




## 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 Missouri**, then tap **Search**. 
4. Once the **KinderSmart Missouri** app is located , tap **GET**, then **Install** to download 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.

Scan QR Code

KinderSmart by Controltec

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

Scan

## Parent/Sponsor Login

Once the Parent/Sponsor smartphone is registered, it is possible to check children in and out of care using their smartphones. To login a Parent/Sponsor, the Provider must first be logged to KinderConnect and make the QR Code available to the Parent/Sponsor on the computer screen or on a scannable printout.

1. Open KinderConnect and click on **Reports** under **Reports**.



2. Press the drop-down arrow to select the **Provider Mobile Sign In Sheet** from the **Reports** menu.



3. Press **View** to open the pdf.

4. The Parent/Sponsor needs to now open the KinderSmart app on the phone, tap **Scan** and either scan the QR Code on the computer screen or scan it on a print out of the QR code. To scan, move the QR code into the view of the phone screen so that it can be clearly seen on the phone screen. As soon as the whole QR code is visible to the phone camera, the phone scans the QR automatically.

Please scan the barcode to sign in children.

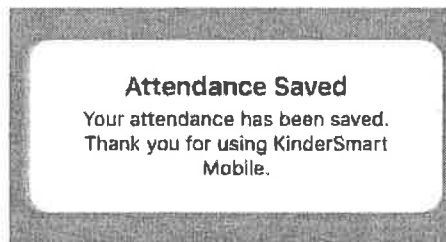


5. After a successful login scan, the app will display the list of children assigned to this Parent/Sponsor.

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






7. Attendance is automatically transmitted to KinderConnect and the system confirms the transaction.



8. KinderSmart returns to the **Activities** screen.

## How to Download KinderSmart to an Android Smart Phone

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

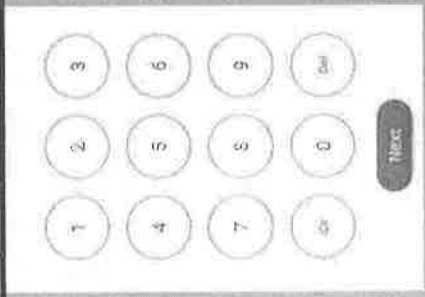
1. Tap the Play Store icon on the tablet home screen. 
2. In the top search field, type **KinderSmart Missouri**, then tap the Search icon. 
3. Once the **KinderSmart Missouri** app is located,  tab to select.
4. On the app page, tap **Install** to download. Tap **Accept** to initiate download.
5. Once the download is complete, tap **Open**. KinderSmart by Controltec will appear on the screen and your smart phone is ready to scan.





# KinderSign – Sponsor Checking Children In and Out

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



**NOTE:** If you share the same phone number with another parent/sponsor, KinderSign will display a list of names attached to the phone number. Select your name from the list to continue.

**B** You will enter your **PIN** and tap **Verify**.  
Note: If you are signing a child In or Out for the first time, you will be prompted to create a **PIN**. The **PIN** is four digits. You can change your **PIN** at any time by pressing the **Change PIN** link. Contact the Support Desk for assistance if you forget your **PIN**.



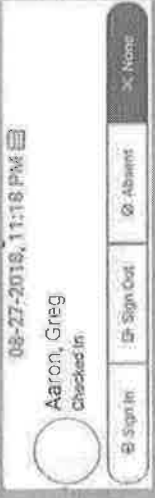
**C** When the **Sponsor Activities** screen appears, tap **Attendance**.



**D** Tap **Authenticate** to take your picture.



**E** The children you are a sponsor for will appear in a list. Select the child or children you will **Sign In** or **Sign Out**. KinderSign will highlight your selections.



**F** You will sign in the space provided.



**G** You will tap **Submit** to save the Attendance to KinderConnect. The tablet needs to be online for the attendance to transmit to KinderConnect.

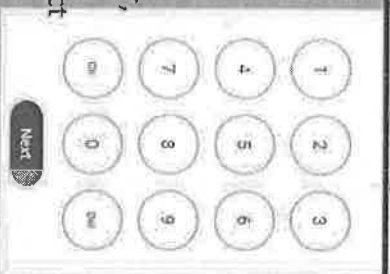
**H** A message will appear confirming the attendance was saved successfully.

KinderSign returns to the keypad and is ready for the next Parent/Sponsor to sign in.

## Kindersign Sponsor – Primary Parent Options

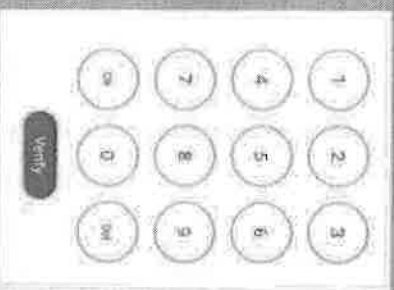
- A** Use the keypad to enter the primary Parent/Sponsor 10-digit telephone number. Tap Next.

NOTE: If you share the same phone number with another parent/sponsor, Kindersign will display a list of names attached to the phone number. Select your name from the list to continue.

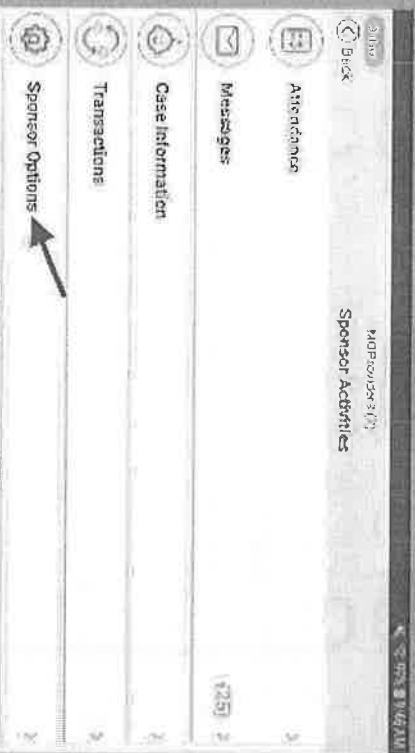


- B** The Parent/Sponsor enters his/her PIN and taps Verify. The PIN consists of four digits (contact the Support Desk if you forget your PIN).

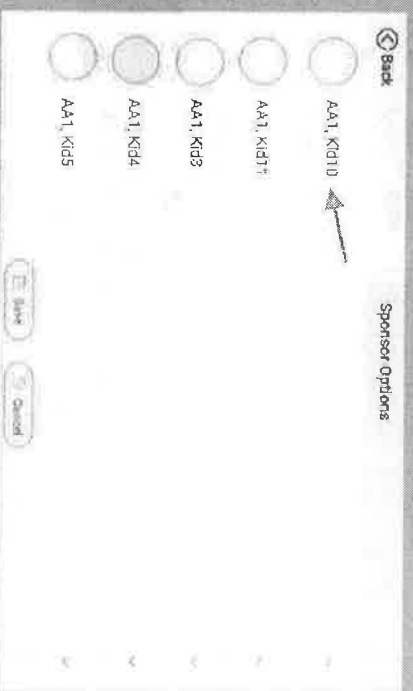
Note: Changes cannot be made if the tablet is offline.



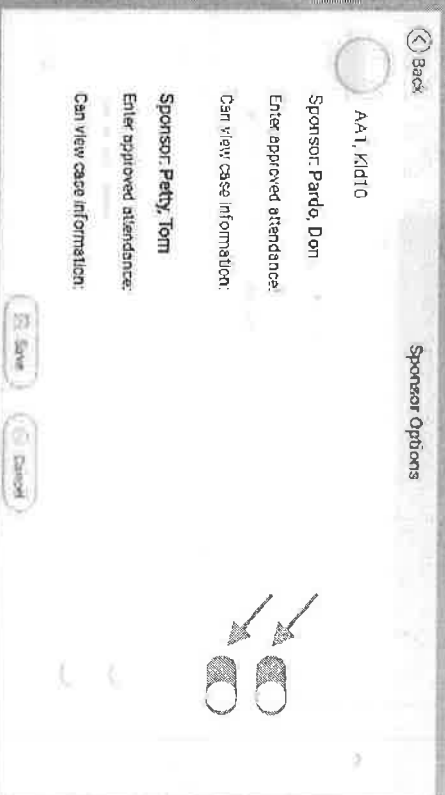
- C** When the **Activities** screen appears, tap **Sponsor Options**.



- D** When the Sponsor's child list appears, tap on the name of the child to select.



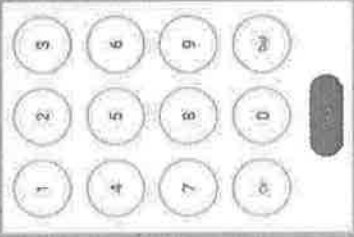
- E** When the Sponsor list for the selected child displays, tap to enable or disable the options for each Sponsor. Once all the selections have been made, tap Save.



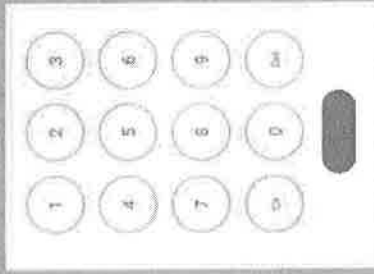
- F** Kindersign returns to the **Activities** screen.

## KinderSign – How does a Sponsor Approves Attendance Transactions

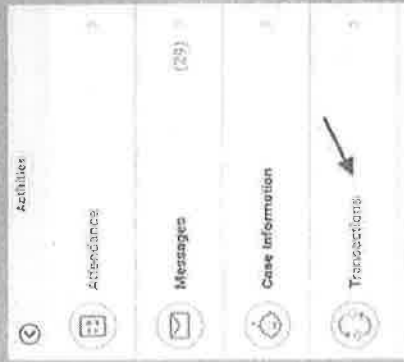
**A** Use the keypad to enter your 10-digit telephone number. Tap **Next**.



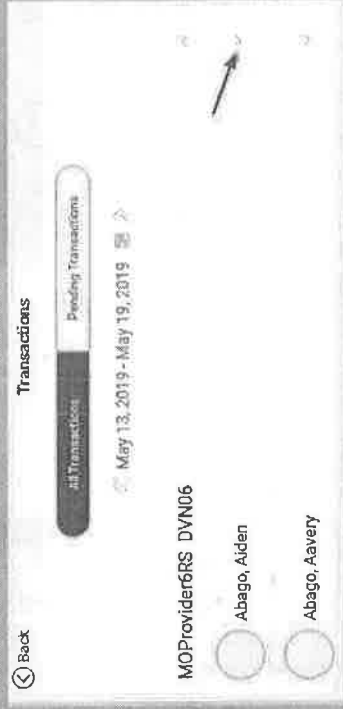
**B** Enter your 4-digit *PIN* and tap **Verify** to display the **Activities** screen.



**C** Tap **Transactions**.



**D** When the list of *Transactions* appears, tap the drop-down arrow on the right to expand the details.



**E** To approve each transaction, tap **Approve** to the right of the desired transaction, then tap **OK** to confirm.



**F** When you finish approving attendance transactions, tap **Back** to return to the previous menu.

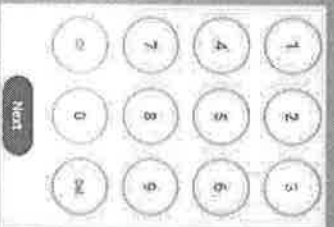
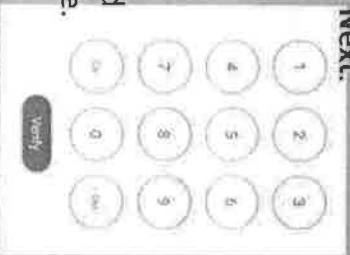


## Kindersign – Sponsor Backdating Transactions

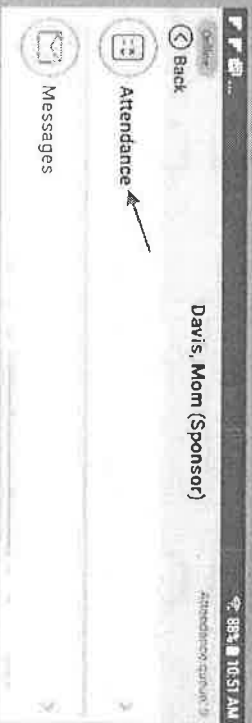
**A** Use the keypad to enter your 10-digit phone number. Tap **Next**.

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

Note: Transactions cannot be backdated when tablet is offline.



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



**D** Tap **Authenticate** to take your picture and proceed to the check-in screen.



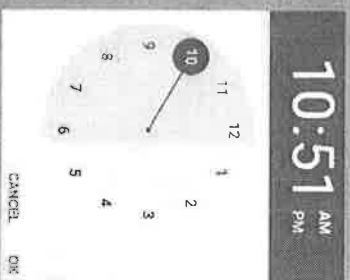
**E** Tap on the **Date** to open the calendar.



**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** Select the child or children you will **Sign In** or **Sign Out**. Once all attendance has been entered, tap **Submit**. The Parent/Sponsor signs in the space provided. Tap **Submit**.



**I** Kindersign returns to the keypad and is ready for the next person to login.

For more information, visit [www.ccbisme.info](http://www.ccbisme.info), email us at [supportMO@controltec.com](mailto:supportMO@controltec.com) or call us at 1-833-866-1709, Option 9.

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