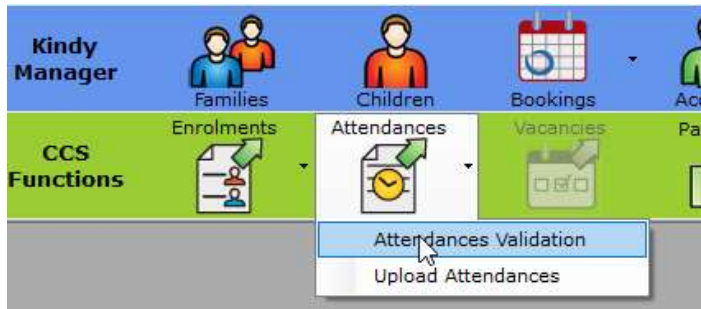


Kindy Manager

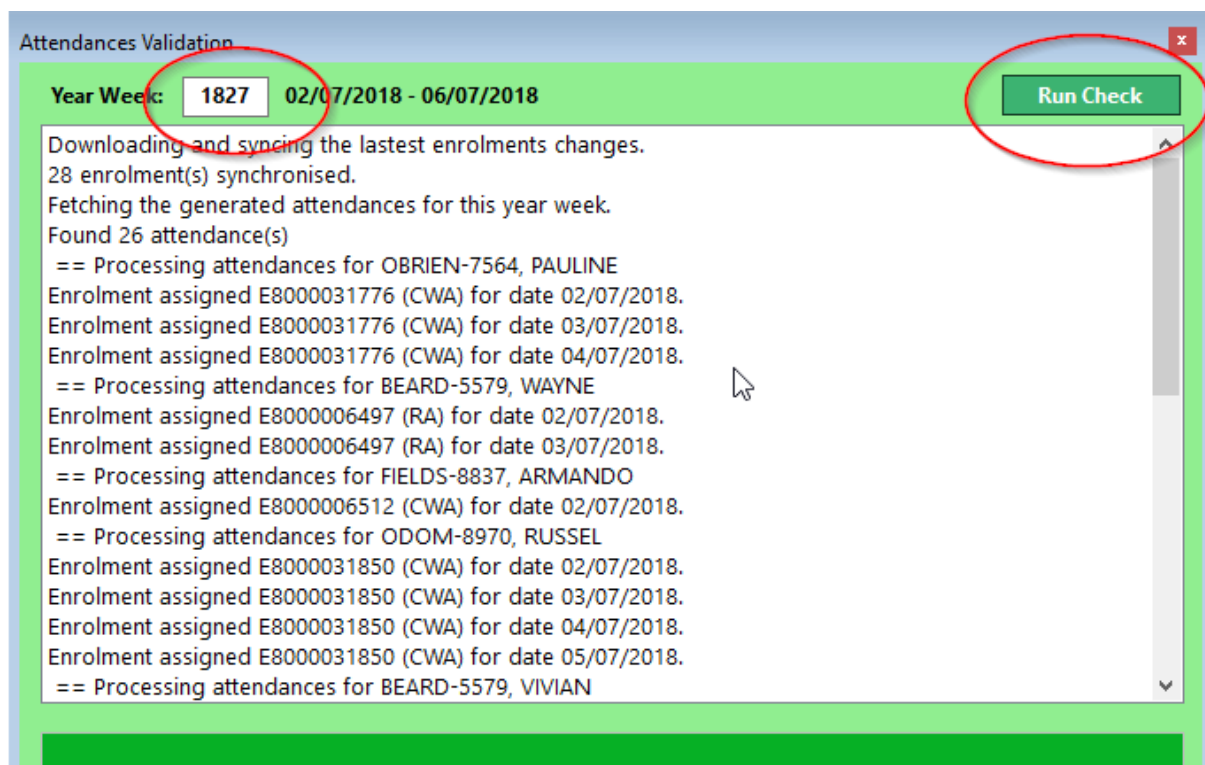
Quick Guide – Uploading Attendances

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

| Child | Date | Amount | Surcharge & Credit | Third Party Amt | Excursion Amt | Total Amount | Signed Times | Hrs |
|---|----------------|------------|--------------------|-----------------|---------------|--------------|---------------|------|
| <div style="display: flex; justify-content: space-between; align-items: center;"> 1 Attendances 2 3 4 </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 5px;"> Week No: 1827 Week Ending: 8/07/2018 Display Attendances Check Attendances <input checked="" type="checkbox"/> Collapse Toggle Selection </div> | | | | | | | | |
| <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 |

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Upload Attendances

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