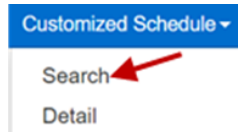# KinderConnect – Modifying Customized School Schedules

A Use **Customized Schedule Search** to locate the **Customized Schedule** you would like to edit or delete. Refer to the Searching and Exporting Customized Schedules QRC for more information.

Customized Schedule ▾

Search

Detail

B Make the necessary changes to the **Customized Schedule**.

- Change the *Schedule Name* field.
- Click the *Active* checkbox to make a **Customized Schedule** active or inactive.
- The *Category* field cannot be changed.
- The *Start Date* field cannot be changed.
- Enter the *End Date* or use the calendar to select.
  Note: The End Date cannot exceed one year from the Start Date. Any modification to the Start Date will require a new schedule.

C Click the **Filters** button to filter unassigned children by one or more age categories. Press **OK**.

D To assign or unassign children to a **Customized Schedule**, refer to the Assigning or Unassigning Children to a Customized Schedule QRC for additional information.

E Press **Save**.

New Delete Save Cancel History

F Enter the reason for changing the **Customized Schedule**, then press **OK.**

Reason for Update

Created new schedule

OK Cancel

G Press **Delete** to eliminate the **Customized Schedule**. A message will appear asking you to confirm the selection. Press **OK** to confirm. **Note:** The **Delete** button only appears if no payments have been processed for attendance that uses this **Customized Schedule**.

H Press **History** to review all changes made to the **Customized Schedule**.

New Delete Save Cancel History

I A table listing the history of all changes made to the selected **Customized Schedule** displays. If necessary, use the vertical and horizontal scroll bars to view additional records and columns, or click on the page numbers to move from one to another. Press **Close** after reviewing the **History**.