

CareConnect Web - Downloading Attendance Sheets / Descargando hojas de asistencia

English:

This article will walk you through the steps how to download attendance sheets from CareConnect, previously known as CarePortal.

1. Login to **CareConnect** --> Navigate to the **Subsidies** tab
2. Under **Claim & Time Sheet** section --> Select the **month** --> You will see all the time sheets available for download

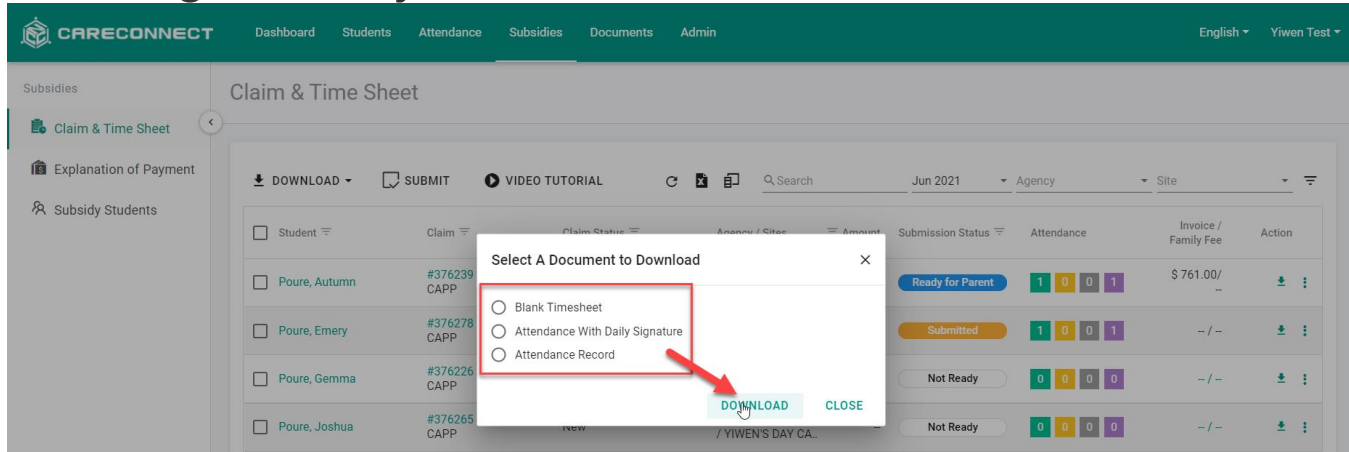
Student	Claim	Claim Status	Agency / Sites	Amount	Submission Status	Attendance	Invoice / Family Fee	Action
<input checked="" type="checkbox"/> Poure, Autumn	#376239 CAPP	New	apcb2021662226 / YIWEN'S DAY CA.	--	Ready for Parent	1 0 0 1	\$ 761.00/ --	
<input type="checkbox"/> Poure, Emery	#376278 CAPP	New	apcb2021662226 / YIWEN'S DAY CA.	--	Submitted	1 0 0 1	-- / --	
<input type="checkbox"/> Poure, Gemma	#376226 CAPP	New	apcb2021662226 / YIWEN'S DAY CA.	--	Not Ready	0 0 0 0	-- / --	
<input type="checkbox"/> Poure, Joshua	#376265 - New CAPP	New	apcb2021662226 / YIWEN'S DAY CA.	--	Not Ready	0 0 0 0	-- / --	
<input type="checkbox"/> Poure, Magnolia	#376252 - New CAPP	New	apcb2021662226 / YIWEN'S DAY CA.	--	Not Ready	0 0 0 0	-- / --	

3. There are 2 ways how to download attendance sheets:

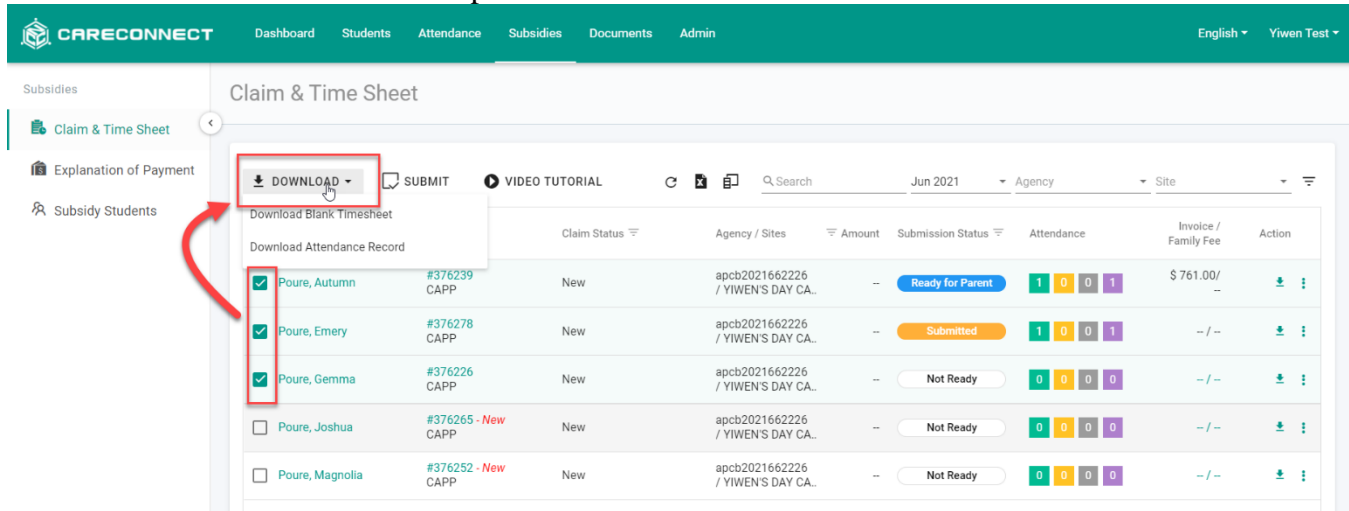
a. Download one attendance sheet at a time by clicking to the **download** button at the end of the child row --> Select a document to download -> Download

Student	Claim	Claim Status	Agency / Sites	Amount	Submission Status	Attendance	Invoice / Family Fee	Action
<input type="checkbox"/> Poure, Autumn	#376239 CAPP	New	apcb2021662226 / YIWEN'S DAY CA.	--	Ready for Parent	1 0 0 1	\$ 761.00/ --	
<input type="checkbox"/> Poure, Emery	#376278 CAPP	New	apcb2021662226 / YIWEN'S DAY CA.	--	Submitted	1 0 0 1	-- / --	
<input type="checkbox"/> Poure, Gemma	#376226 CAPP	New	apcb2021662226 / YIWEN'S DAY CA.	--	Not Ready	0 0 0 0	-- / --	
<input type="checkbox"/> Poure, Joshua	#376265 - New CAPP	New	apcb2021662226 / YIWEN'S DAY CA.	--	Not Ready	0 0 0 0	-- / --	
<input type="checkbox"/> Poure, Magnolia	#376252 - New CAPP	New	apcb2021662226 / YIWEN'S DAY CA.	--	Not Ready	0 0 0 0	-- / --	

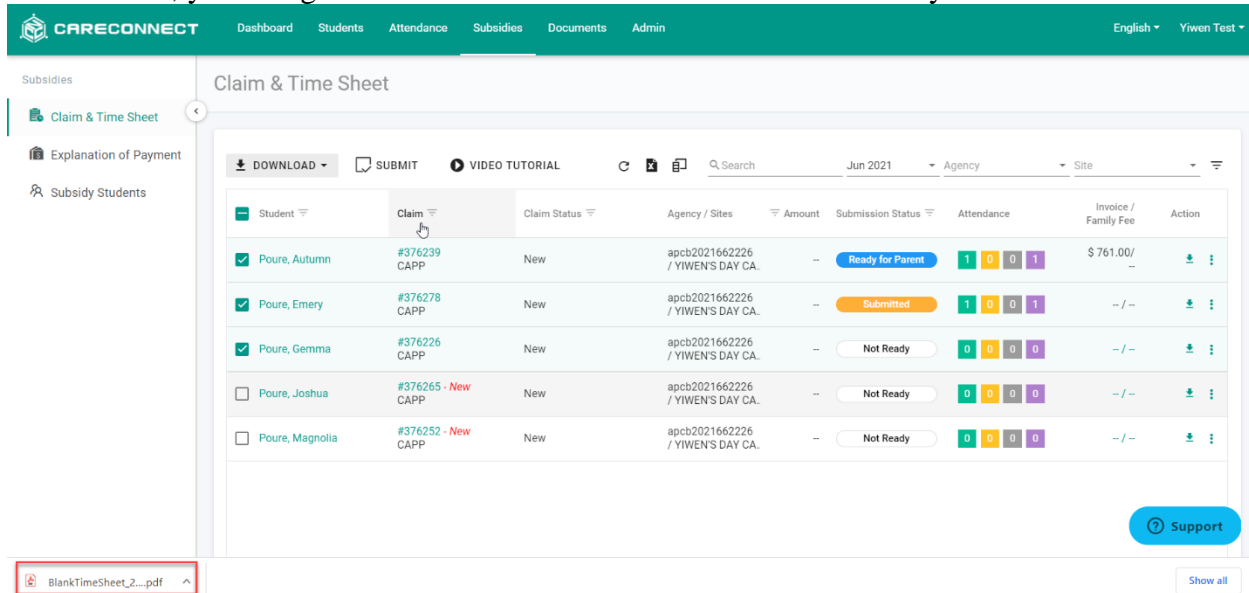
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b. Download all attendance sheets at once by clicking the **check box** selection next to the Child column --> Click the **Download** button at the top --> Select a document to download



4. After clicking on one of the different download buttons, a PDF will start to download. Depending on your web browser, you will get a download document towards the bottom of your browser window.



BlankTimesheet_2...pdf

Show all

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5. Click on the download to open and print it.

**CHILD CARE SUBSIDY PROGRAM
ATTENDANCE RECORD**

376226 0008300376226

Provider:
YIWEN'S DAY CARE
878689 Test Blvd
Los Angeles, CA 90010-1234
(342) 323-2333

Month/Year:	Jun 2021	Program:	CAPP
Child Name:	GEMMA POURE		
Child DOB:	01/21/2018, 3 - 4		
Parent Name:	NORA POURE (38614)		
Specialist:	Demo_APCB_LIVE		
Specialist Phone:			

ATTENDANCE MUST BE COMPLETED DAILY

Date	Day	Time In (AM/PM)	Time Out (AM/PM)	Time In (AM/PM)	Time Out (AM/PM)	Date	Day	Time In (AM/PM)	Time Out (AM/PM)	Time In (AM/PM)	Time Out (AM/PM)
Jun 1	Tue					Jun 16	Wed				

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Español:

Este artículo te guiará a través de los pasos para descargar las hojas de asistencia de CareConnect, anteriormente conocido como CarePortal.

1. Inicia sesión en **CareConnect** --> Navega a la pestaña de **Subsidios**
2. En la sección **Reclamación y Plantilla de horario** --> Seleccione el **mes** --> Verás todas las plantillas de horario disponibles para descargar

Subsidios

Reclamó y hoja de tiempo

DESCARGAR SOMETER TUTORIAL DE VIDEO

Buscar Jun 2021 Agencia Site

Estudiante	Reclamo	Estatus de reclamo	Agencia / Sitios	Cantidad	Estatus Sumisión	Asistencia	Factura / Cuota familiar	Acción
Poure, Autumn	#376239 CAPP	Nuevo	apcb2021662226 / YIWEN'S DAY CA.	--	Listo para padres	1 0 0 1	\$ 761.00/ --	📄
Poure, Emery	#376278 CAPP	Nuevo	apcb2021662226 / YIWEN'S DAY CA.	--	Sometido	1 0 0 1	--/--	📄
Poure, Gemma	#376226 CAPP	Nuevo	apcb2021662226 / YIWEN'S DAY CA.	--	No está listo	0 0 0 0	--/--	📄
Poure, Joshua	#376265 - Nuevo CAPP	Nuevo	apcb2021662226 / YIWEN'S DAY CA.	--	No está listo	0 0 0 0	--/--	📄

50 100 200

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3. Hay 2 formas de descargar las hojas de asistencia:

- a. Descarga una hoja de asistencia a la vez presionando en el botón de **Descarga** al final de la fila de niños -> Seleccione un documento para descargar -> Descargar

Subsidios

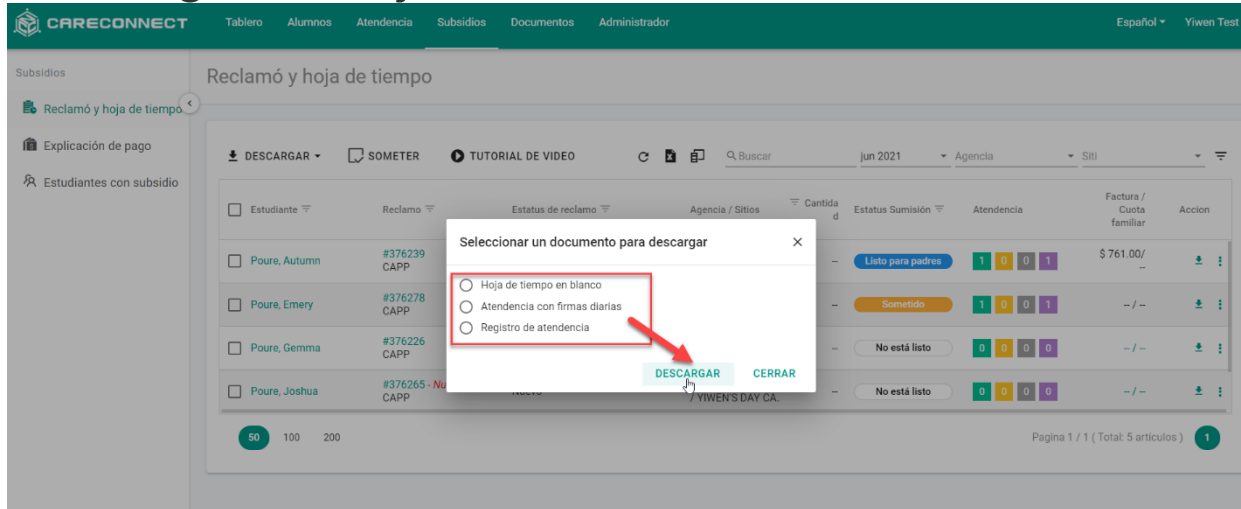
Claim & Time Sheet

DOWNLOAD SUBMIT VIDEO TUTORIAL

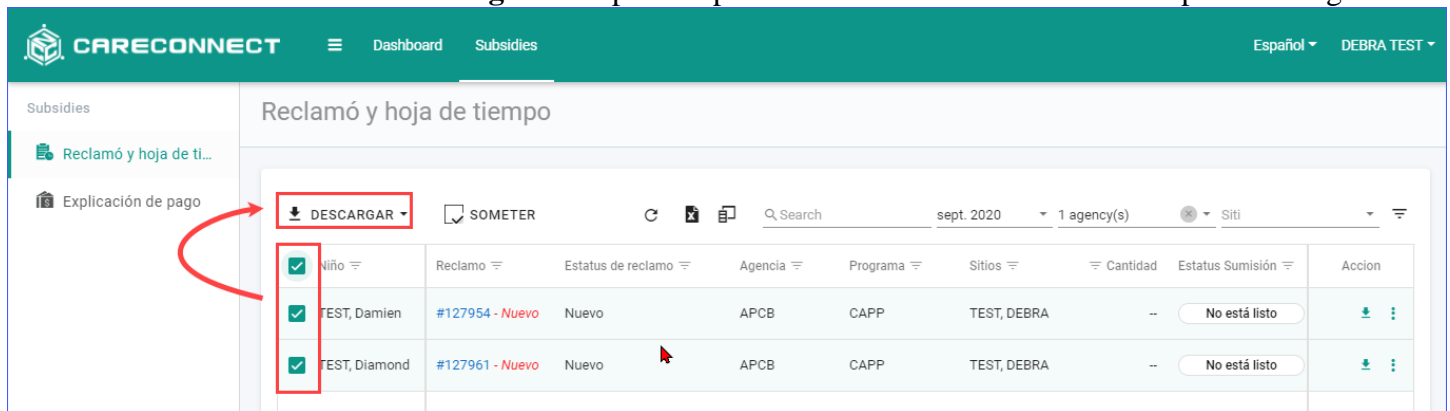
Search Jun 2021 Agency Site

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Poure, Gemma	#376226 CAPP	New	apcb2021662226 / YIWEN'S DAY CA.	--	Not Ready	0 0 0 0	--/--	📄
Poure, Joshua	#376265 - New CAPP	New	apcb2021662226 / YIWEN'S DAY CA.	--	Not Ready	0 0 0 0	--/--	📄
Poure, Magnolia	#376252 - New CAPP	New	apcb2021662226 / YIWEN'S DAY CA.	--	Not Ready	0 0 0 0	--/--	📄

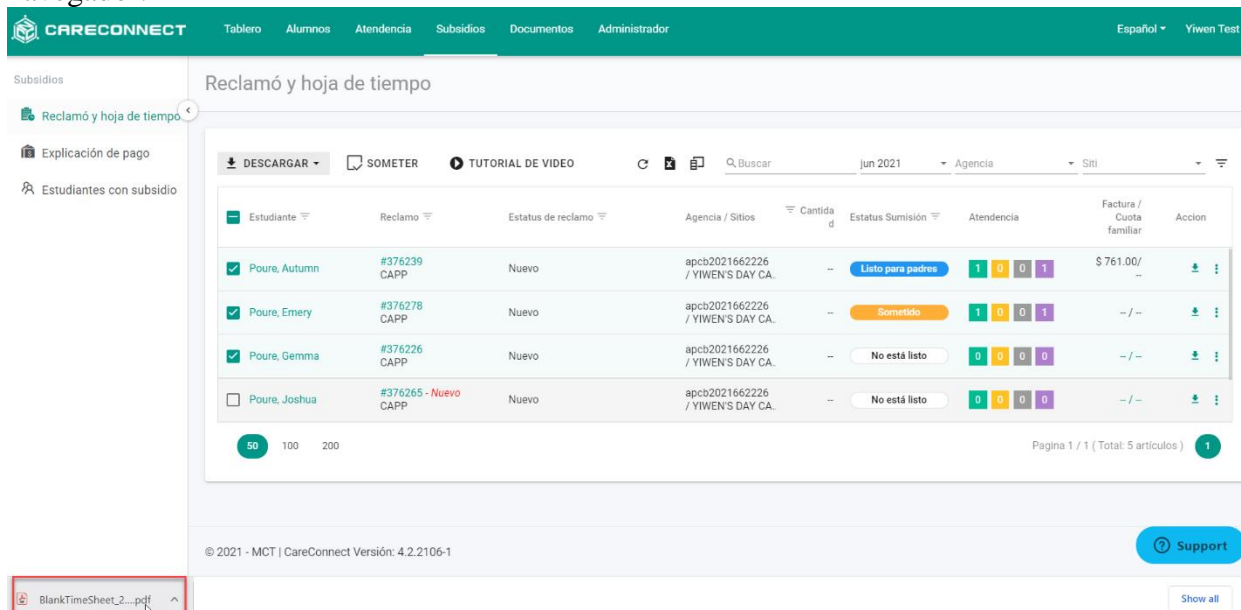
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b. Descarga todas las hojas de asistencia a la vez presionando en la **casilla de verificación** junto a la columna Niño --> Presiona en el botón **Descargar** en la parte superior --> Seleccione un documento para descargar



4. Después de presionar en uno de los diferentes botones de descarga, comenzará a descargarse un PDF. Dependiendo de tu navegador web, obtendrás un documento de descarga en la parte inferior de la ventana de tu navegador.



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5. Presiona en la descarga para abrirla e imprimirla.

The screenshot shows a PDF viewer interface with the following content:

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