



Early Years

Recording Multi-Line Attendance

If a child changes the number of hours per week that they are attending a service part-way through a term, a new line can be added to the **Children** grid and the new hours can be recorded.

Recording Multi-Line Attendance

Menu: **Focus | Early Years | Search for Funded Services**

1. Select **Focus | Early Years | Search for Funded Services**.
2. Enter search parameters.
3. Click the **Search** button to display matching services.
4. Highlight the required service and click the **Open In New Window** button to display the **Funded Service Details** page.
5. If required, select a different **Period** on the **Payment Period** panel.
6. Select the required child on the **Children** panel.
7. Click the **Copy Child** button to create a duplicate line.
8. Select the **Show Cancelled** check box to display the **Period Start Date** and **Period End Date**.
9. Edit the **Period Start Date** and **Period End Date** for the duplicate lines so that the dates do not overlap.
10. Enter the new hours for the child on the duplicate line.
11. Click the **Save** button.

Age on 31/12/2015	Surname	Forename	Date Of Birth	Post Code	Parer Declt	Start Date	End Date	Stretched Offer	Previous Period Hours	Previous Period Total Hours	Interim Weeks Period	Interim Hours Week	Interim Hours Period	Actual Weeks Period	Ac Ho Wk
4			04/01/2011			01/01/2014			0	0	11	0	0	11	0
4			08/05/2011			01/01/2014			0	0	11	0	0	11	0
4			31/08/2011			01/01/2014			0	0	11	0	0	11	0

Total Number of Children listed at the Service 8 The Total Number of Children currently at the Service 0

Age on 31/12/2015	Surname	Forename	Parer Declt	Period Start Date	Period End Date	Actual Weeks Period	Actual Hours Week	Actual Hours Period	Pay Hours Week	Pay Hours Period	Pay Total Amount	Yearly Entitlement	Hours Remaining	Funded Year Start Date
4	Marcias			01/01/2016	01/03/2016	11	0	0	0	0	0.00	570	449	01/04/2015
4	Marcias			02/03/2016	31/03/2016	11	18	198	11	121	363.00	570	449	01/04/2015
4	Rhondas			01/01/2016	31/03/2016	11	0	0	0	0	0.00	570	570	01/09/2015
4	Adams			01/01/2016	31/03/2016	11	0	0	0	0	0.00	570	570	01/09/2015
						18	198	11	121	363.00				

Total Number of Children listed at the Service 8 The Total Number of Children currently at the Service 0