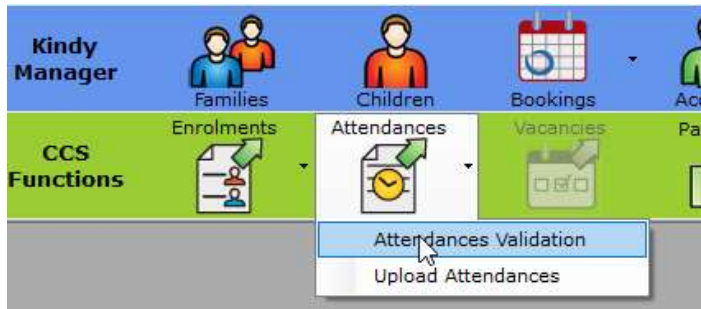


Kindy Manager

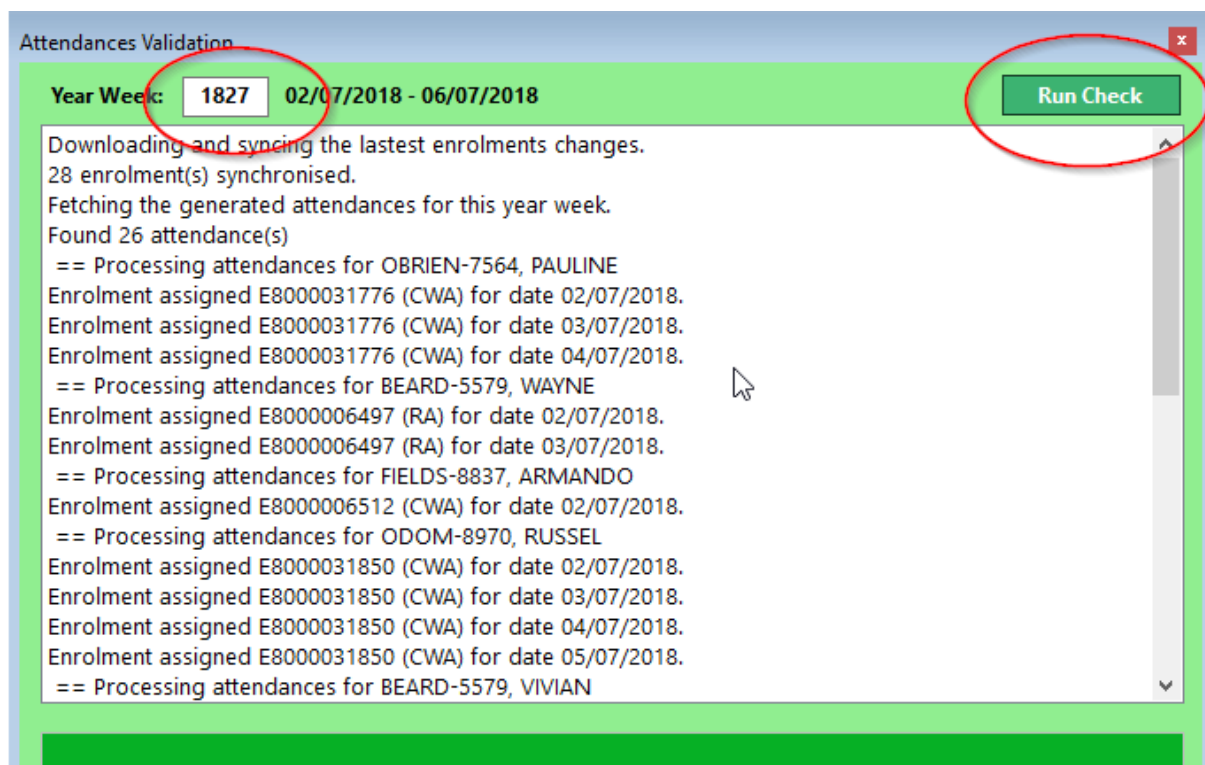
Quick Guide – Uploading Attendances

Step 1: Validation



Select the week you are about to upload.

Run Check Process



Validation checks that each session has an Enrolment ID.

Step 2: Upload

1. Check you have selected the correct week
2. Display Attendances – You can Expand / Collapse your display
3. Check Attendances – Compares your session against those already held in the CCS System. Follow the Colour Legend.
4. Toggle Selection – Quickly select all children / sessions to be uploaded.
5. Upload Attendances

Attendances

Week No: Week Ending:

Collapse

Child	Date	Amount	Surcharge & Credit	Third Party Amt	Excursion Amt	Total Amount	Signed Times	Hrs
<input type="checkbox"/> BEARD-5579, WAYNE - E8000006497		(\$360.00)	(\$0.00)	(\$0.00)	(\$0.00)	(\$360.00)		(36)
BEARD-5579, WAYNE	05/06/18 (Tue)	\$120.00	\$0.00		0.0000	\$120.00	06:00 - 18:00	12
BEARD-5579, WAYNE	07/06/18 (Thu)	\$120.00	\$0.00		0.0000	\$120.00	06:00 - 18:00	12
BEARD-5579, WAYNE	08/06/18 (Fri)	\$120.00	\$0.00		0.0000	\$120.00	06:00 - 18:00	12
<input type="checkbox"/> FIELDS-8837, ADELA - E8000006508		(\$220.00)	(\$0.00)	(\$0.00)	(\$0.00)	(\$220.00)		(24)
FIELDS-8837, ADELA	04/06/18 (Mon)	\$120.00	\$0.00		0.0000	\$120.00	06:00 - 18:00	12
FIELDS-8837, ADELA	06/06/18 (Wed)	\$100.00	\$0.00		0.0000	\$100.00	06:00 - 18:00	12
<input type="checkbox"/> FIELDS-8837, ARMANDO - E8000006512		(\$680.00)	(\$0.00)	(\$0.00)	(\$0.00)	(\$680.00)		(72)
FIELDS-8837, ARMANDO	04/06/18 (Mon)	\$120.00	\$0.00			\$120.00	06:00 - 18:00	12
FIELDS-8837, ARMANDO	05/06/18 (Tue)	\$100.00	\$0.00		0.0000	\$100.00	06:00 - 18:00	12
FIELDS-8837, ARMANDO	05/06/18 (Tue)	\$120.00	\$0.00			\$120.00	06:00 - 18:00	12
FIELDS-8837, ARMANDO	06/06/18 (Wed)	\$100.00	\$0.00		0.0000	\$100.00	06:00 - 18:00	12
FIELDS-8837, ARMANDO	07/06/18 (Thu)	\$120.00	\$0.00		0.0000	\$120.00	06:00 - 18:00	12
FIELDS-8837, ARMANDO	08/06/18 (Fri)	\$120.00	\$0.00		0.0000	\$120.00	06:00 - 18:00	12
<input type="checkbox"/> KEY-9208, MIGUEL - E8000006509		(\$600.00)	(\$0.00)	(\$0.00)	(\$0.00)	(\$600.00)		(60)
KEY-9208, MIGUEL	04/06/18 (Mon)	\$120.00	\$0.00		0.0000	\$120.00	06:00 - 18:00	12
KEY-9208, MIGUEL	05/06/18 (Tue)	\$120.00	\$0.00		0.0000	\$120.00	06:00 - 18:00	12
KEY-9208, MIGUEL	06/06/18 (Wed)	\$120.00	\$0.00		0.0000	\$120.00	06:00 - 18:00	12
KEY-9208, MIGUEL	07/06/18 (Thu)	\$120.00	\$0.00		0.0000	\$120.00	06:00 - 18:00	12
KEY-9208, MIGUEL	08/06/18 (Fri)	\$120.00	\$0.00		0.0000	\$120.00	06:00 - 18:00	12

These can be upload

White – Not uploaded

Brown – Already uploaded and has been modified since upload

These can not be upload

Green – Successfully uploaded

Pink – Withdrawn, not yet processed