# KinderSmart

# User Manual

Child Care Business Information Solution (CCBIS)

Missouri Department of Social Services

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# Overview

KinderSmart is a Parent/Sponsor sign-in Module used on most iPhones and Android phones.  It allows Parents/Sponsors to sign their children *In* and *Out* of care using their own smart phones while at the Provider's facility.

Among the many benefits of KinderSmart is that, once the phone is registered to the parent in KinderConnect, it uniquely identifies the parent (through the registered phone), the provider (through the QR code) and the location where the transaction took place (through the geolocation services on the phone).

It is secure since all authentication information for the parents and other authorized adults is instantly available in the system.   Real time stamp information is available for time-and-attendance tracking, reporting and provider reimbursement.

# 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 Missour*i 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.

### Scan QR Code

KinderSmart by Controltec

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

**Scan**
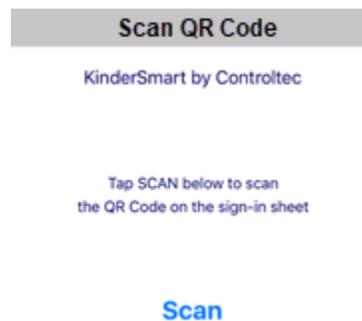
# How to Download KinderSmart to an iPhone

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**

# Initial Registration of Parent/Sponsor

Parents/Sponsors will need to register each smart phone one time only. To register the smart phone, it is necessary to complete steps both in KinderConnect and KinderSmart. You must be able to log in to KinderConnect on your computer using the URL that was provided to you in the **Read Me First** document. There are additional Quick Reference Cards (QRCs) if you need more information about KinderConnect.

In order to use KinderSmart on a smart phone, you must first register with KinderConnect using a computer.

1. Open KinderConnect and click on *Search* under **Sponsors**.
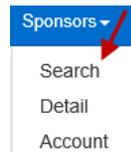
2. Enter the Parent/Sponsor search criteria who will be using KinderSmart and, from the results, click on the *Name*. Note: The Parent/Sponsor must already exist in KinderConnect prior to KinderSmart registration.

3. In the Sponsor Detail page, click *Print KinderSmart Registration Form* to obtain the QR code.

4. Press **Print** to automatically download a document containing the QR code.

**Print KinderSmart Registration Form**

Provider:          Select >>

Press **Print** to obtain a KinderSmart Registration Form

[Print]  [Cancel]

5. The Parent/Sponsor opens the KinderSmart app on the phone, taps *Scan* and either scans the QR code from the computer screen or scans it from a print out of the QR code.  To scan, move the QR code into the view of the phone camera so that it can be s seen on the phone screen.  As soon as the whole QR code is visible to the phone camera, the phone scans the QR automatically.

Do Not Use

6. After a successful scan, the app will be registered to the Parent/Sponsor who receives confirmation that the phone was successfully registered.

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

**Device Registered**
Your mobile device has been
registered in KinderSmart Mobile and
is ready to use!

**OK**
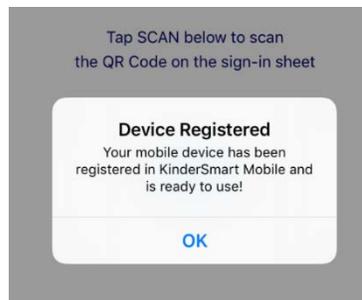
# Parent/Sponsor Login

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**.

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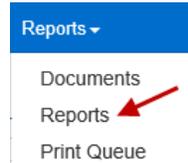
2. Press the drop-down arrow to select the *Provider Mobile Sign In Sheet* from the **Reports** menu.

   Report: Provider Mobile Sign In Sheet ▾

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.

   Do Not Use

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

# Signing Children In and Out

Parent/Sponsors can use KinderSmart to check their children *In* and *Out* of care.  Upon arrival,

1.  Open the KinderSmart app on your phone.

2.  Once the *Activities* screen opens, tap *Attendance*.
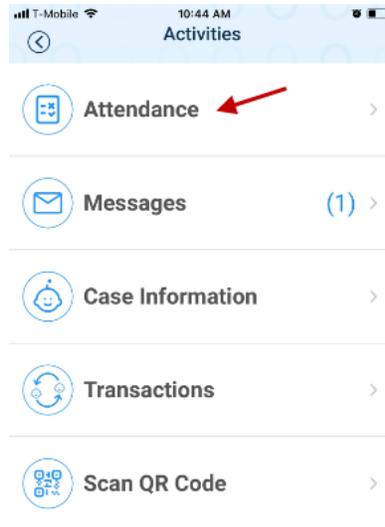


3.  Tap *Scan QR Code* to enable the QR Code reader.

4.  To scan, move the 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.



Please scan the barcode to sign in children.

Do Not Use

5.  The Parent/Sponsor taps to select *Sign In, Sign Out* or *Absent* for each child on the main screen, then taps **Done**.  The default option is *None*.

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 Backdate Transactions

There are times when a transaction needs to be backdated.  In this case,

1. Open the KinderSmart app on your phone.

2. Once the **Activities** screen opens, tap **Attendance**.
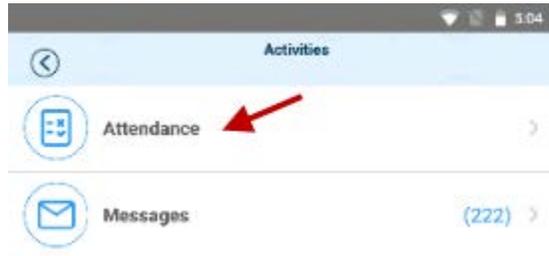


3. Tap **Scan** to enable the QR Code reader.

4. 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.



Please scan the barcode to sign in children.

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



08-09-2018, 9:27 AM

If using an Android phone:

6. 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.
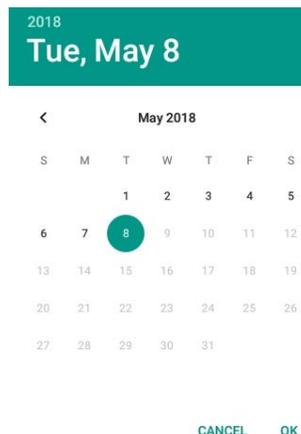
7. Tap on the hour and move the hands to adjust to the desired hour.  Then tap on the minutes and move the hands to adjust to the desired minutes.  Select the time of the day by tapping *AM* or *PM*.  Press **OK**.
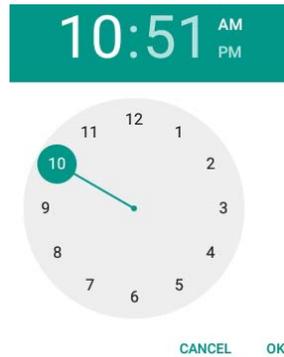


If using an iPhone:

8. Use your finger to roll until you have lined up the date and time desired.
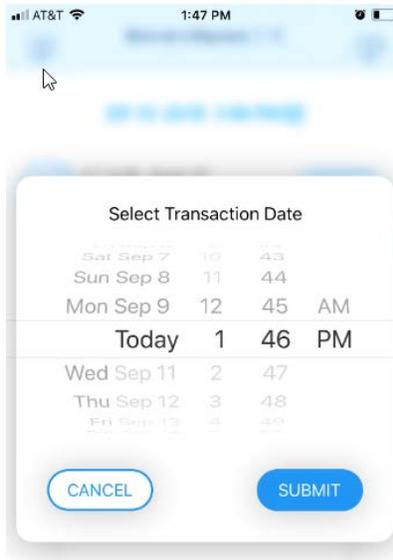


9. You can now tap to make your selection (***Sign In***, ***Sign Out***).  Once all attendance has been entered, tap **Submit**.

10. When you see a pop-up 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.
    - Tap *No* to return to the ***Activities*** screen.

# How to Approve Attendance Transactions

The primary Parent/Sponsor needs to approve Attendance transactions made by others.

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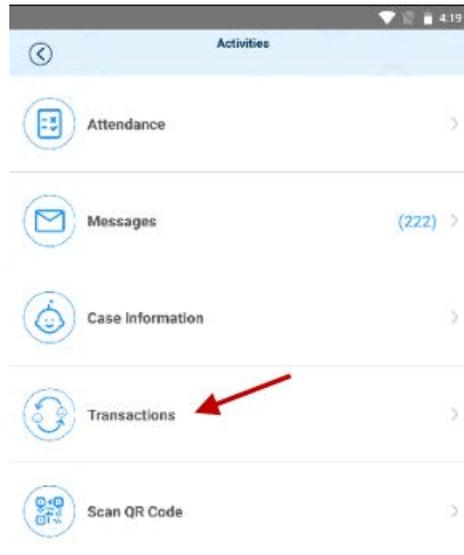


3. When the list of **Transactions** appears, tap the drop-down arrow on the right of the desired transaction to expand the details.
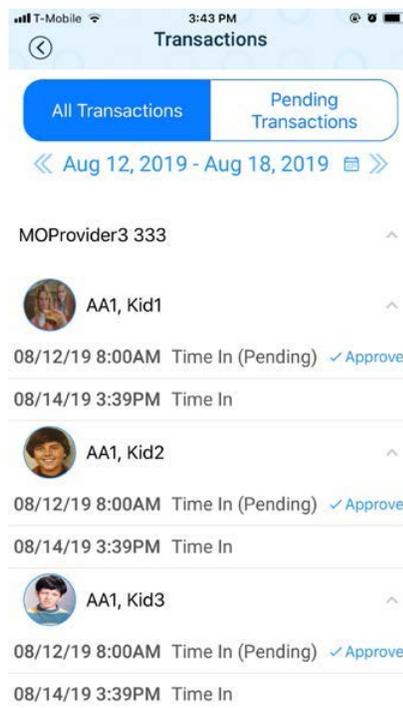
4.  To approve a single transaction, tap **_Approve_** to the right of the desired transaction, then tap **OK** to confirm.

5.  When you finish approving attendance transactions, tap the **_Back_** arrow to return to the **_Activities_** screen.

# How to Review Messages

You can receive alert messages on your smart phone.

1.  Open the KinderSmart app on your phone.

2.  Once the **Activities** screen displays, tap **Messages**.
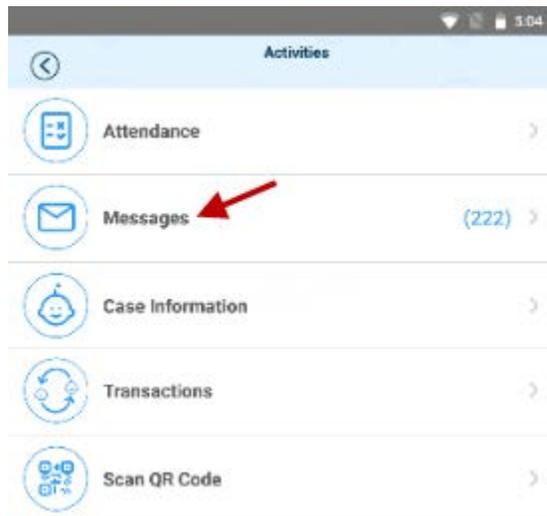


3.  The list of all messages displays.
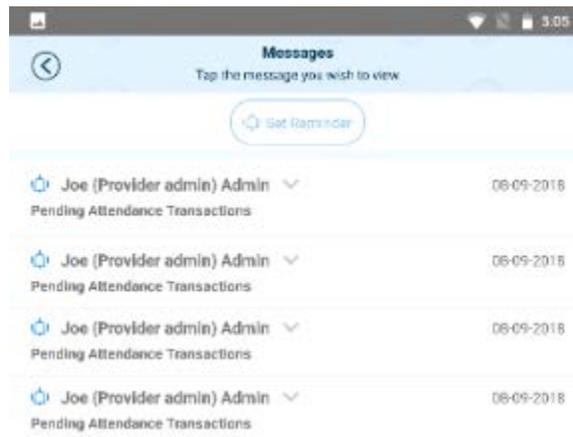
4. Tap on the message you would like to review.
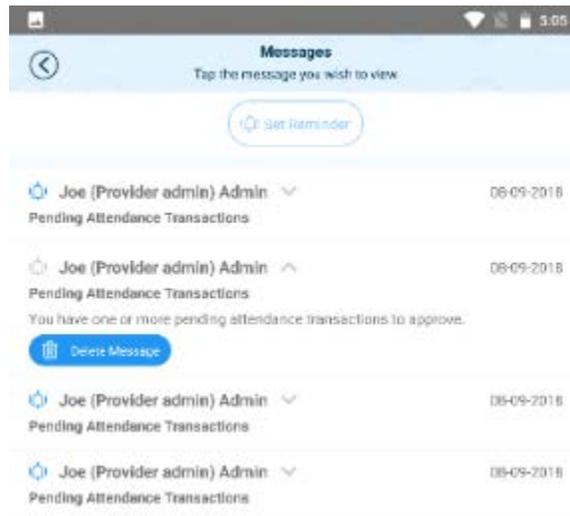


5. After reviewing your message, tap *Delete Message* if you would like to remove from the list.



6. Tap *Set Reminder* if you would like to create a reminder message for yourself. Tap *Save* when complete.



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

# How to Review Case Information

The primary Parent/Sponsor can review information relevant to the case of the child(ren).

1. Open the KinderSmart app on your phone.

2. Once the **Activities** screen opens, tap **Case Information**.
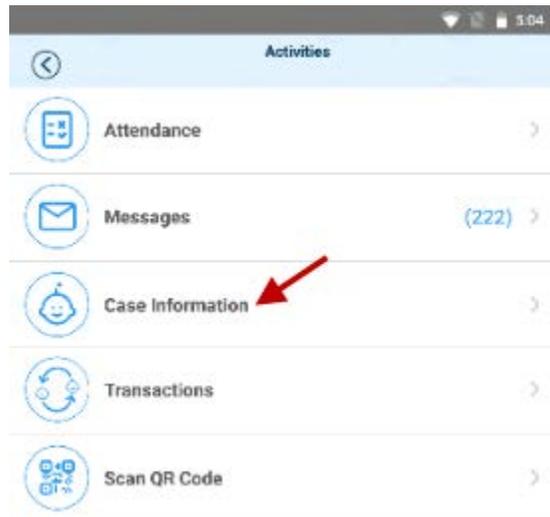


3. When the list of children's names appears, tap to select the name of child whose **Case Information** you would like to see.
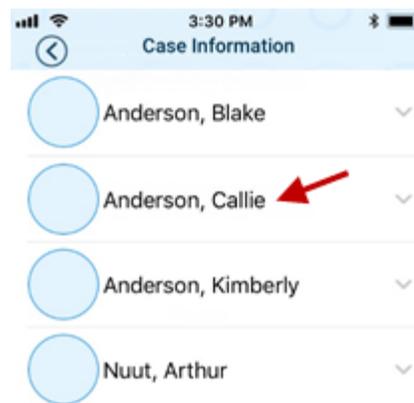
4. Information relevant to the case of the selected child displays.  This is View Only, no changes can be made.



5. Tap the back arrow to return to the **_Activities_** screen.