KinderSmart – How does a Caretaker Approve Attendance Transactions

A

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

Once the *Activities* screen opens, tap *Transactions*.



С

When the list of *Transactions* appears, tap to select *All Transactions* or *Pending Transactions*. Tap the drop-down arrow on the right to expand the details.

C Back	Transa	ctions	
	All Transactions	Pending Transactions	
	≪ May 20, 2018 - N	lay 26, 2018 🗐 🚿	
JCFam1, Kid4		`	
JCFam1, Childe	6	Approve all pending transactions for this child	
05/22/18 02:14P	M Time In (School S	ession Out) (Pending)	
05/22	Арр	rove	
05/22	Approve this transaction?		
JCFa	CANCEL	ОК	
JCFam1, Childs	кт	\checkmark Approve all pending transactions for this child	
05/21/18 12:00A	M Not Scheduled		
05/22/18 02:14P	M Time In (Pending)	V Approve	

- Select All Transactions to view and/or approve every transaction individually. Tap Approve, then tap OK to confirm.
- Select *Pending Transactions* to view and/or approve only the children with transactions pending approval. Tap **Approve all pending transactions for all children**, then tap **OK** to confirm.

Approve all pending transactions for all children

F

When you finish approving attendance transactions, tap the back arrow to return to the previous menu.