Manage the Same-Day Entry Requirement

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You can control whether centers must record attendance data in on a daily basis.

This setting affects sites on a case-by-case basis, and you can enable/disable it at any time.

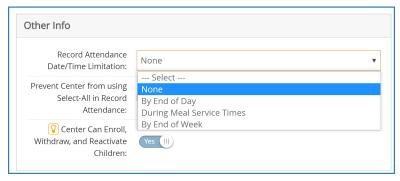
In this article:

- Enable the Same-Day Entry Requirement
- Disable the Same-Day Entry Requirement

Enable the Same-Day Entry Requirement

When enrolling or updating centers in KidKare you can specify whether that center must enter attendance data on a daily basis. This setting is found in the **Manage Center Information Oversight** tab.

- 1. From the menu to the left, click Center Management.
- 2. Select Manage Center Information.
- 3. Click the **Select Center** drop-down menu at the top of the window and select the center to update.
- 4. Click the Oversight tab.
- In the Other Info section, click the Record Attendance Date/Time Limitation drop-down menu and select By End of Day.



- 6. Click Save.
- 7. Repeat **Steps 3-6** for each center to update.

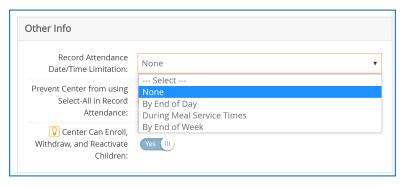
Disable the Same-Day Entry Requirement

At some times you may need to disable same-day entry requirement for certain centers. For example, if KidKare by Minute Menu announces an extended maintenance window that may affect same-day entry, you may wish to temporarily remove this requirement.

- 1. From the menu to the left, click Center Management.
- 2. Select Manage Center Information.
- 3. Click the Select Center drop-down menu at the top of the window and select the center to update.
- 4. Click the Oversight tab.

 In the Other Info section, click the Record Attendance Date/Time Limitation drop-down menu and select None or During Meal Service Times.

Note: You could also set this to **By End of Week**. However, if you are updating this setting to accommodate system maintenance that occurs at the end of the week, we recommend you select **None** or **During Meal Service Times**.



- 6. Click Save.
- 7. Repeat **Steps 3-6** for each center to update.