

# KinderSign – How to Backdate Transactions

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



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

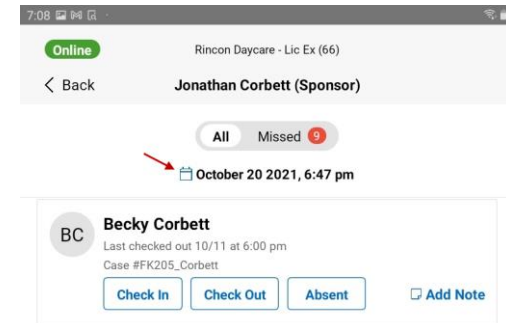


**C** From the **Activities** screen, tap **Attendance**.

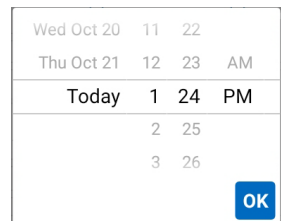


**D** The tablet will take a picture of the Parent/ Sponsor who is checking the child **In** or **Out** of care. Position your face in the center of the camera and tap **Authenticate** to capture the picture and continue.

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



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



**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**.