

## KinderSign – How to Backdate Transactions

- A** Use the keypad to enter your 10-digit telephone number. Tap **Next**.

A numeric keypad with buttons for digits 1 through 9, 0, a 'Clear' button, and a 'Delete' button.

- B** Enter your 4-digit **PIN** and tap **Verify**.

A numeric keypad with buttons for digits 1 through 9, 0, a 'Clear' button, and a 'Delete' button. Below the keypad is a blue 'Verify' button.

- C** From the **Activities** screen, tap **Attendance**.

A screenshot of the 'Sponsor Activities' screen. At the top, it says 'Online' and 'Rincon Daycare - Lic Ex (66)'. Below that is a '< Back' button and the title 'Sponsor Activities'. At the bottom, there is a button with a calendar icon and the text 'Attendance', which is highlighted with a red arrow.

- D** The tablet will take a picture of the Parent/Sponsor who is checking the children **In** or **Out** of care. Position your face in the center of the camera and tap **Authenticate** to capture the snapshot and continue.

- E** When the child list appears, tap on the **Date** to open the calendar.

A screenshot of the child list screen. At the top, it says 'Online' and 'Rincon Daycare - Lic Ex (66)'. Below that is a '< Back' button and the name 'Jonathan Corbett (Sponsor)'. There are two tabs: 'All' and 'Missed' (with a red circle around the number 9). Below the tabs is a date picker showing 'October 20 2021, 6:47 pm' with a red arrow pointing to it. Below the date picker is a card for 'BC Becky Corbett' with the text 'Last checked out 10/11 at 6:00 pm' and 'Case #FK205\_Corbett'. At the bottom of the card are three buttons: 'Check In', 'Check Out', and 'Absent', along with an 'Add Note' link.

- F** Use your finger to roll until you have lined up with the desired date, hour, minutes and AM/PM. Tap **OK** to select.

A screenshot of a calendar interface. It shows a grid of dates. The current date is 'Today' (1 24 PM). The grid shows dates from Wednesday, October 20 to Thursday, October 21. The time is set to 11:23 AM. There is an 'OK' button at the bottom right.

- G** You can now tap to make your selection (**Check In**, **Check Out** or **Absent**).
- H** You can also tap **Add Note** to include a note relevant to the attendance.
- I** Once all attendance has been entered, tap **Submit**.
- J** The system informs you that the attendance was submitted successfully. It also informs you that your attendance included backdated transactions and asks you whether you like to enter more attendance.

KinderSign returns to the telephone keypad and is ready for you to login using your telephone number and new **PIN**.