

CareConnect - How do I download submitted attendance records?

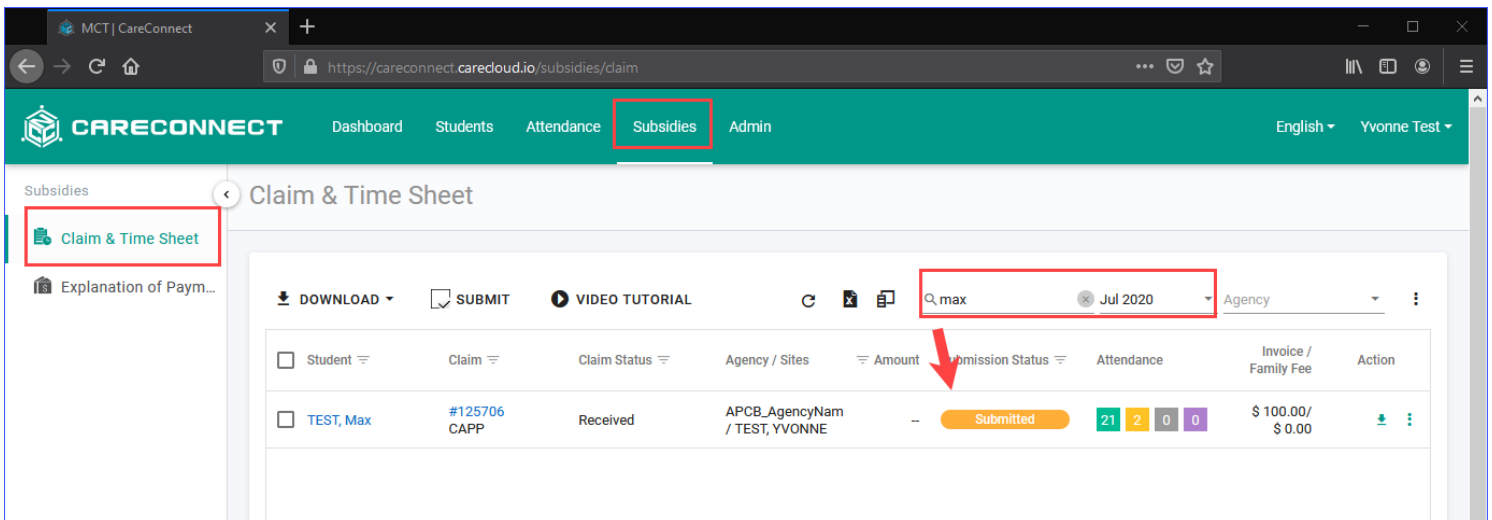
Question: How do I view past Time Sheets that I have already submitted?

Answer: Once you've submitted time sheets to the childcare Agency digitally using CareConnect web or mobile, all past attendance information will remain in your account as long as you have access to it or if the childcare Agency does not disconnect your connection. You may view the submitted timesheet or download it at any time. Please refer to the steps below how to view or download it using either CareConnect web or mobile.



1. CareConnect Web:

a. Start by accessing your CareConnect --> Open the **Subsidies** tab at the top --> Click to the **Claim & Time Sheet** section to

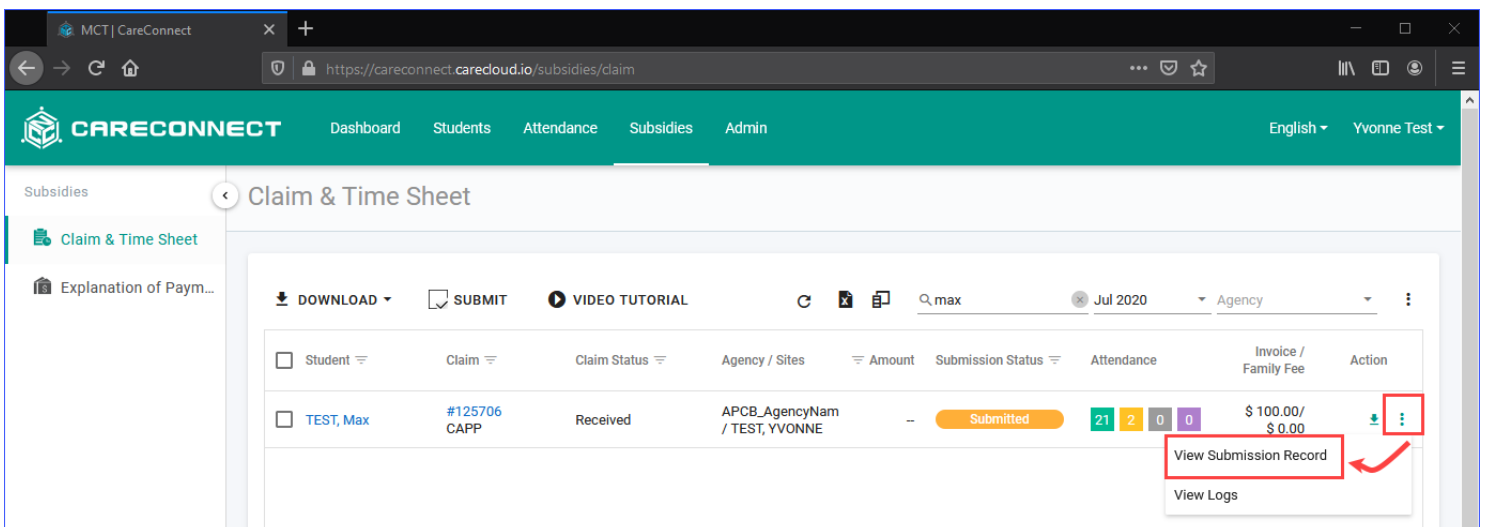
b. Locate the service month and child you want to locate the **Submitted** time sheet for





The screenshot shows the CareConnect web interface. The top navigation bar includes 'Dashboard', 'Students', 'Attendance', 'Subsidies', and 'Admin'. The 'Subsidies' tab is active. The main content area is titled 'Claim & Time Sheet'. On the left, there is a sidebar with 'Claim & Time Sheet' and 'Explanation of Paym...'. The main table has columns for Student, Claim, Claim Status, Agency / Sites, Amount, Submission Status, Attendance, Invoice / Family Fee, and Action. A search bar at the top right contains 'max' and a dropdown menu shows 'Jul 2020'. A red box highlights the search bar and the month dropdown. A red arrow points to the 'Submitted' status in the table row for 'TEST, Max'.

Student	Claim	Claim Status	Agency / Sites	Amount	Submission Status	Attendance	Invoice / Family Fee	Action
TEST, Max	#125706 CAPP	Received	APCB_AgencyNam / TEST, YVONNE	-	Submitted	21 2 0 0	\$ 100.00/ \$ 0.00	 

c. To **view** the submitted attendance record --> Click the **Menu** button on the right under Action --> Select **View Submission Record**



The screenshot shows the same CareConnect web interface as the previous one. The 'View Submission Record' option is highlighted in a red box in the Action menu. A red arrow points to this option.

Student	Claim	Claim Status	Agency / Sites	Amount	Submission Status	Attendance	Invoice / Family Fee	Action
TEST, Max	#125706 CAPP	Received	APCB_AgencyNam / TEST, YVONNE	-	Submitted	21 2 0 0	\$ 100.00/ \$ 0.00	  View Submission Record View Logs

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Submission Record

Monthly Attendance

APCB

Claim #125706 **MAX TEST**
07/01/2020 - 07/31/2020 DOB: 10/10/2016

Date	Day	Absent	Time In	Signature	Time Out	Signature	Total Hours	Comment
7/1	Wed		07:50 AM		04:00 PM		8.17	
7/2	Thu		07:51 AM		03:41 PM		7.83	
7/3	Fri		06:17 AM		03:40 PM		9.38	
7/4	Sat						0.00	
7/5	Sun						0.00	
7/6	Mon		06:24 AM		04:50 PM		10.43	
7/7	Tue		06:21 AM		04:50 PM		10.48	
7/8	Wed		06:37 AM		04:58 PM		10.35	
7/9	Thu		06:21 AM		03:50 PM		9.48	
7/10	Fri		06:00 AM		02:50 PM		8.83	
7/11	Sat						0.00	
7/12	Sun						0.00	
7/13	Mon		05:50 AM		02:50 PM		9.00	
7/14	Tue		07:11 AM		03:58 PM		8.78	
7/15	Wed		06:57 AM		02:00 PM		7.05	
7/16	Thu		07:50 AM		04:50 PM		9.00	
7/17	Fri		06:18 AM		03:08 PM		8.83	
7/18	Sat						0.00	
7/19	Sun						0.00	

VIEW LOG

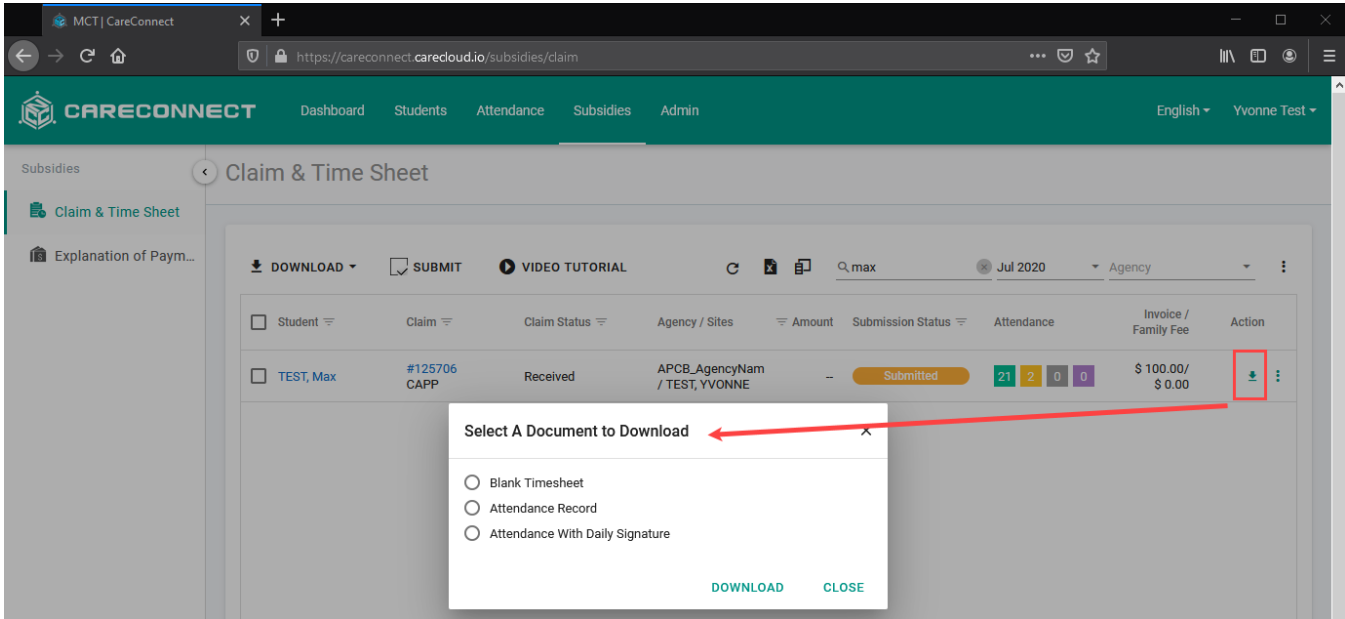
Support

d. To **download** the submitted attendance record --> Click the **download** button on the right .

i. Select **Attendance Record** to download the digital time sheet

ii. Select **Attendance With Daily Signature** to download the digital time sheet with daily sign in and out signatures if your program utilize the contactless attendance with daily signatures.

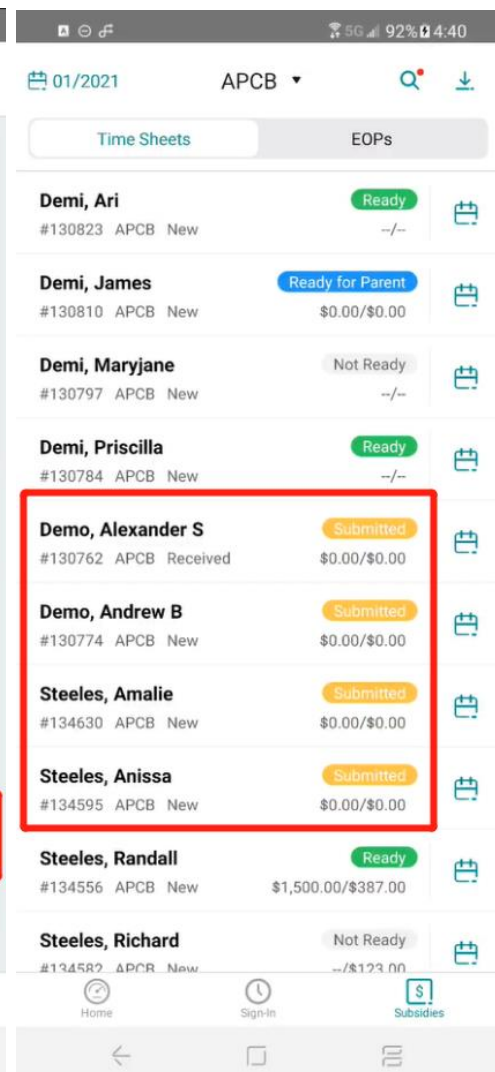
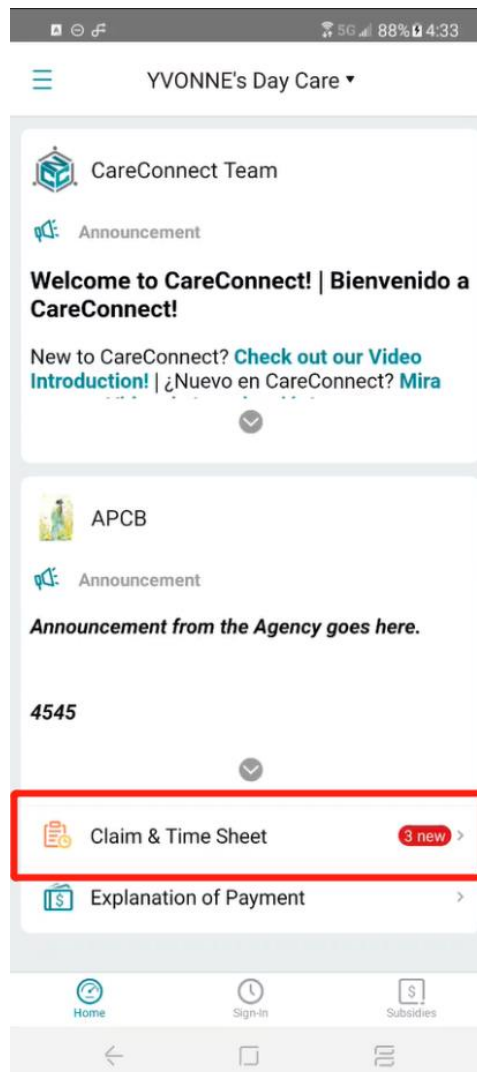
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2. CareConnect Mobile:

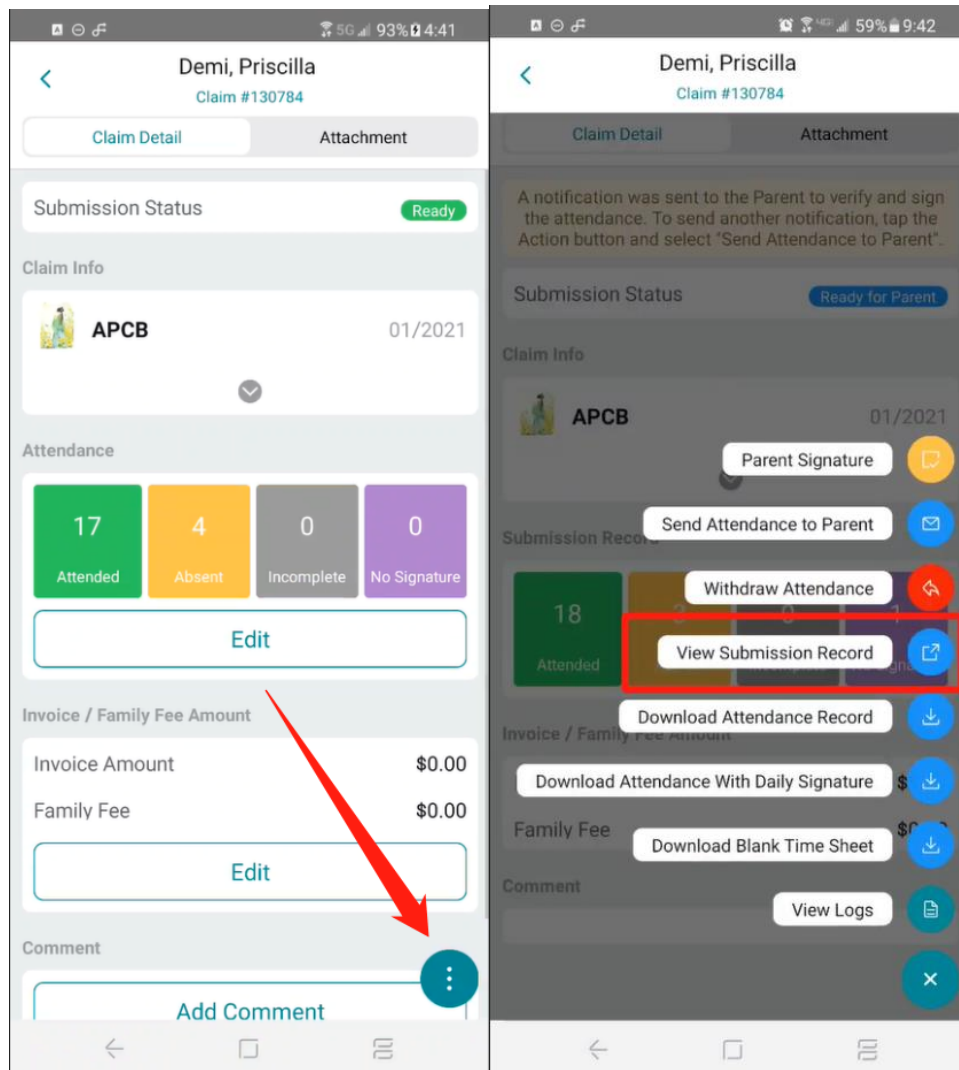
a. Start by opening the CareConnect Mobile app --> Tap on the **Claim and Time Sheet** section

b. Locate the service month and child you want to locate the **Submitted or Partially Submitted** time sheet for --> Tap on the Child's name to view the details



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c. To **view** the attendance record --> Click the **Menu** button on the bottom right --> Select **View Submission Record**



d. To **download** the submitted attendance record --> Click the **Menu** button on the bottom right --> Select **Download Attendance Record** or **Download Attendance With Daily Signature** --> Tap the menu at the top right to send it to an email or external app.