

KinderSign – How to Backdate Transactions

A Use the keypad to enter your 10-digit telephone number. Tap **Next**.



B Enter your 4-digit **PIN** and tap **Verify**.



C From the **Activities** screen, tap **Attendance**.



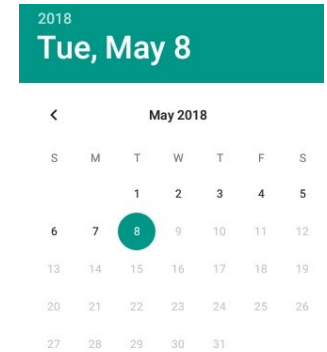
D Tap **Authenticate** to snap a photo and proceed to the check-in screen.



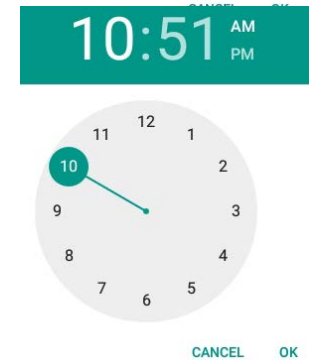
E For more information, visit www.ohiocctap.info, email us at supportOH@controltec.com or call us at 1-833-866-1708.

Tap on the **Date** to open the calendar.

F Use the arrows next to the month and year to move to other months. Select the target date and tap on it. Tap **OK** to open the clock.



G Tap the **Hour** and move the hands to adjust to the desired hour. Then tap the **Minutes** and move the hands to adjust to the desired minutes. Select the time of the day by tapping **AM** or **PM**. Press **OK**.



H You can now tap to make your selection (**Sign In**, **Sign Out**, **Absent**). Once all attendance has been entered, tap **Submit**.

I KinderSign returns to the telephone keypad and is ready for you to login using your telephone number and new **PIN**.