KinderSign – How to Backdate Transactions

A Use the keypad to enter your 10-digit telephone number. Tap **Next**.
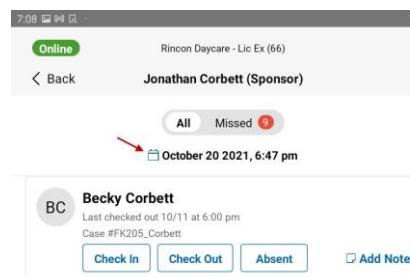
1	2	3
4	5	6
7	8	9
Clear	0	Delete

Next

B Enter your 6–8-digit *PIN* and tap **Verify**.

1	2	3
4	5	6
7	8	9
Clear	0	Delete

Verify

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

D Your child list will appear. Tap on the *Date* to open the calendar.

E Use your finger to roll until you have lined up with the desired date, hour, minutes and AM/PM. Tap **OK** to select.
Note: Attendance can only be backdated up to 9 calendar days.

Wed Oct 20	11	22	
Thu Oct 21	12	23	AM
Today	1	24	PM
	2	25	
	3	26	

OK

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*.

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