

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 6–8-digit **PIN** and tap **Verify**.

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

- 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. The main section is titled 'Sponsor Activities' and contains an 'Attendance' option with a calendar icon. A red arrow points to the 'Attendance' option.

- D** Your child list will appear. 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. The main section is titled 'Jonathan Corbett (Sponsor)' and contains an 'All' button and a 'Missed' button with a red dot. Below these is a date selection button labeled 'October 20 2021, 6:47 pm'. A red arrow points to this date selection button. Below the date selection is a list of children, with the first entry being 'Becky Corbett' (BC). The entry shows 'Last checked out 10/11 at 6:00 pm' and 'Case #FK205_Corbett'. Below the entry are buttons for 'Check In', 'Check Out', 'Absent', and 'Add Note'.

- E** 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 the date and time selection interface. It shows a calendar with 'Wed Oct 20' selected. Below the calendar is a table with columns for 'Today', '1', '24', and 'PM'. The '1' column has '2' and '3' below it, and the '24' column has '25' and '26' below it. A blue 'OK' button is in the bottom right corner.

Note: Attendance can only be backdated up to 9 calendar days.

- F** You can now tap to make your selection (**Check In**, **Check Out** or **Absent**).

- G** You can also tap **Add Note** to include a note relevant to the attendance.

- H** Once all attendance has been entered, **Sign** and tap **Submit**.

- I** 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 would 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**.