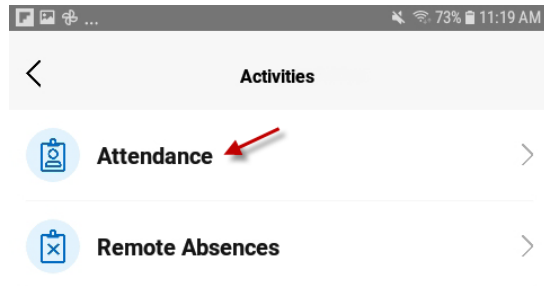


# KinderSmart – How to Backdate Transactions

**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.



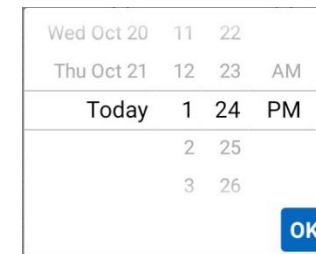
Sign In

Please scan to sign in.

**E** When the list of children displays, tap on the date to open the calendar.

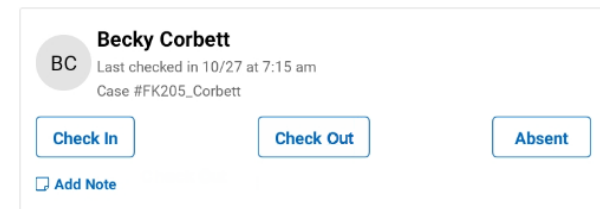
📅 April 26, 2021, 8:05 am

**F** 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.

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



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

**I** Once all attendance has been entered, tap **Submit**.

**J** KinderScan generates a message indicating that the attendance was submitted successfully.

