## Connect > Daily Sheets

Last Modified on 12/14/2017 10:06 am EST

The Daily Sheets option on the Connect menu will allow administrators to add Daily Insites for children from the admin side. From the Connect menu select the Daily Sheets option.

Search 👻										🗒 Business Level -	DCW	- Tra	nsact	ional	6
☆ Home Fai	mily Payments	Attendance	Lessons N	Meals	Connect	Approvals	Reports	Staff	Setup	Q					
Home Information					Communi	ication									
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S	é	U	DCW Transacti		Daily Sheets					PM, After School Care	3	3	3	3	3
Birthday	Billing	Pending	DCW Tra	ansacti					Weekly Enrichment	1	1	1	1	1	

On the Daily Sheets page select a center, category, classroom and for datethen press Search.

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lome	Fami	ly Payn	nents Att	tendance	Lessons M	Meals Conn	ect Approvals	Reports \$	Staff Setup			
Sum	mary	Family	Children	Parents	Third Party	Volunteers	Communication	Auto-Pa	y Vacation	Financials	Receipts	Merge
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			Center	:							▼	
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			For Date	: 12/14	/2017							
				SE	ARCH							
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	Cł	hildren		Daily	Sheet							
				Plea	se search a	and select cl	hildren for a cat	egory or re	oom with a	daily sheet	assigned	
			-									
	•		•									

Once search is selected, children that match the entered criteria will display in the Children section.

ummary	Family	Children	Parents	Third Party	Volunteers	Communication	Auto-Pay	Vacation	Financials	Receipts	М
<b>D</b> .											
Dai	ly She	eets									
Se	earch Cr	riteria									
		Center								▼	
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		For Date:	12/14/2	20 <b>1</b> 7							
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Bilb Fro Mer Eliz	o Baggir do Baggi ida Brav a Doolittl		Book	read				Reading •	Level		
Joll	ly Green G		Add Ad	ditional Roy	N						
Alic	e Wonde	erland	Note:								
			Home	work							
			Home	work was	T						
			Add Ad	ditional Ro	N						
			Note:								

To enter a new daily insite, select a child (or multiple children) from the Children list, then enter the detail in the related insite. Once complete, press Save.

Children	Reading	
Bilbo Baggins	Book read	Reading Level
Merida Brave Eliza Doolittle	Clifford the Big Red Dog	1 •
Jolly Green Giant Dorthy Oz	Add Additional Row	
Alice Wonderland	Note:	
	Homework	
	Homework was	
	▼	
	Add Additional Row	
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4		
	Note:	
	SAVE UPLOAD PHOTOS	

Once Save is selected, the search screen will display again.

Daily	Sheets	

Daily Sheets	
Search Criteria	
Center:	
Category:	
Classroom:	
For Date:	12/14/2017
	SEARCH
Children	Daily Sheet
	Please search and select children for a category or room with a daily sheet assigned.
↓	