

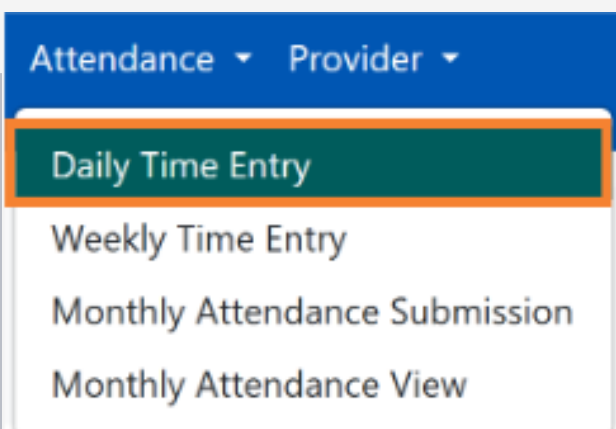
Attendance

How do I enter attendance in CAPS Online?

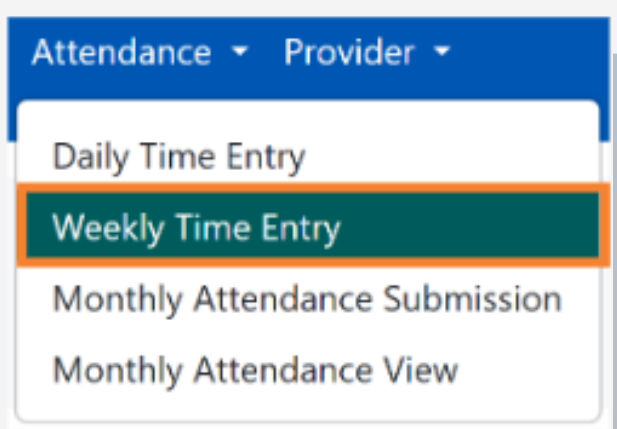
Step-by-step instructions to record daily/weekly time and submit a full month of attendance for payment.

1 Attendance → Daily / Weekly

Choose **Daily Time Entry** to log **all children** for **one day**

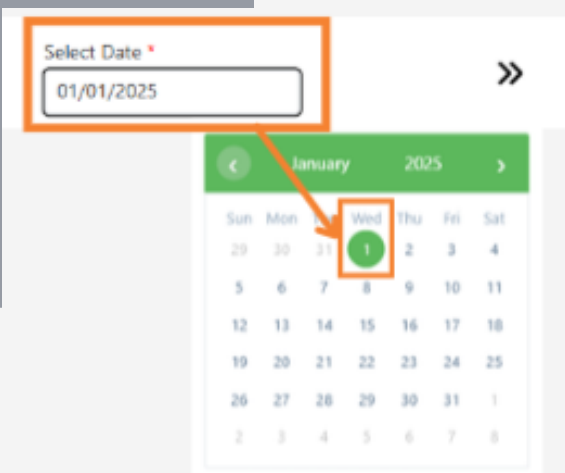


Choose **Weekly Time Entry** to log **one child** for an **entire week**.

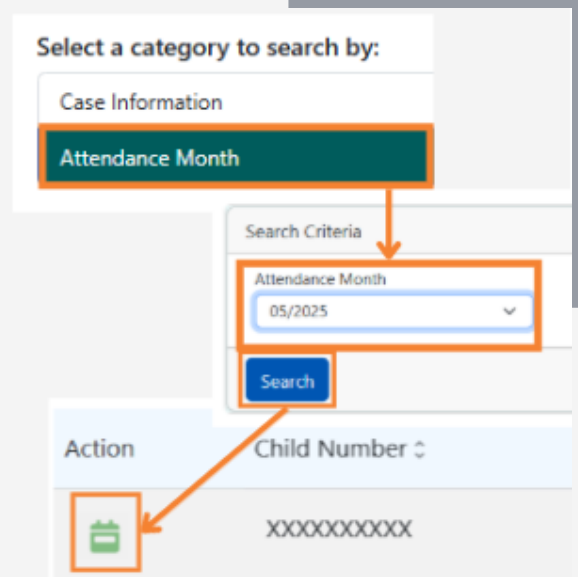


2 Select a date

For **Daily Time Entry**. Click on the "**Select Date**" box and choose the day you want to begin entering attendance for.



For **Weekly Time Entry**, click "**Attendance Month**", choose the month, click "**Search**", then click the green calendar icon next to the child's name.



3 Record Time or Absence

Record Time In/Out in 15-minute blocks (24-hour clock). If a child is absent, check the “**Absence**” box instead.

If the child attends twice in one day, enter a second Time In/Out; otherwise leave the second fields blank. For step-by-step help with second time-in/out, see the [Attendance Quick Guide](#).

4 Save → Confirm

Click Save, then click Save again to confirm. Look for a green “Success” banner. If you see an error instead, delete the entries by pressing “Reset” and repeat Step 3.

5 Continue entering attendance

Use the “>>” arrow next to Select Date to go to the next period. Do the same entry-and-save steps until you’ve finished entering attendance for the month.

6 Attendance Submission

Once a full month of attendance is complete, go to **Attendance → Monthly Attendance Submission**, scroll to the end of the page, tick the certification box, and click Submit, then confirm. For a more detailed guide on submitting, see our [Quick Guide](#) linked below.

Please see the [Attendance Quick Guide](#) for more details on entering attendance, including how to add a second Time In/Out and how to use the Copy/Paste (Select) function.