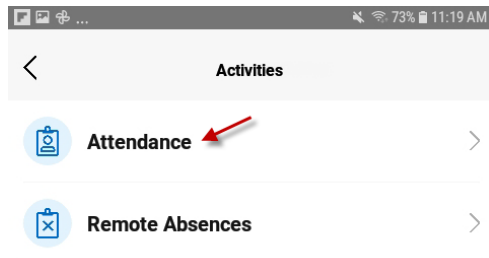


KinderSmart – How to Backdate Transactions / Adding Missed Attendance at the Provider

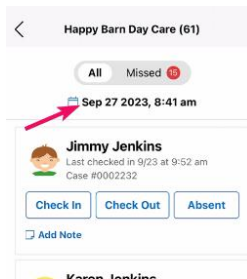
Note: Backdating attendance is used to enter attendance that the family or sponsor may have missed.

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

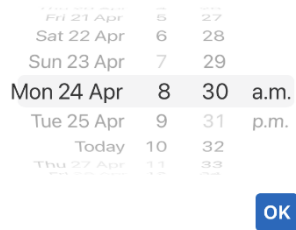
B Once the **Activities** screen opens, tap **Attendance**.



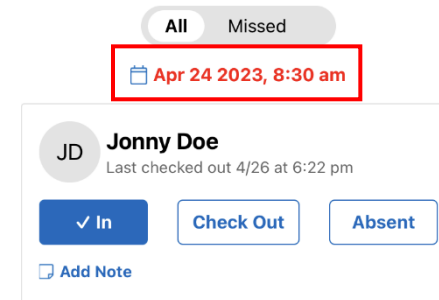
C When the list of children displays, tap on the date to open the calendar.



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



E You can now tap to select (**Check In**, **Check Out**, or **Absent**).



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

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

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

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

