How to create previous check in/out transactions in ATS

Things to know:
- Only Providers can create previous transactions.
- Parents will need to confirm those provider-created transactions when they log into the kiosk at the provider.
  - Confirmations should be completed within the 9 day (today + 9 days) time frame to avoid payment issues.

To create a previous transaction:
After the provider logs into ATS, click on “Children”

Find the child by entering their name in the search bar or by scrolling through the names. Click on the green arrow on the far right of the child’s information to go to the child’s schedule page.

On the child’s schedule page, on the top right, change “Daily” to “Monthly”.

Go to the date that you wish to add a transaction for. Click on the clear circle in that date box.

Enter the check in/out time (if it’s same day and adding a check in from the morning, you can add just the check in).

Click “ok” to create the transaction.
The text will change to reflect it is a past/previous transaction, and whether or not the transaction is pending parent confirmation.

![Past Check In - Pending]

The buttons will change to “Update” and “Void” to accommodate edits after the transaction has been created. A Pop-up stating “Transaction created” will pop up. Click “OK”.

Then close the page (click the black x on the top right of that Check In/ Check Out page to return to the child’s schedule page.

**Parent Confirmation**

When the parent comes to the provider, they will enter their pin (provider must switch to Kiosk mode). The parent will see a “Confirmations” icon.

![Schedule]

The parent click’s on “Confirmations” to be taken to the child’s schedule page.

![Schedule]

On the transactions with a “!” the parent will click DIRECTLY onto the small black circle with the “!” next to the time of the transaction (DO NOT click on the time).

![Schedule]

The parent can edit the time if necessary; then click “Confirm” to complete the confirmation for that transaction.