

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.

Enable the Same-Day Entry Requirement

When enrolling or updating centers in CX, 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. Click the **Select Center** drop-down menu at the top of the window and select the center to update.
2. Click **Centers** from the toolbar. The Manage Center Information window opens.
3. Click the **Oversight** tab.
4. Click the **Record Attendance Day/Time Limitation** drop-down menu and select **By End of Day**.

The screenshot shows the 'Manage Center Information: Jess Center 123' window with the 'Oversight' tab selected. The 'Record Attendance Date/Time Limitation' dropdown menu is highlighted with a blue border and set to 'By End of Day'. Other visible fields include 'Driving Instructions', 'Mileage to Center', 'Map Location', 'Center Admin Info', 'Center Login Info', 'Site Monitoring info', 'Center Referral Info', 'Pay via Direct Deposit', and 'Sponsor Notes'.

5. Click **Save**.
6. Repeat **Steps 1-5** 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. Click the **Select Center** drop-down menu at the top of the window and select the center to update.
2. Click **Centers** from the toolbar. The Manage Center Information window opens.
3. Click the **Oversight** tab.

- Click the **Record Attendance Day/Time Limitation** drop-down menu and select **None** or **During Meal Service Times**.

Manage Center Information: Jess Center 123

Children List Children Activate Children Claims Reviews Payments Staff Calendar

General License / Schedule **Oversight**

[Directions to Site]
Driving Instructions
Mileage to Center 0.00 Map Location

[Center Admin Info]
☐ Override Admin Rate %
Administration Type Legally Separated from Sponsor
Override Enrollment Expiration Month 0
☐ When Processing, Check Daily Child In/Out Times
☐ When Processing, Skip Menu Edit Checks

[Center Login Info]
Auto Generate Login and Password Login Password
Send Welcome Letter Login As This Center

Record Attendance Date/Time Limitation None
☐ Prevent Center from using Select-All in Record Attendance

[Site Monitoring info]
Monitor --- Select ---
Next Visit Due 6/18/2019 Start Month Oct
Show Claim Rates

[Center Referral Info]
Referred By
Previous Sponsor's Name

Bank Account Type --- Select ---
Bank Account Number
Bank Routing Number

Pay via Direct Deposit
Hold Reason Notes

Sponsor Notes

Remove Print Print Roster Save Close

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**.

- Click **Save**.
- Repeat **Steps 1-5** for each center to update.