Hi. Welcome to carers world training videos

In this video, we’re going to look at how to set regular attendance times for a child. If you want to add or change a normal attendance, you’re in the right place. If you want to change just one attendance, please go to the calendar page

First, go to the children’s menu and select the child that you want to add a regular attendance for

Tap the times icon

Now, tap the day you want to add an attendance for. We’ll use Monday

This box has a lot going on, so we’ll spend some time going through it

At the top, we’ve got the day of the week. Below that are two buttons. The first tells us the this isn’t a working day – the child is not expected in today. The second helps us create two attendances for Mondays. If Abbie comes in before and after school or nursery, we can set morning and afternoon attendances. We’ll do that later

So, let’s make this a working day. Press the ‘not a working day’ button

The button has changed colour and the text has changed to ‘Is a working day’

You can change the attendance time, make the attendance billable and set the rate

Click “Save”

That's it. The attendance has been saved. If you go to the calendar page, you'll see it there

Now, we’re going to make a second attendance for the day. Click ‘Monday’ again

Now tap the Split day button

You'll see that the page has changed. We've now got two new tabs: "Morning" and "Afternoon". Let's change the times for "Morning" first

Click “Save”

Now, we can set an afternoon attendance. Click “Monday” again, then click Afternoon

We just need to set a start and end time, a rate for the day and tap “Save”

Let's go to the calendar and see Abbie's attendances for Monday. Go to the main circle menu, click "Tools", then "Calendar", go to the next Monday and Abbie's attendances will be there

These attendances will be shown on the Attendances page on the next Monday

If you need to change one attendance, use the calendar page. We’ll cover that in another video. Go to the calendar page, click the help icon on the header bar and watch the video!