## Manage the Same-Day Entry Requirement

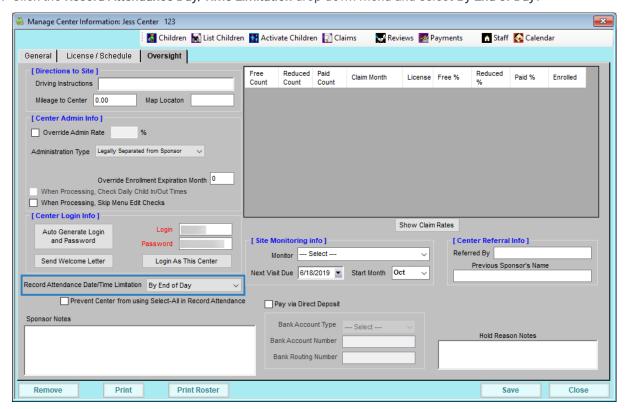
Last Modified on 09/14/2020 11:41 am CDT

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.



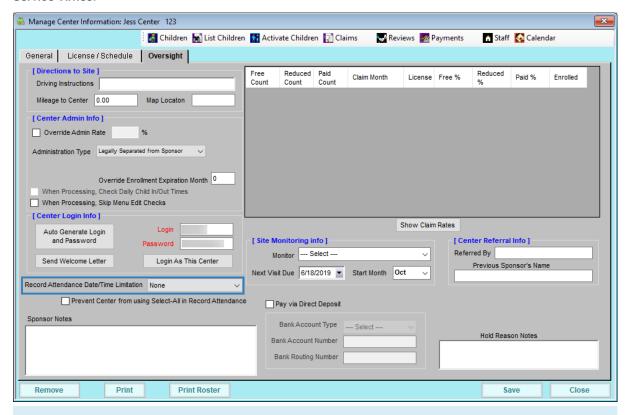
- 5. Click Save.
- 6. Repeat Steps 1-5 for each center to update.

## 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.

4. Click the Record Attendance Day/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**.

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