

KinderSign



Sponsor User Manual

Congratulations on your provider's decision to implement KinderSign and/or KinderSmart mobile electronic check in/out! You will find this to be a fast, secure way to sign in and out of care and have access to attendance history.

The **KinderSign** product is a tablet-based mobile application designed for the provider to collect childcare attendance from authorized adults (sponsors) when signing children in and out of care via a tablet device at the childcare provider location.

The **KinderSmart** product allows authorized adults the ability to check children in and out of care from the convenience of their smartphone while at their childcare provider location. This option may or may not be available at your childcare location.

Definitions:

The **Sponsor** is any individual authorized to sign a child in or out of care. The Sponsor's phone and Authorized PU checkbox must be populated in the attendance system **Parent** record.

Requirements: KinderSign supports Android tablets 7.0 or higher and iPad 10.0 or higher.

Requirements: KinderSmart supports the current and previous two versions of most Apple iPhones and Android smartphones.

KINDERSIGN - Table of Contents

Setting Up the Sponsor in the Tablet Device
How to Sign Children In/Out of the KinderSign Tablet Device
How to Backdate Transactions

Upon arrival at the childcare facility, the sponsor may be directed to sign their child in/out on a tablet device. Below see steps for sponsor set up, entering or backdating attendance and using additional features.

Setting Up the Sponsor in the Tablet Device

The sponsor needs to identify themselves when logging into KinderSign using the identification mode that appears.

When the Sponsor logs into KinderSign for the first time, they need to create security settings in order to verify identity. The Sponsor will use the keypad to enter the 10-digit telephone number for the sponsor that resides in the childcare provider's attendance management system, then tap **Confirm**. The sponsor will then be requested to create a PIN and a Security Question and Answer in order to proceed. The Security Question and Answer can be used to reset the PIN if needed in the tablet device and be required for check in/out submittal.

How to Sign Children In/Out of the KinderSign Tablet Device

Sponsor Sign-In Methods

In order to sign in to KinderSign, the Sponsor will use one of the following methods below:

- List of Children
- List of Sponsors
- Telephone Number

List of Children

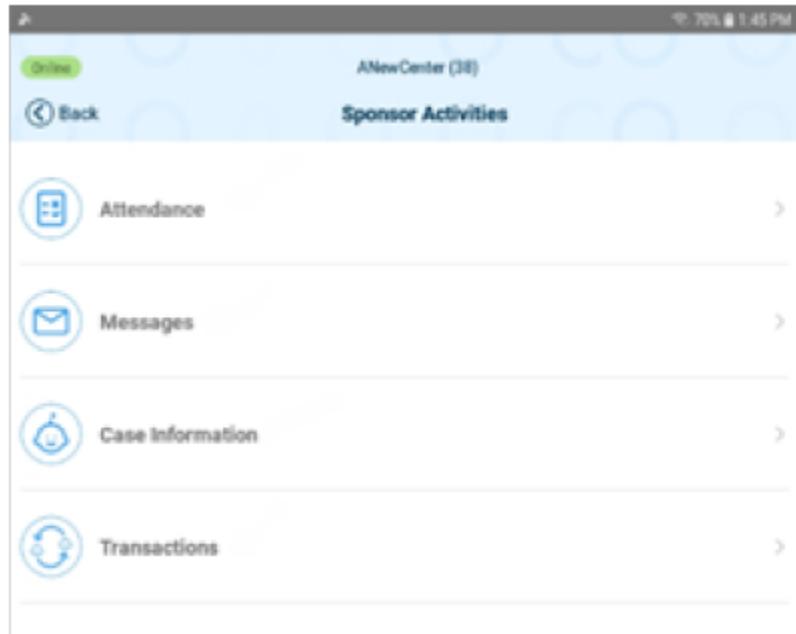
If the identification mode selected by the agency is List of Children, a list of children's names will be displayed in alphabetical order. Select the name of the child(ren) from the list displayed on the tablet.



The Sponsor enters his/her **PIN** and taps **Verify**. If the Sponsor is signing a child **In** or **Out** for the first time, the system prompts the Sponsor to create their own **PIN**.

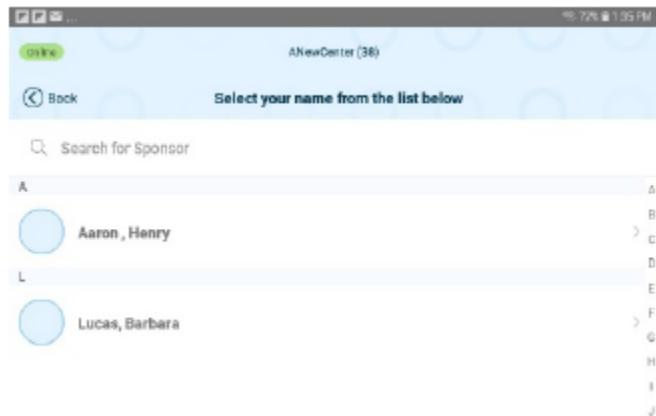


Upon successfully logging in, the Sponsor will be redirected to the **Activities** screen.



List of Sponsors

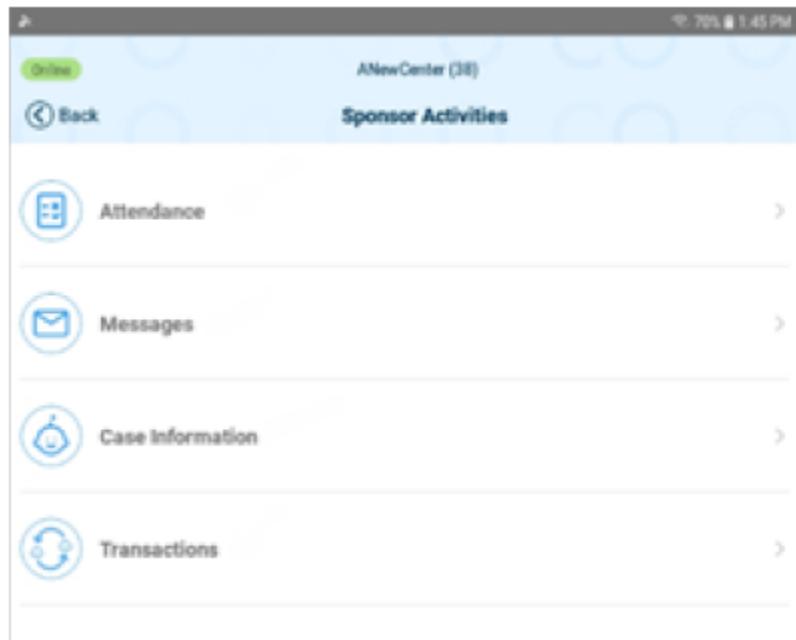
If the identification mode selected by the agency is List of Sponsors, a list of sponsor's names will be displayed in alphabetical order. The sponsor selects his/her own name from the list.



The Sponsor enters his/her **PIN** and taps **Verify**. If the Sponsor is signing a child **In** or **Out** for the first time, the system prompts the Sponsor to create their own **PIN**.



Upon successfully logging in, the Sponsor will be redirected to the **Activities** screen.

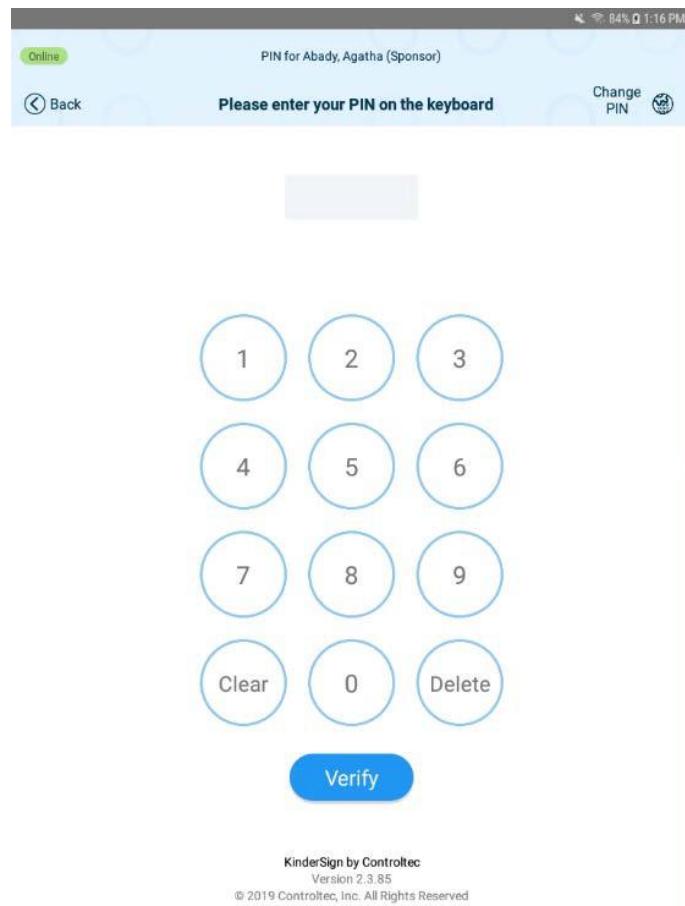


Telephone Number

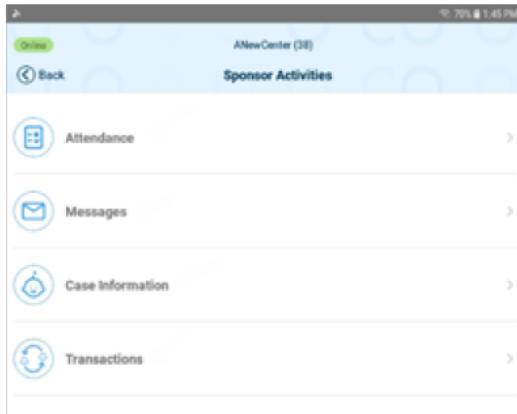
If the Telephone number is the selected identification mode, Sponsors can use a phone number to sign into KinderSign to check their children **In** and **Out** of care. Use the keypad to enter the Sponsor 10-digit telephone number. Tap **Next**.



NOTE: If more than one Sponsor shares the same **Home Phone** number, KinderSign displays a list of their names. The Sponsor needs to select his/her name from the list in order to continue. The Sponsor enters their **PIN** and taps **Verify**. If the Sponsor is signing a child **In** or **Out** for the first time, the system prompts the Sponsor to create his/her own **PIN**.



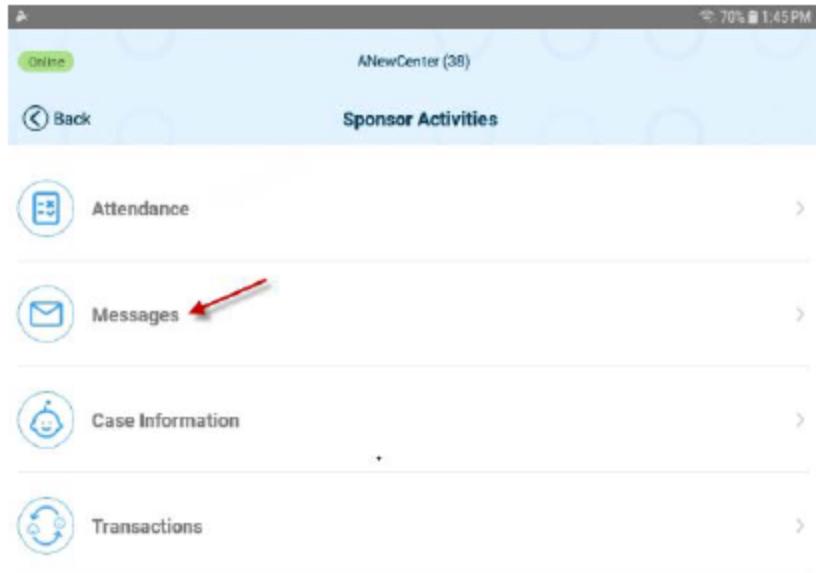
Upon successfully logging in, the Sponsor will be redirected to the **Activities** screen.



How to Read a Message

Currently, messages can only be sent from the agency to sponsors. Sponsors can find their messages in the **Activities** screen.

Login to KinderSign using the identification mode selected by your agency, as described in the Sponsor Sign-In Method section. From the **Activities** screen, tap **Messages**.



When the list of all messages appears, tap on the down arrow to expand and review a message. Expanding a message activates the **Delete Message** button. Tap to delete the message.

Provider Admin ▾
Pending Attendance Transactions
You have one or more pending attendance transactions to approve.

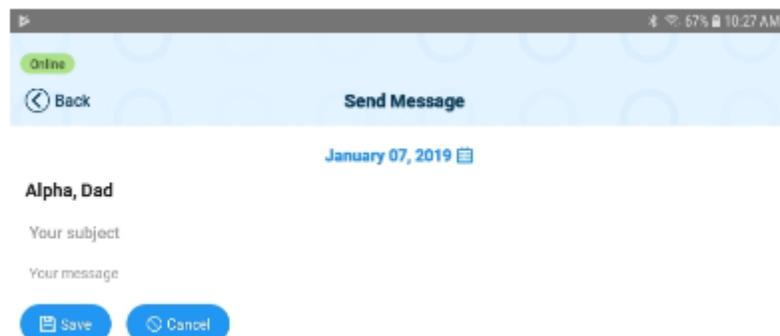
 Delete Message



The Sponsor may tap on **Set Reminder** to create a reminder message for themselves.

 Set Reminder

A **Reminder** message is not sent to anyone, just remains on **Messages** screen. After entering the content of the **Reminder** message, tap **Save**.



When finished reviewing messages, tap **Back** to return to the previous menu.

KinderSmart



Sponsor User Manual

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Definitions:

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Requirements: KinderSign supports Android tablets 7.0 or higher and iPad 10.0 or higher.

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KINDERSMART - Table of Contents

- How to Download the KinderSmart Application and Register Your Device
- How to Sign Children In/Out
- How to Backdate Transactions
- How to Review Messages
- How to Review Case Information
- Review Transaction History

How to Download KinderSmart to an Android Smartphone

In order to use KinderSmart, you need to first install it on your Android smartphone.

1. Tap the Play Store icon on the tablet home screen.



2. In the top search field, type **KinderSmart California**, then tap the Search icon.



3. Once the **KinderSmart California** app is located, tab to select.



4. On the app page, tap **Install** to download. Tap **Accept** to initiate download.

5. Once the download is complete, tap **Open**. *KinderSmart by Controltec* will appear on the screen and your smartphone is ready to scan.

Scan QR Code

KinderSmart by Controltec

Tap SCAN below to scan
the QR Code on the sign-in sheet

Scan

Sponsors will now scan the Provider Mobile Sign-In Sheet QR Code at the provider location upon each arrival and departure. Location services and/or the camera feature will be required to be enabled if prompted upon installation.

How to Download KinderSmart to an iPhone

In order to use KinderSmart, you need to first install it on your iPhone.



1. Tap the App Store icon on the iPhone home screen.
2. If the iPhone asks if the App Store may access your location, tap **Allow**. If the iPhone asks if you want to set up **Family Sharing**, tap **Not Now**.
3. In the search field (top right), type **KinderSmart California**, then tap **Search**. A blue rectangular button with the word 'Search' in white.
4. Once the **KinderSmart California** app is located, A green button with a white arrow pointing right and the word 'GET' next to it. A blue button with a white arrow pointing right and the word 'Install' next to it. If your iPhone asks you to sign into the iTunes Store, enter your Apple ID, password and tap **OK**.
5. The very first time you use your Apple ID in the iTunes Store, you must tap **Review**, then swipe to agree to the terms and conditions, and finally tap **Next** to go to a series of screens labeled **Complete your Apple ID**. Use these screens to provide additional information, including billing information such as your address. You are not required to provide credit card details.
6. Once the download is complete, tap **GET**, then **Open**. *KinderSmart by Controltec* will appear on the screen and your iPhone is ready to scan.



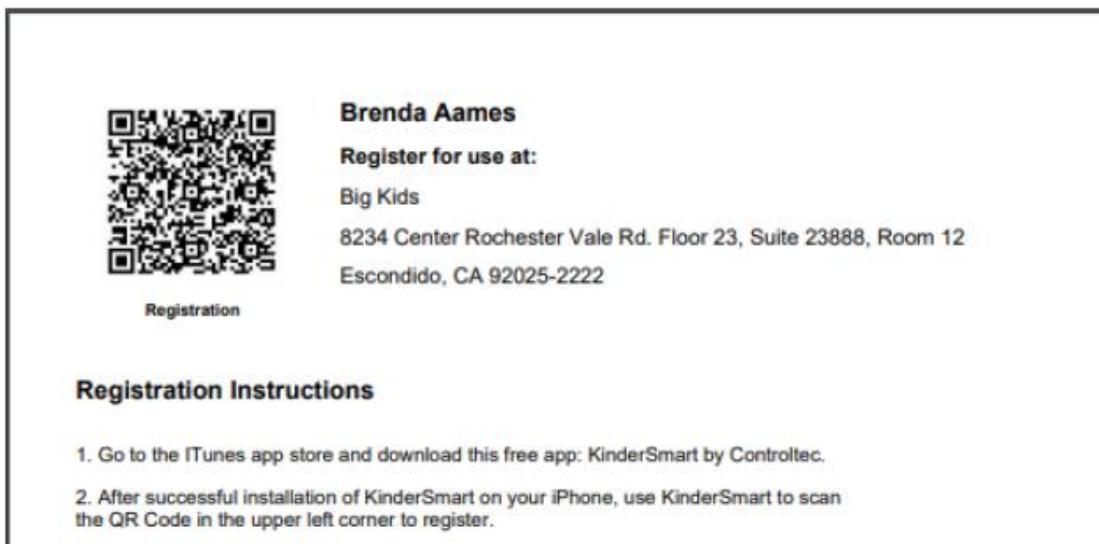
Tap SCAN below to scan
the QR Code on the sign-in sheet

Scan

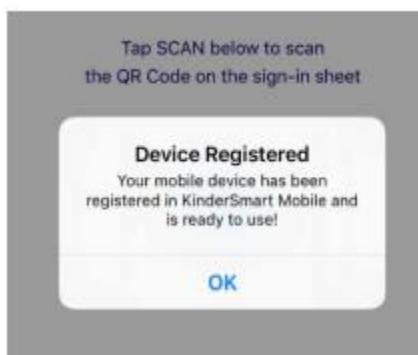
Sponsors will now scan the Provider Mobile Sign-In Sheet QR Code at the provider location upon each arrival and departure. Location services and/or the camera feature will be required to be enabled if prompted upon installation.

Step 1: Register your smartphone device at the childcare provider location

After completing the download of the KinderSmart app to your smartphone and getting the initial screen, you need to configure it for use with your provider attendance system. The first time you wish to use your smartphone, your childcare provider will need to 'register' the device via a scan of the *KinderSmart Registration Form* QR code for each unique sponsor and phone number. The phone only needs to be registered one time, unless the sponsor changes their device or phone number. Allow a few extra minutes the first day to complete this process and become familiar with moving about the application.

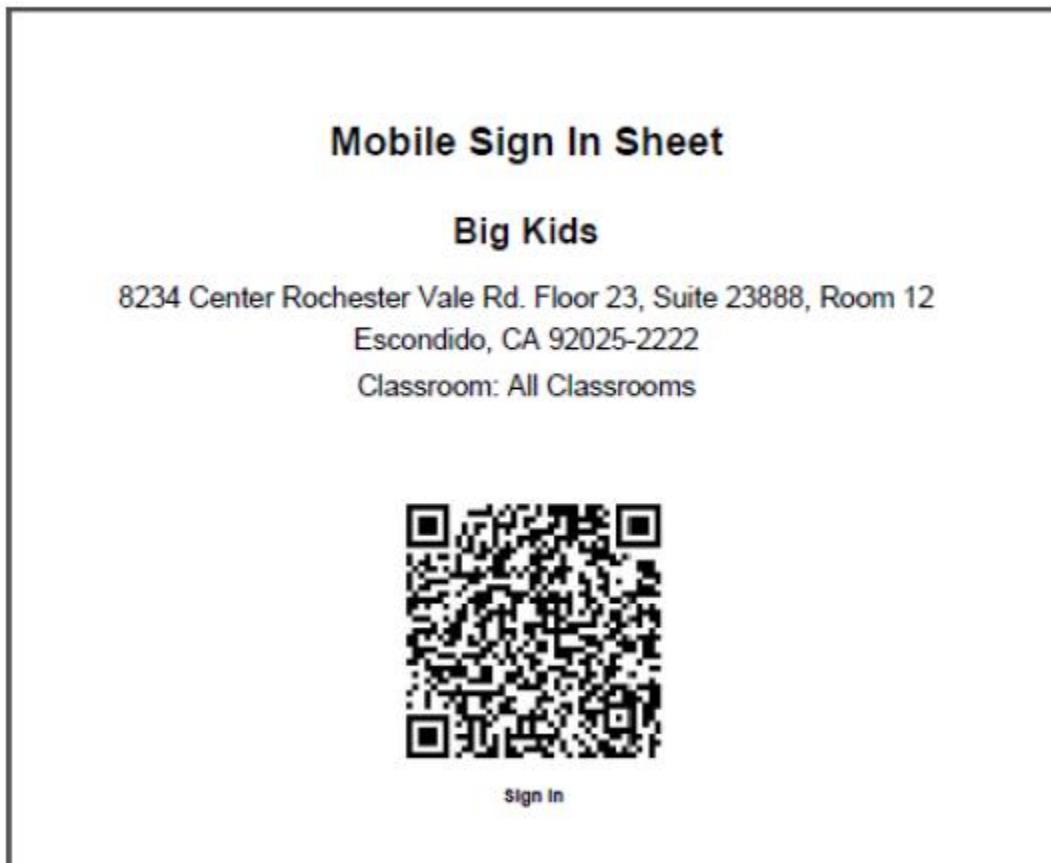


After a successful scan, the app will be registered to the sponsor who receives confirmation that the phone was successfully registered.



Step 2: Scan the Provider Mobile Sign In Sheet at the childcare provider location

Once the device is registered, the sponsor need only scan the *Provider Mobile Sign In Sheet* at the childcare provider location upon arrival and departure and submit their check in or check out.



Step 3: Signing Children In and Out

Open the KinderSmart app on your phone. Once the **Activities** screen opens, tap **Attendance**.



Tap **Scan QR Code** to enable the smartphone camera. To scan, move the *Provider Mobile Sign In Sheet* QR code into the view of the phone camera so that it can be seen on the phone screen. As soon as the whole QR code is visible to the phone camera, the phone scans the QR code automatically. The list of children registered with the Provider displays.



Sign In

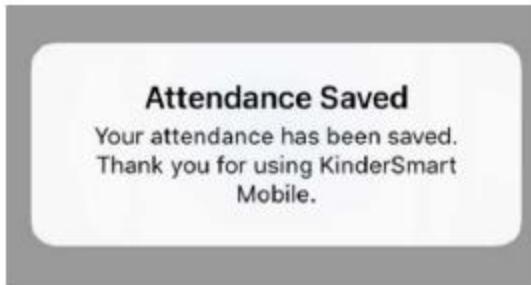
The sponsor taps to select **Sign In**, **Sign Out** or **Absent** for each child on the main screen, then taps **Done**. Use the **None** option to remove any unwanted selections or mistakes.



Once the attendance is entered, the Sponsor signs in the space provided to indicate that the attendance entered is true and accurate, then taps **Submit**.



Attendance is automatically transmitted to the provider's attendance management system and the transaction is confirmed.



KinderSmart then returns to the Activities screen.

How to Backdate Transactions

There are times when a transaction needs to be backdated. In this case, open the KinderSmart app on your phone. Once the **Activities** screen opens, tap **Attendance**.



Tap **Scan** to enable the QR code reader. To scan, move the QR code on the *Provider Mobile Sign In Sheet* into the view of the phone camera so that it can be seen on the phone screen. As soon as the whole QR code is visible to the phone camera, the phone scans the QR automatically.

The list of children displays. Tap on the date to open the calendar.

08-09-2018, 9:27 AM

If using an Android smartphone:

Use the arrows next to the month and year to move to other months. Select the desired date and tap on it. Tap **OK** to open the clock. Tap on the hour and move the hands to adjust to the desired hour. Then tap on 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**.



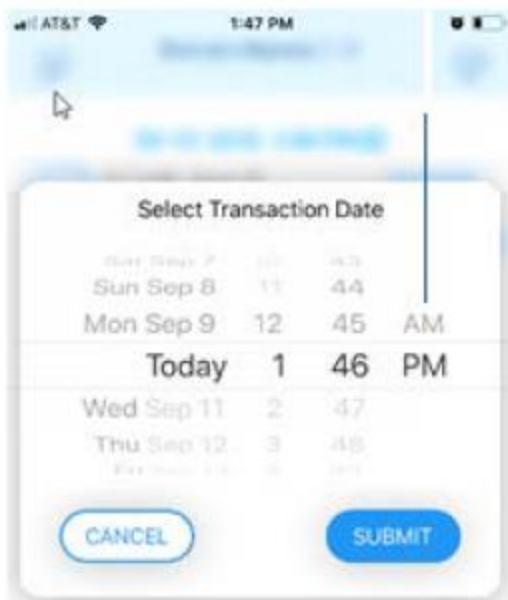
CANCEL OK

CANCEL OK

If you see a pop-up message stating “The attendance you submitted contained backdated transactions. Would you like to enter more attendance?” Tap **Yes** to continue checking children in and out without reauthenticating or tap **No** to return to the **Activities** screen.

If using an iPhone:

Use your finger to roll until you have lined up the date and time desired, then tap to make your date and time selections.



Once the time and date are selected, tap **Submit** to return to the list of children. Press **Sign In** and/or **Sign Out**, then tap **Submit**.

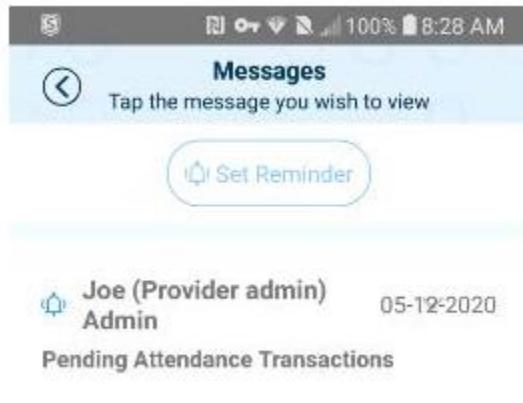
If you see a pop-up message stating “The attendance you submitted contained backdated transactions. Would you like to enter more attendance?” Tap **Yes** to continue checking children in and out without reauthenticating or tap **No** to return to the **Activities** screen.

How to Review Messages

You can receive alert messages on your smartphone. Open the KinderSmart app on your phone. Once the **Activities** screen displays, tap **Messages**.



The list of all messages displays. Tap on the message you would like to review.



After reviewing your message, tap **Delete Message** if you would like to remove from the list.

Tap **Set Reminder** if you would like to create a reminder message for yourself. The subject line is required in order to save the reminder. Tap **Save** when complete.

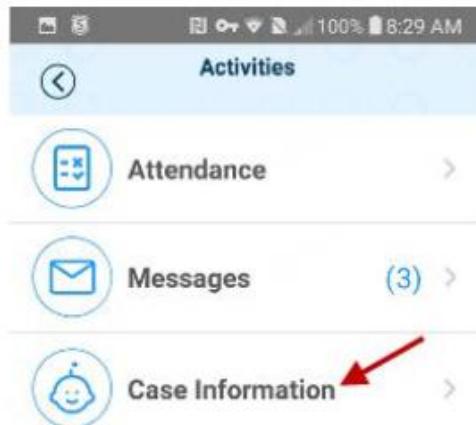


Tap the back arrow to return to the **Activities** screen.

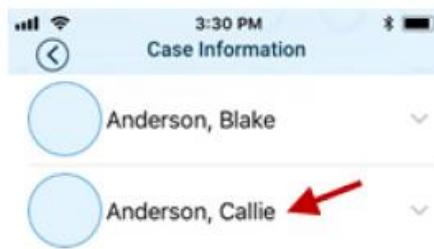


How to Review Case Information

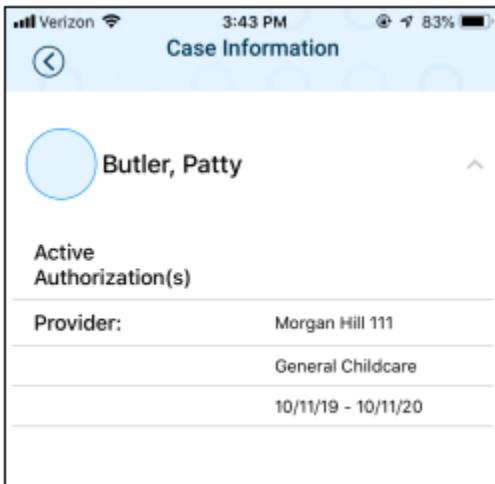
The primary sponsor can review information relevant to the case of the child(ren). Open the KinderSmart app on your phone. Once the **Activities** screen opens, tap **Case Information**.



When the list of children's names appears, tap to select the name of child whose **Case Information** you would like to see.



Information relevant to the case of the selected child displays. This is View Only, no changes can be made. **Note: The information displayed below is a sample only and may vary from your childcare provider's view.*

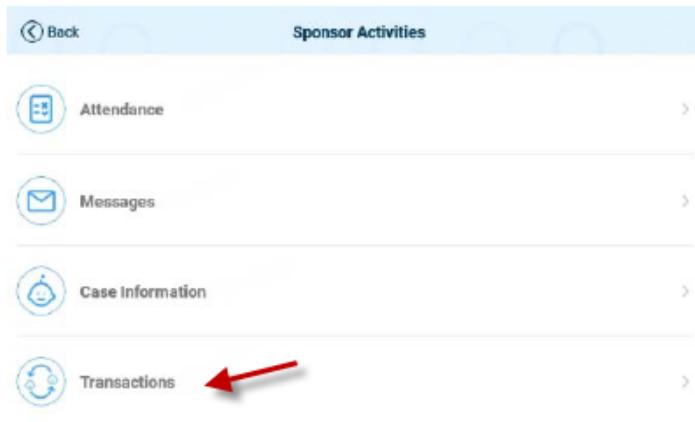


Tap the back arrow to return to the **Activities** screen.

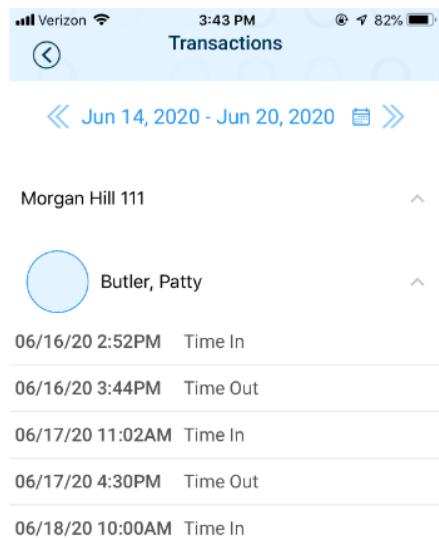


Review Transaction History

Open the KinderSmart app on your phone. Once the **Activities** screen opens, tap **Transactions**.



Information relevant to the case of the selected child displays. This is View Only; no changes can be made.



Tap the back arrow to return to the **Activities** screen.



Kindergarten Support: Submit any requests for assistance or technical difficulties to your childcare provider.