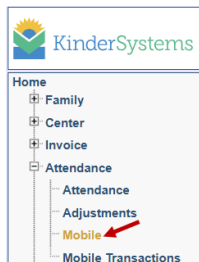


CenterTrack – Review and Edit Attendance

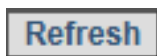
Use the **Attendance > Mobile** page to review the attendance entered through the KinderSign and KinderSmart applications and to make any corrections before it is exported to CenterTrack. Reviewing attendance lets you confirm the recorded times are accurate and edit any records that need fixing for the selected date range.

A Click on **Attendance > Mobile**.

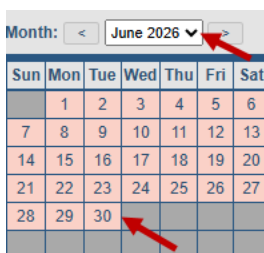


B Use the drop-down arrows, calendar icon, and radio buttons to enter the desired search parameters.

C Press the **Refresh** button at the top left corner.



D Press the drop-down arrow on top of the calendar to change months, or press the dates in the calendar to review a specific day within the month.



E All the attendance entered for the corresponding date will appear underneath the search parameters. The **Current Date** field displays the date currently being reviewed.

F If a child's attendance needs to be corrected, press the **Edit** button at the top left corner of the page.

G Enter the correct time, then press the **Save** button.

Note: Per CCAP policy, families must enter and edit attendance using a KinderSign or KinderSmart device.