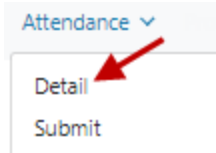
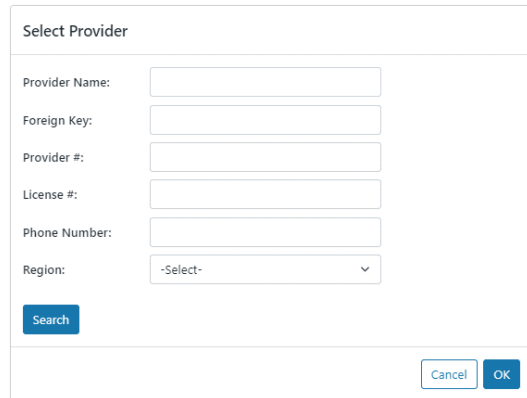


KinderConnect – Region Staff Reviews Attendance Details

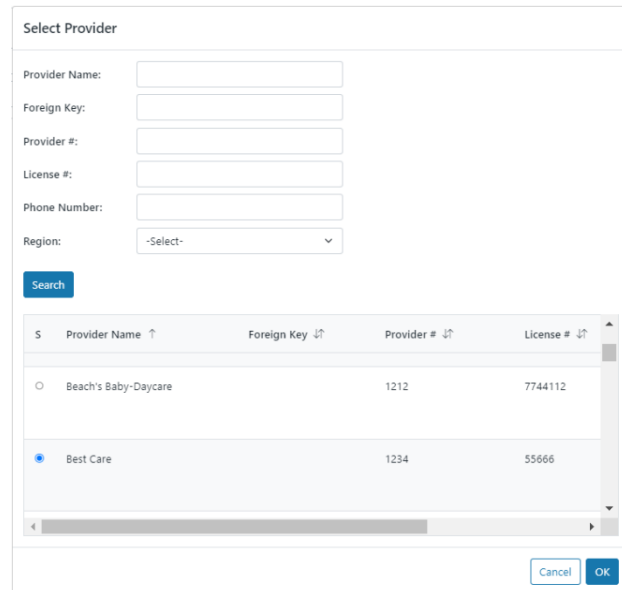
- A** Press **Detail** under Attendance.



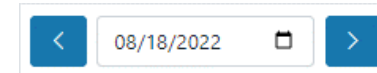
- B** Click **Select** and enter the search criteria. Press **Search**.

A screenshot of the 'Select Provider' form. It contains several input fields: 'Provider Name', 'Foreign Key', 'Provider #', 'License #', 'Phone Number', and 'Region' (a dropdown menu). A '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**.

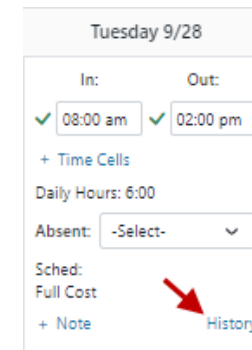
A screenshot of the 'Select Provider' form. The 'Search' button has been clicked, and a list of providers is displayed. The list has columns for 'S', 'Provider Name', 'Foreign Key', 'Provider #', and 'License #'. Two providers are listed: 'Beach's Baby-Daycare' and 'Best Care'. The 'Best Care' provider is selected, indicated by a blue radio button. The 'Cancel' and 'OK' buttons are at the bottom right.

- 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 the date navigation interface. It features a date field with '08/18/2022' and a calendar icon. To the left is a back arrow and to the right is a forward arrow.

- 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:' and 'Out:' times with checkmarks and a green box. Below are links for '+ Time Cells', 'Daily Hours: 6:00', 'Absent:' (dropdown), 'Sched:', 'Full Cost', '+ Note', and 'History'. A red arrow points to the 'History' link.

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