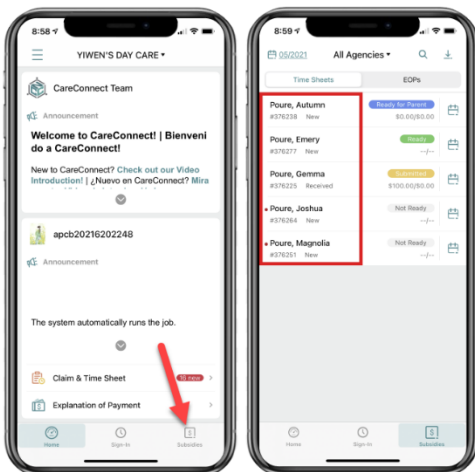
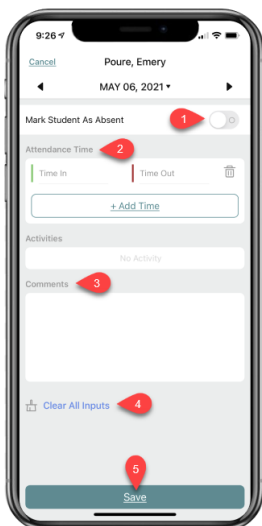
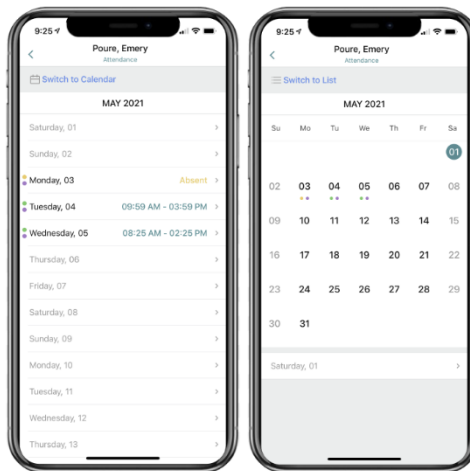


CareConnect Mobile - Manage Attendance

To manage attendance for a child, tap on **Subsidies** and select the child you want to manage by pressing on the child's name.



You can select the day by tapping on the List. To see a calendar view, tap on **Switch to Calendar**. The time in/out time or absences will be displayed for quick reference. Edits to existing attendance information can be made at any time before submission. Then tap on the day you'd like to edit.



1. To mark as absent, flip the switch.
2. To enter a time, tap "Time In" or "Time Out" to select a time. If you need an additional time in/out line, tap + **Add Time**. To remove a time in/out line, tap its respective trash can.
3. Tap here to enter any comments.
4. Tap here to clear all entries.
5. Tap here to save your attendance.

When a child has attendance information of any kind, the submission status will change to "Ready".

