

KinderSmart – How to Backdate Transactions

A Open the KinderSmart app on your phone. Note that the phone must be already registered with your Provider.

B Once the **Activities** screen opens, tap **Attendance**.



C Tap **Scan** to enable the QR Code reader.

D To scan, move the QR code on the **Provider Mobile Sign In Sheet** into the view of the phone camera so that it can be clearly seen on the phone screen. As soon as the whole QR code is visible to the phone camera, the phone scans the QR automatically.

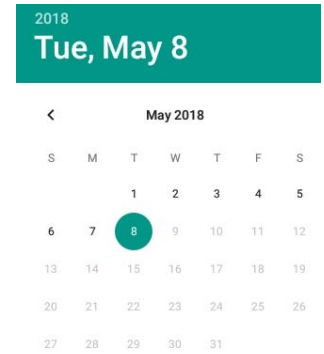
Please scan the barcode to sign in children.



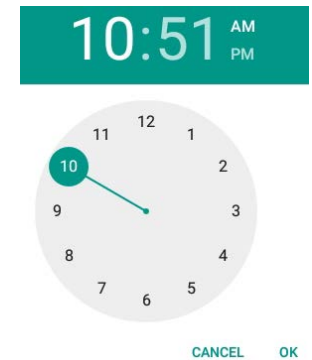
E The list of children displays. Tap on the date to open the calendar.

08-09-2018, 9:27 AM

F Use the arrows next to the month and year to move to other months. Select the desired date and tap on it. Tap **OK** to open the clock.



G Tap on the hour and move the hands to adjust to the desired hour. Then tap on the minutes and move the hands to adjust to the desired minutes. Select the time of the day by tapping **AM** or **PM**. Press **OK**.



H You can now tap to make your selection (**Sign In** or **Sign Out**). Once all attendance has been entered, tap **Submit**.

I A pop-up stating "**The attendance you submitted contained backdated transactions. Would you like to enter more attendance?**"

- Tap **Yes** to continue checking children in and out without reauthenticating.
- Tap **No** to return to the **Activities** screen.