

KinderSign – Check Children In and Out as a Provider

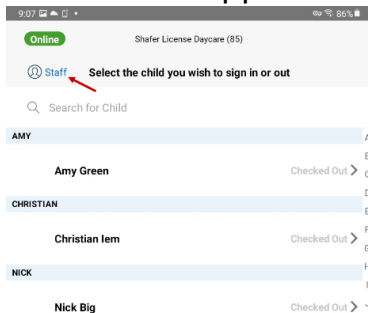
As a Provider staff member, record when children arrive and leave care. Depending on your agency settings, KinderSign may also require an attendance image or signature.

- A** Sign in using the identification method selected by your agency. When the **Activities** screen appears, tap **Attendance**.

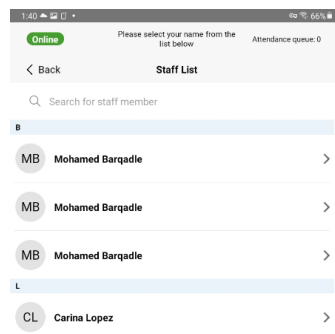


Note: If the telephone method is used and more than one person shares the number, tap your name from the list.

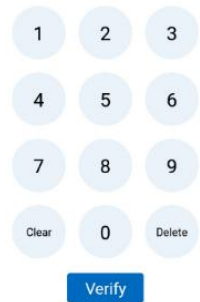
- B** When the list of names appears in alphabetical order, tap **Staff** in the upper left corner.



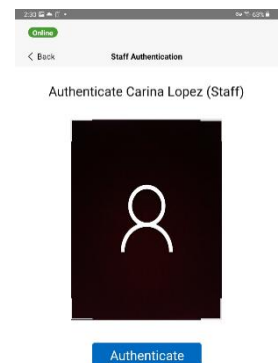
- C** When the **Staff** list appears, locate and tap the name of the staff member.



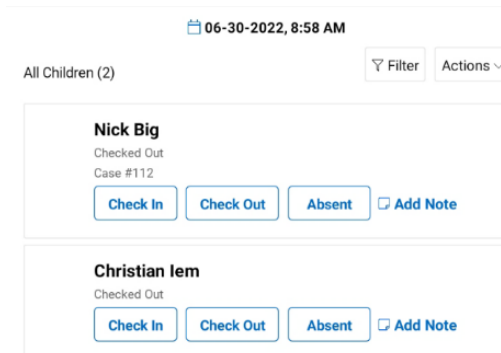
- D** Enter your 4-digit **PIN**, then tap **Verify**.



- E** If your agency requires an attendance image, tap **Authenticate** to capture the picture and continue.
Note: This appears only if **Require Attendance Image** is selected in **Administration > Settings > Mobile Attendance**.



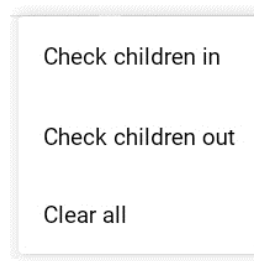
- F** When the list of children appears, tap **Check In**, **Check Out**, or **Absent** in the box for each child. Tap **Add Note** to write additional information about that child's attendance that day.



- G** To display only certain children, tap **Filter**, then choose **Checked In**, **Checked Out**, or **All Children**. You can also set all selected children as **Checked In / Checked Out**, or **Clear All** previous selections at once.



- H** If your agency requires a signature, sign in the space provided to confirm the attendance is true and accurate.
Note: This appears only if **Require Signature** is selected in **Administration > Settings > Mobile Attendance**.



- I** Tap **Submit** to transmit the attendance to CenterTrack. A message confirms the attendance was saved, and KinderSign returns to the opening screen.
Note: If the tablet is offline, the attendance is still captured but does not upload to CenterTrack until the internet connection is restored.

