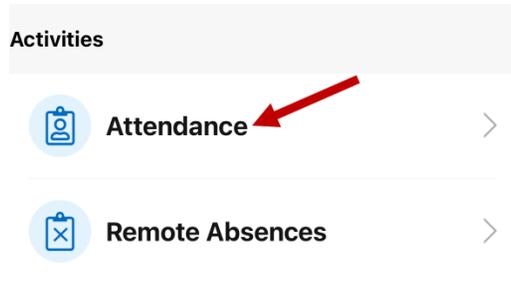


# KinderSmart – How to Backdate Transactions

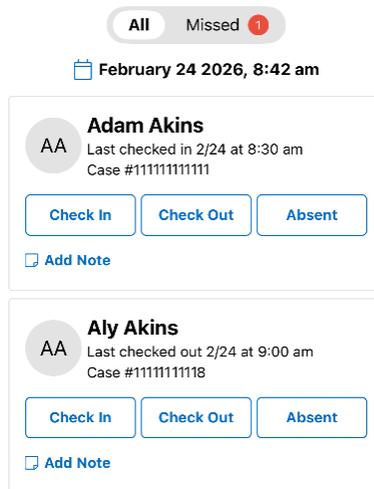
**A** Open the **KinderSmart** app on your phone. Note that the phone must already be registered with your Provider.

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



**C** If you are within **150 feet** of your provider's location, a list of your children will appear on the screen.

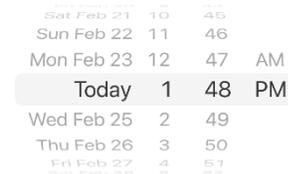
Note: If you are NOT within 150 feet of your provider's location, you will be prompted to scan the **Provider Mobile Sign In** sheet QR code available on-site at the provider location.



**D** Tap on the date at the top to open the calendar.



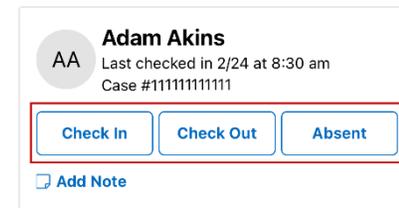
**E** Use your finger to roll until you have lined up the desired date, hour, minutes, and AM/PM. Tap **OK** to select. Note that when selecting a prior date, the date and time in the calendar change to red font.



OK

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

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



**G** If desired, tap **Add Note** to enter a note relevant to the attendance being submitted.

**H** Once all attendance has been entered, record your signature and tap **Submit Attendance**.

**I** KinderSmart generates a message indicating that the attendance was submitted successfully.



Attendance successfully submitted for Feb 23