by clicking on the *Select* field.

D You can now enter the correct *In* and *Out* times in the appropriate fields for each child under your care on that day.

E Press **Save**.

Child Name	Monday 12/20		Tuesday 12/21		Wednesday 12/22		Thursday 12/23		Friday 12/24		Saturday 12/25		Sunday 12/26	
Harper, Liam Date of Birth: 9/2/2019 Case Number: B12345 Child:	In:	Out:	In:	Out:	In:	Out:	In:	Out:	In:	Out:	In:	Out:	In:	Out:
	+ Time Cells		+ Time Cells		+ Time Cells		+ Time Cells		+ Time Cells		+ Time Cells		+ Time Cells	
	Daily Hours: 0:00		Daily Hours: 0:00		Daily Hours: 0:00		Daily Hours: 0:00		Daily Hours: 0:00		Daily Hours: 0:00		Daily Hours: 0:00	
	Absent: -Select- ∨		Absent: -Select- ∨		Absent: -Select- ∨		Absent: -Select- ∨		Absent: -Select- ∨		Absent: -Select- ∨		Absent: -Select- ∨	
Hours Attended: 00:00	Sched: Varying: NonSchool (40:00)		Sched: Varying: NonSchool (40:00)		Sched: Varying: NonSchool (40:00)		Sched: Varying: NonSchool (40:00)		Sched: Varying: NonSchool (40:00)		Sched: Varying: NonSchool (40:00)		Sched: Varying: NonSchool (40:00)	
	+ Note		+ Note		+ Note		+ Note		+ Note		+ Note		+ Note	