KinderSmart – How to Backdate Transactions / Adding Missed Attendance at the Provider

Note: Backdating attendance is used to enter attendance that the family or sponsor may have missed.



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



Once the Activities screen opens, tap Attendance.



When the list of children displays, tap on the date to open the calendar. Happy Barn Day Care (61



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

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

Note: When selecting a prior date, the date and time in the calendar change to red font.

You can now tap to select (Check In, Check Out, or Absent). Becky Corbett BC Last checked in 10/27 at 7:15 am Case #FK205_Corbett Check In Check Out Absent Add Note

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



Once all attendance has been entered, tap Submit.

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



For more information, visit https://azcces.info, email us at supportAZ@kindersystems.com or call us at 1-833-859-3433.