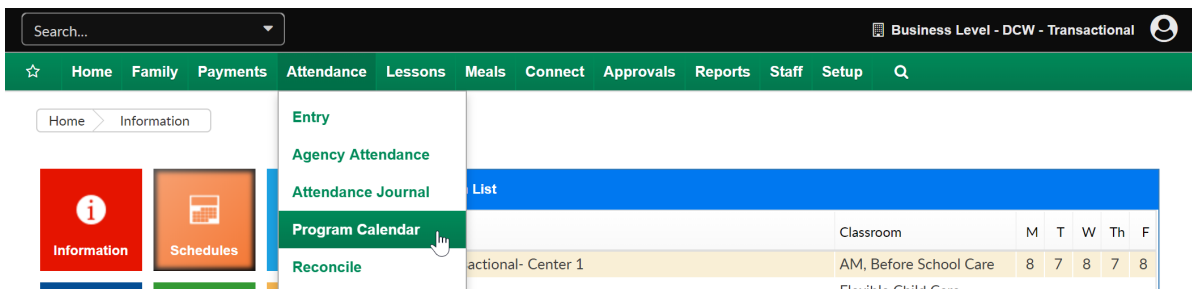


Attendance > Program Calendar

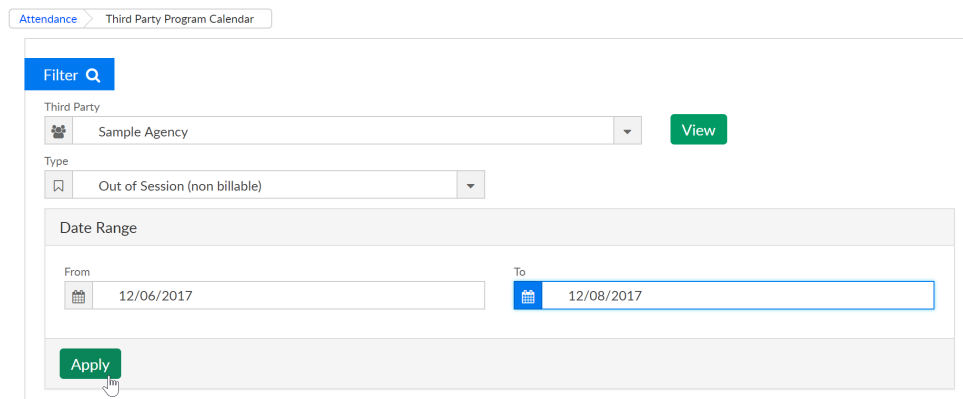
Last Modified on 03/30/2018 8:39 am EDT

The Attendance > Program Calendar screen will allow an admin to enter days that are In Session (Billable), Out of Session (non-billable) or In Session (non-billable) on a calendar for agencies/third parties. This will tie to how an agency's attendance or schedule days are billed.

From the Attendance drop down menu select Program Calendar-



To add a day to the calendar select the third party, choose the type of billing for the time frame and then add the dates to and from. Select Apply.



Note: In order to use this screen the option on third party setup to allow a Allow Flexible Schedule and Allow Program Calendar must be set to yes.