

KinderSign – Backdate Attendance

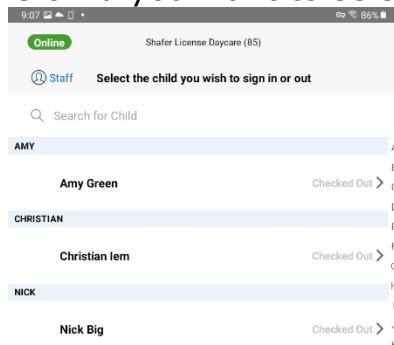
Record attendance for a date and time that has already passed. Change the transaction date and time before selecting the attendance status.

- A** Sign in to KinderSign using the identification method selected by your agency.
Note: If the method includes the telephone number and more than one person shares it, KinderSign displays the names. Tap your name to continue.

- B** From the **Activities** screen, tap **Attendance**.



- C** When the list of **Children** appears, locate the name of the child you want to select.



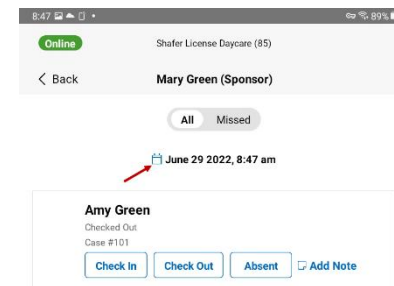
- D** Enter your 4-digit **PIN**, then tap **Verify**.



- E** If your agency requires an attendance image, the tablet takes your picture. Tap **Authenticate** to snap the photo and continue.

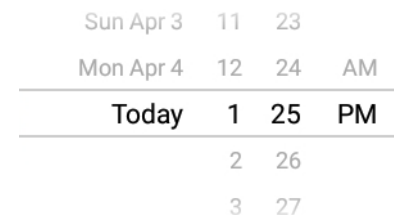
Note: This step appears only if **Administration > Settings > Tablet Attendance** has **Require Attendance Image** selected.

- F** Tap the **Date** to open the calendar.



- G** Slide up or down to select the **Date**, slide to adjust the **Hour** and **Minutes**, and slide to **AM** or **PM**. Press **OK**.

Note: The changed past date/time displays in red.



- H** Tap to make your selection — **Check In**, **Check Out**, or **Absent**.

- I** Enter your signature, then tap **Submit** to save. KinderSign returns to the login screen, ready for the next person to sign in.