Quick Reference Guide For Parents Utilizing Point of Service (POS) Device

Current Check In

POS Device Display	Parent Action
Swipe card to Begin	Swipe Card
Please enter PIN	Enter 4-Digit PIN Press Enter
Attendance type?	Press 1
Enter child number	Enter assigned 2-digit child number Press Enter and Enter again*
APPROVED or DENIED	TRANSACTION COMPLETE

Current Check Out

POS Device Display	Parent Action
Swipe card to Begin	Swipe Card
Please enter PIN	Enter 4-Digit PIN Press Enter
Attendance type?	Press 2
Enter child number	Enter assigned 2-digit child number Press Enter and Enter again*
APPROVED or DENIED	TRANSACTION COMPLETE

Previous Check In

POS Device Display	Parent Action
Swipe card to Begin	Swipe Card
Please enter PIN	Enter 4-Digit PIN Press Enter
Attendance type?	Press 3
Date: MM/DD	Enter MM/DD (e.g.: 01/05) Press Enter
Time: HH:MM	Enter HH:MM (e.g. 8:00) Press Enter
1=AM; 2=PM	Enter 1 for AM or 2 for PM
Enter child number	Enter assigned 2-digit child number Press ENTER and Enter again*
APPROVED or DENIED	TRANSACTION COMPLETE

Previous Check Out

POS Device Display	Parent Action
Swipe card to Begin	Swipe Card
Please enter PIN	Enter 4-Digit PIN Press Enter
Attendance type?	Press 4
Date: MM/DD	Enter MM/DD (e.g.: 01/05) Press Enter
Time: HH:MM	Enter HH:MM (e.g. 8:00) Press Enter
1=AM; 2=PM	Enter 1 for AM or 2 for PM
Enter child number	Enter assigned 2-digit child number Press ENTER and Enter again*
APPROVED or DENIED	TRANSACTION COMPLETE

* If recording same action for more than one child, enter next two-digit child number and press ENTER. When all children have been recorded press ENTER again.