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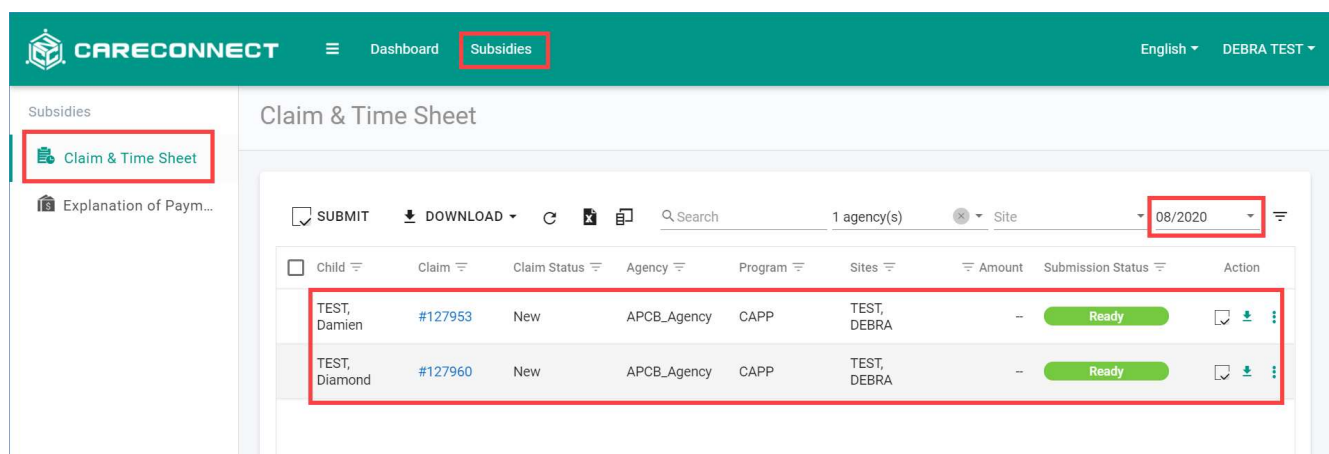
CareConnect Web - Downloading Attendance Sheets / Descargando hojas de asistencia / 下載出勤表

Follow

English:

This article will walk you through the steps how to download attendance sheets from CareConnect, previously known as CarePortal.

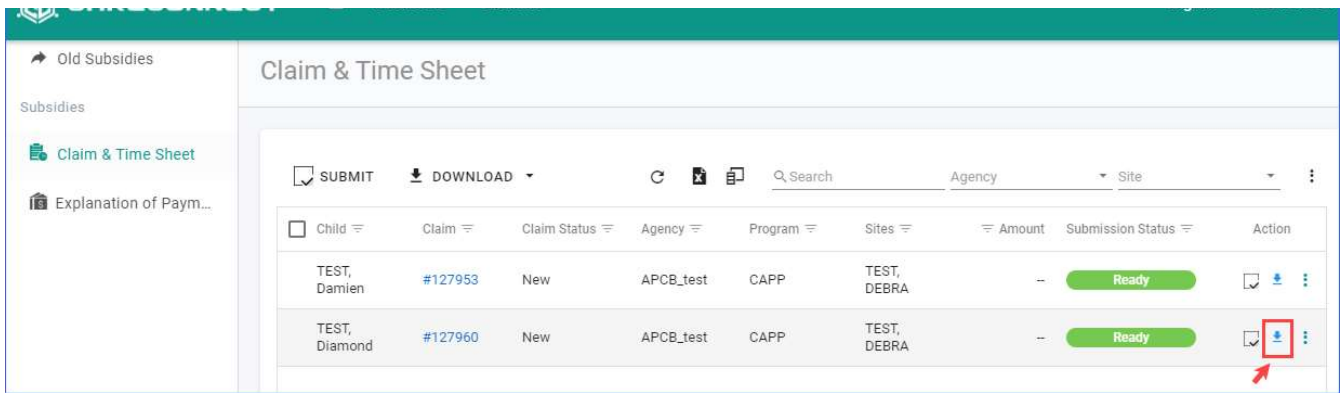
1. Login to **CareConnect** --> Navigate to the **Subsidies** tab --> Select the month.
2. Under **Claim & Time Sheet** section --> You will see all the time sheets available for download



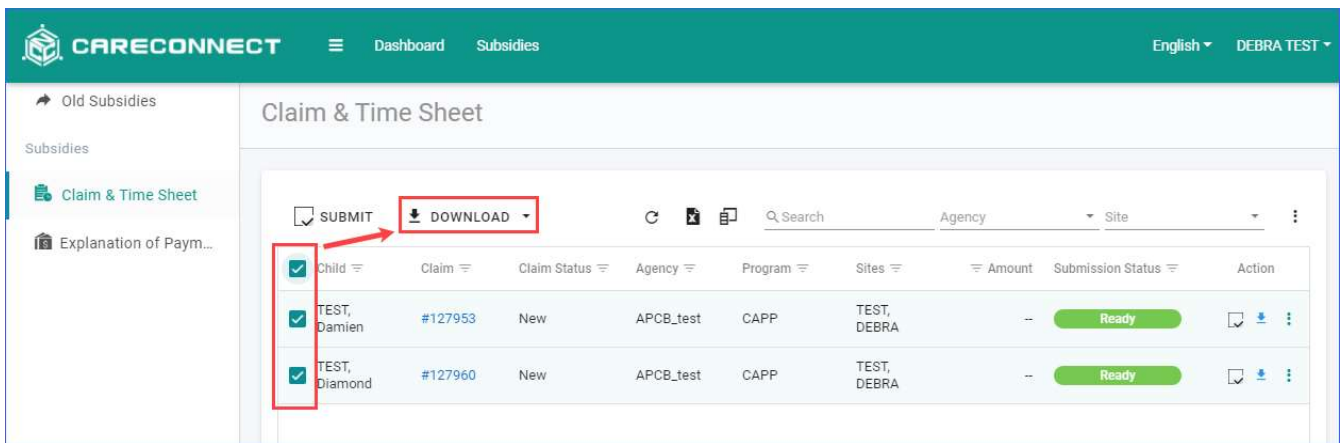
3. There are two ways how to download attendance sheets:

- a. Download one attendance sheet at a time by clicking to the **download** button at the end of the child row

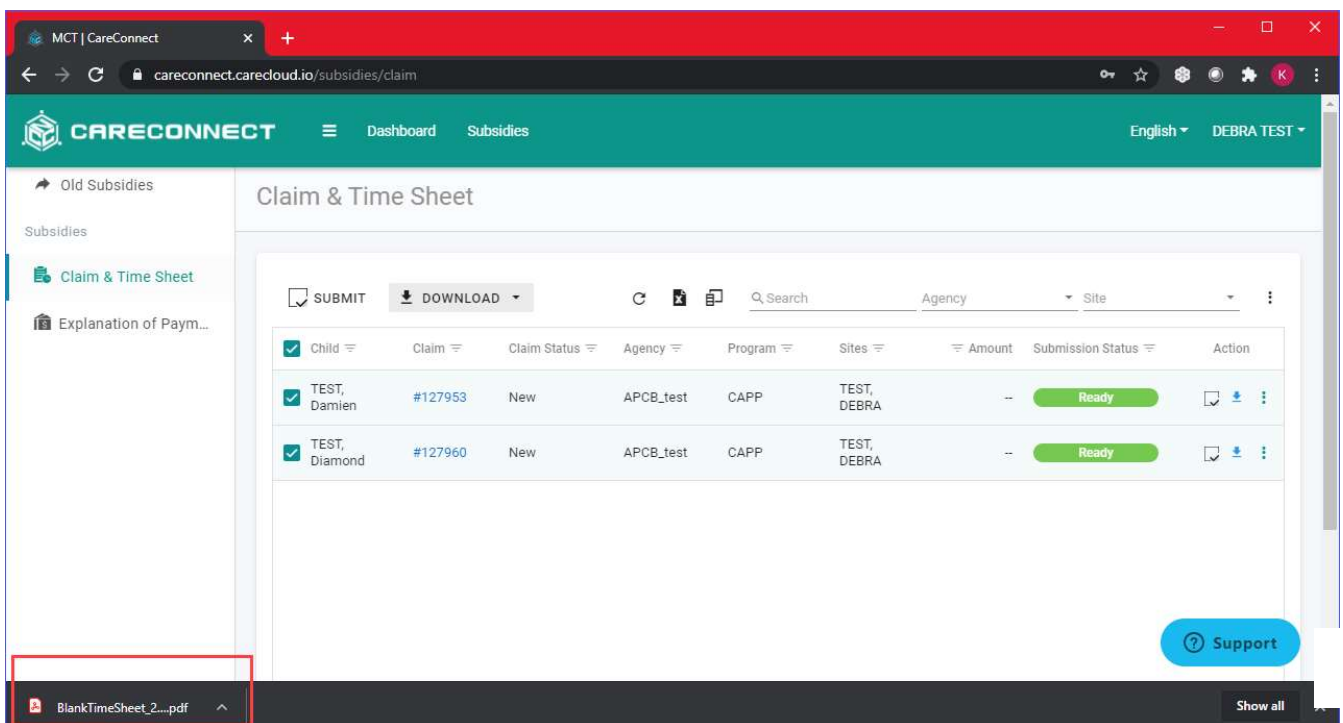




b. Download all attendance sheets at once by clicking the **check box** selection next to the Child column --> Click the **Download** button at the top --> Select **Download Blank Timesheet**



4. After clicking on one of the different download buttons, a PDF will start to download. Depending on your web browser, you will get a download document towards the bottom of your browser window.



5. Click on the download to open and print it.

BlankTimeSheet_20200817131423.pdf 1 / 2

**CHILD CARE SUBSIDY PROGRAM
ATTENDANCE RECORD**

127960 9999300127960

Provider:
DEBRA J TEST
3330 TEST BLVD
Los Angeles, CA 90010-1234
(315) 628-1288

Month/Year:	Aug 2020	Program:	CAPP
Child Name:	DIAMOND TEST		
Child DOB:	06/19/2010, 10 - 1		
Parent Name:	NICOLE TEST (18072)		
Specialist:	DEMO_APCB Admin		
Specialist Phone:	(213) 291-7821		

ATTENDANCE MUST BE COMPLETED DAILY

Date	Day	Time In	Time Out	Time In	Time Out	Date	Day	Time In	Time Out	Time In	Time Out
------	-----	---------	----------	---------	----------	------	-----	---------	----------	---------	----------

Spanish:

Este artículo te guiará a través de los pasos para descargar las hojas de asistencia de CareConnect, anteriormente conocido como CarePortal.

1. Inicia sesión en **CareConnect** --> Navega a la pestaña de **Subsidios** --> seleccione el mes
2. En la sección **Reclamación y Plantilla de horario** --> Verás todas las plantillas de horario disponibles para descargar

CARECONNECT Dashboard Subsidies English DEBRA TEST

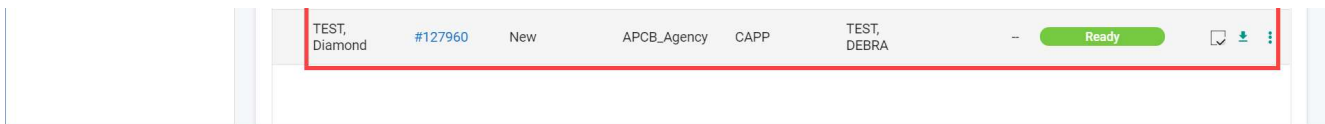
Subsidies

- Claim & Time Sheet
- Explanation of Paym...

Claim & Time Sheet

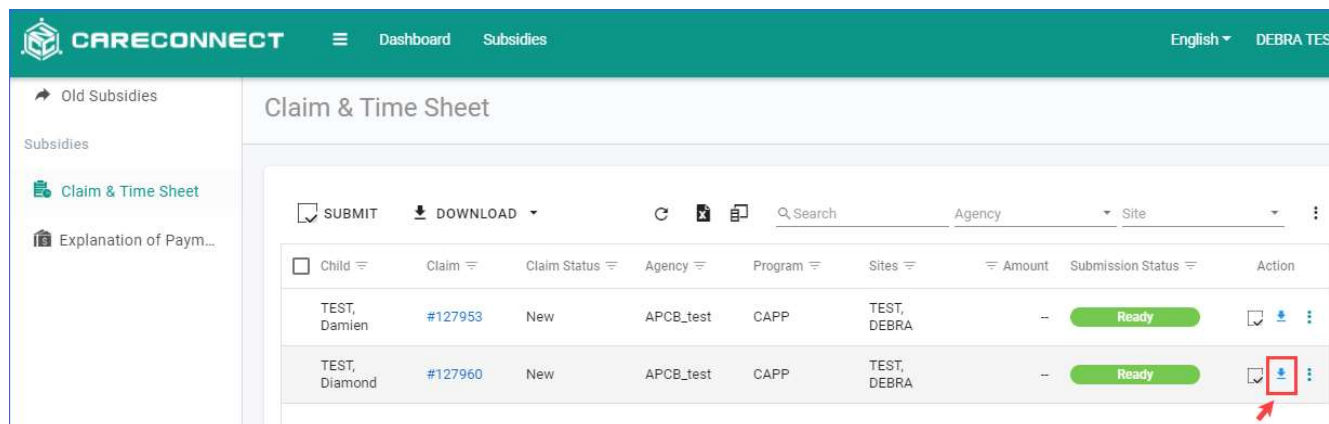
SUBMIT DOWNLOAD Search 1 agency(s) Site 08/2020

Child	Claim	Claim Status	Agency	Program	Sites	Amount	Submission Status	Action
TEST, Damien	#127953	New	APCB_Agency	CAPP	TEST, DEBRA	-	Ready	

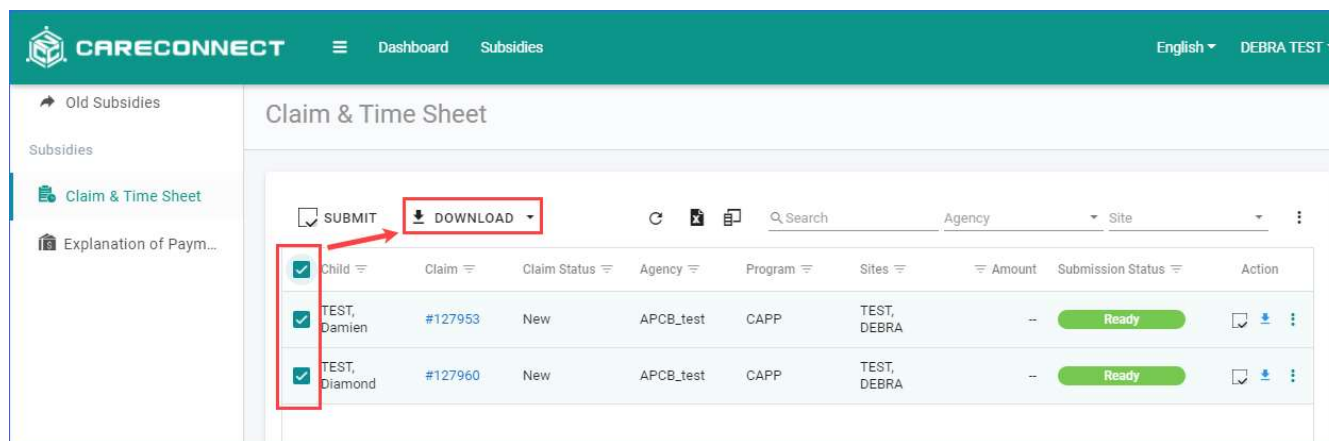


3. Hay dos formas de descargar las hojas de atendencia:

a. Descarga una hoja de asistencia a la vez presionando en el botón de **Descarga** al final de la fila de niños

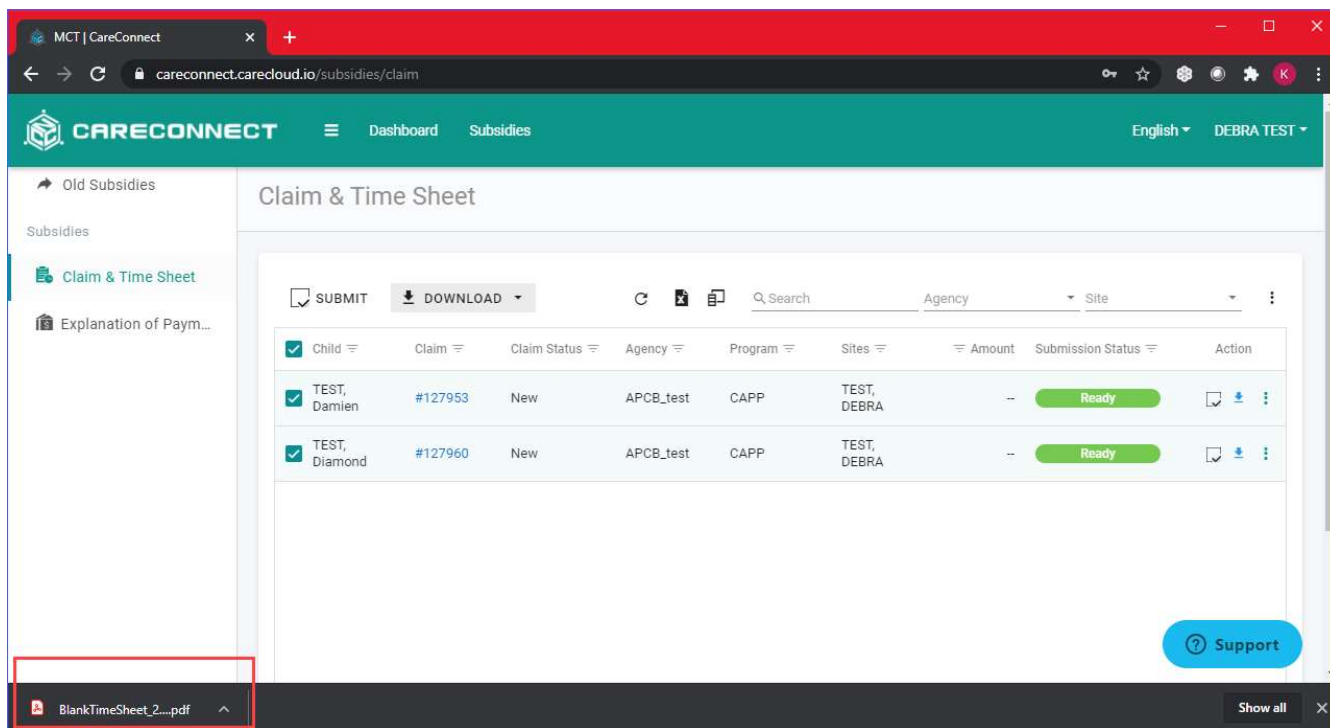


b. Descarga todas las hojas de atendencia a la vez presionando en la **casilla de verificación** junto a la columna Niño --> Presiona en el botón **Descargar** en la parte superior --> Seleccione **Descargar plantilla de horario en blanco**

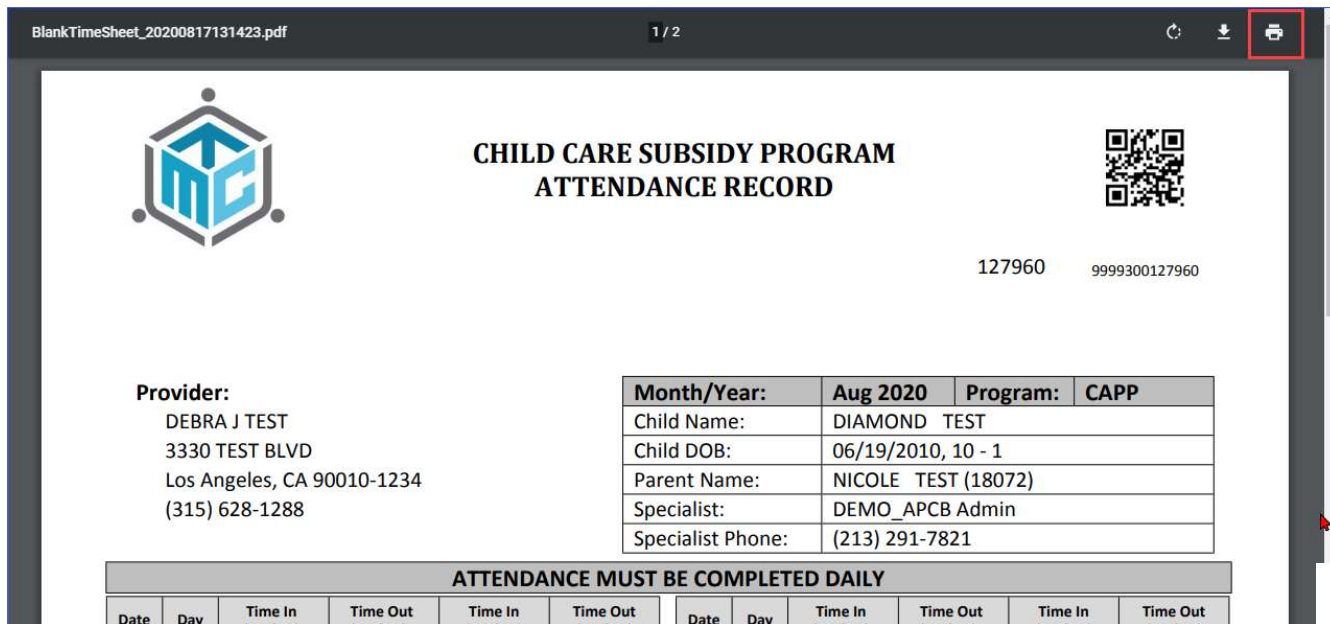


4. Después de presionar en uno de los diferentes botones de descarga, comenzará a descargarse un PDF. Dependiendo de tu navegador web, obtendrás un documento de descarga en la parte inferior de la ventana de tu navegador.





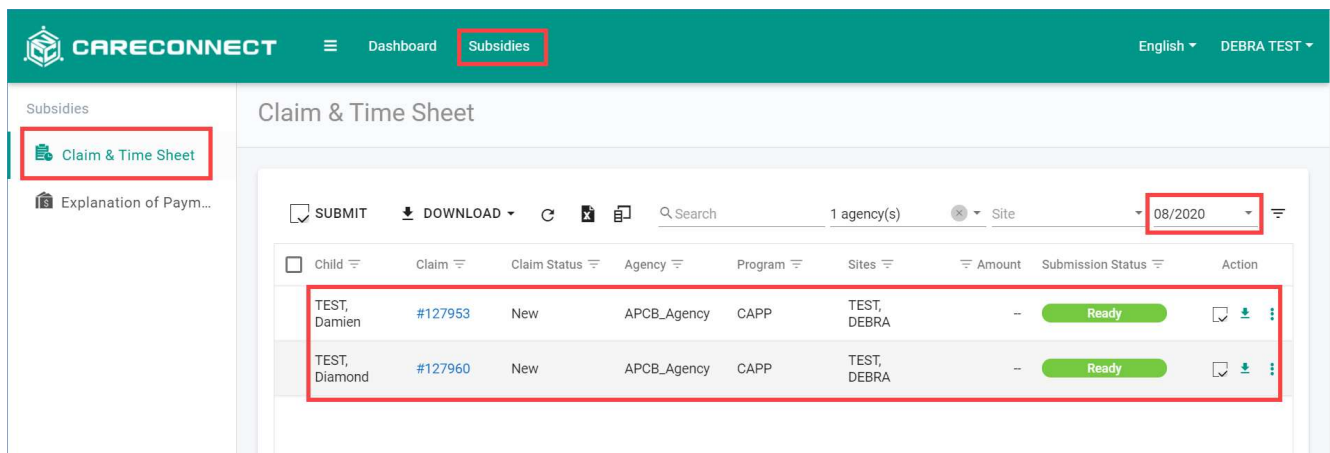
5. Presiona en la descarga para abrirla e imprimirla.



Chinese:

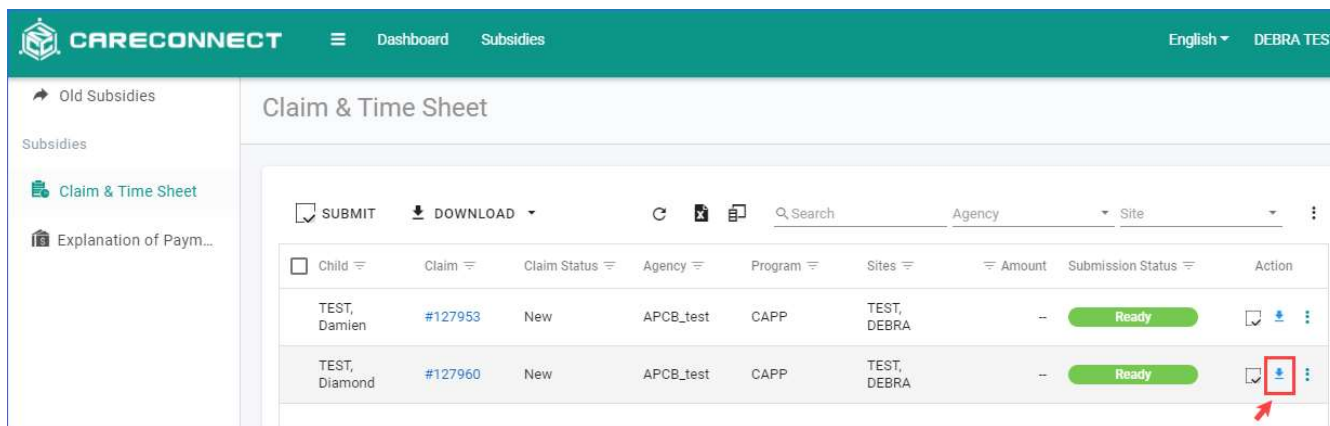
這篇文章會教你如何從CareConnect, 就是以前的CarePortal上, 下載出勤表的步驟。

1. 登錄CareConnect --> 導航到“補貼”的標籤下面
2. 在“付款申請&出勤表”下面 --> 你可以看到可以下載的出勤表

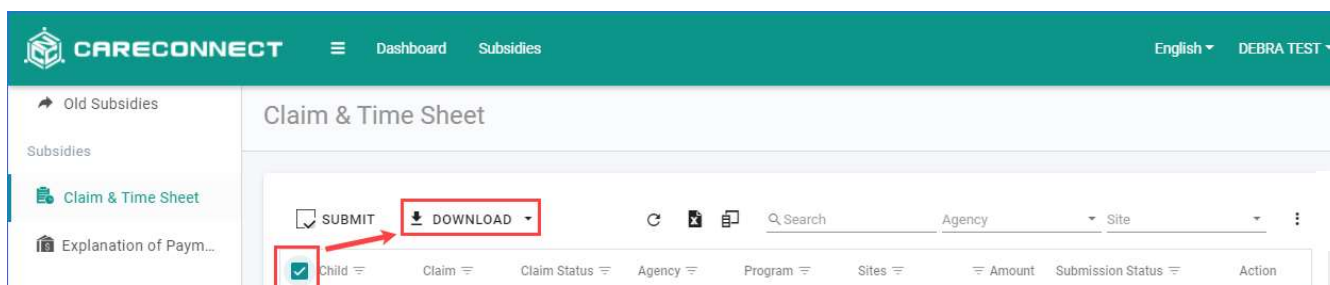


3. 你有兩個方式下載

a. 點擊在出勤表右邊的下載符合, 來一個個下載

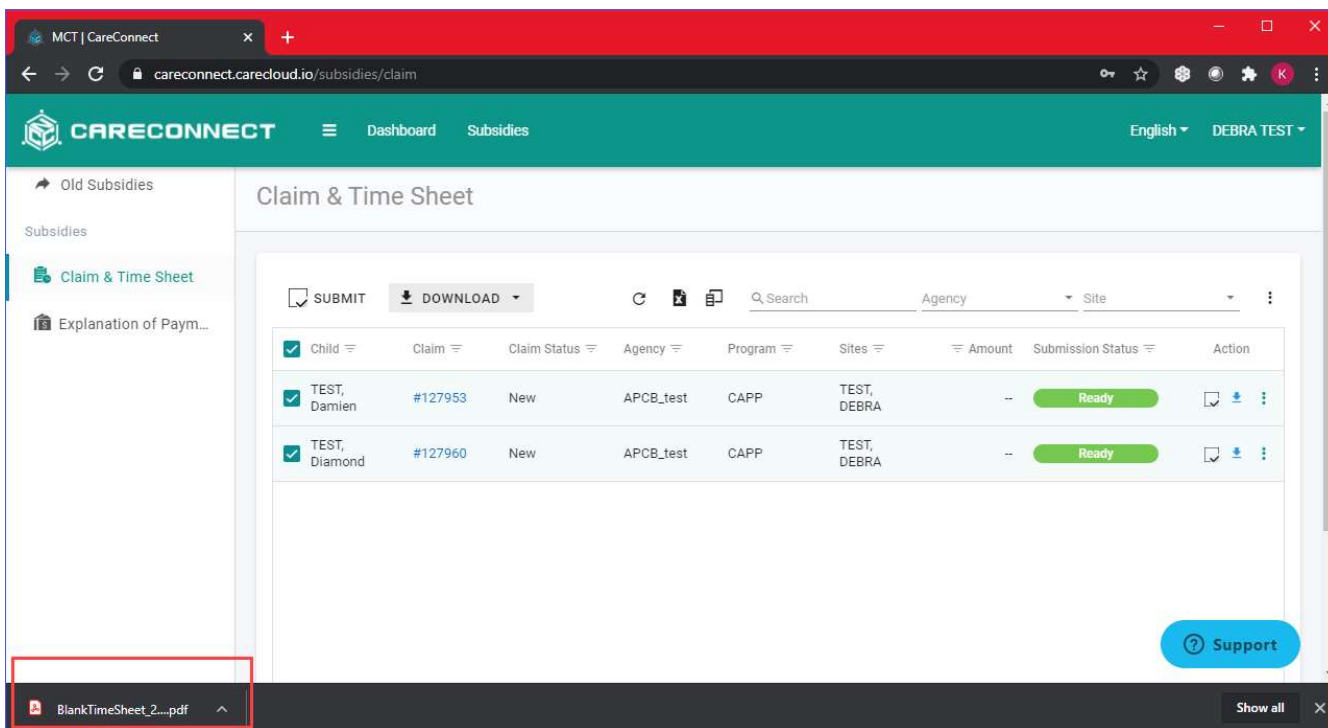


b. 點擊表頭左上角的小框裡打勾 --> 全選所有的出勤表 --> 點擊左上角稍微靠右的“下載”按鈕, 選擇“下載空白出勤表”批量下載

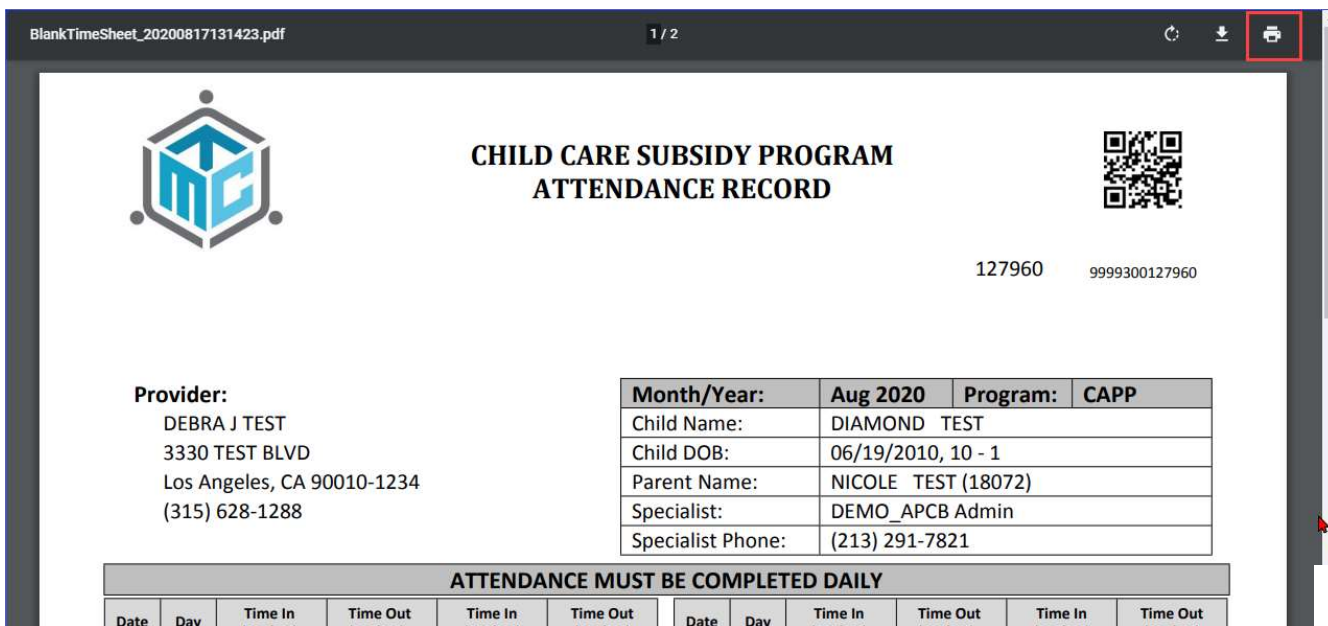


<input checked="" type="checkbox"/>	TEST, Damien	#127953	New	APCB_test	CAPP	TEST, DEBRA	--	Ready			
<input checked="" type="checkbox"/>	TEST, Diamond	#127960	New	APCB_test	CAPP	TEST, DEBRA	--	Ready			

4. 點擊下載後，系統會生成一個PDF的文件，從網頁上下載到你本機。大多數瀏覽器的下載文件在屏幕下方可以看到



5. 在網頁下載文件的地方點擊打開，並打印



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