**NDCF User Guide – Supplemental 2**

**DELETING A CHILD ON THE FORM**

You may inadvertently add a child to a form. In this case, fill in fake information for this child. You will then need to let Joseph Powell know that you want child number \_\_\_\_ deleted from form number \_\_\_\_\_\_\_\_\_\_. [info@carseatcheckform.org](mailto:info@carseatcheckform.org) or [**jdpowell@tntech.edu**](mailto:jdpowell@tntech.edu)

**USING SEAT CHECK AS SEAT SIGN-OFF**

Input Technician Proxy/Instructor as additional technician. You will need to go into your Safe Kids profile and add the seat checks. The Tech/Proxy will be notified and need to approve your seat for sign-off.

**EVENT/INSPECTION FIELD**

This is an open field. It can be used for your own or agency/coalition purpose. For instance if you want to track certain checks you can enter in By Appointment, an event name/location, agency,…

**CONDUCTING CHECK ON TABLET VS COMPUTER**

The NDCF program is an application placed on the phone or tablet. When working on your computer, you are accessing the primary program. Any checks input via a phone/tablet must be uploaded to the NDCF system.

You are not able to start a seat check on your phone and then complete it on a tablet. You must start and finish the seat check on the same device.

Once you sign in on a device, all seat checks performed will be under your name. If you share a tablet with another user; be sure you log out of your NDCF account and they log in to their account.

**AIRPLANE MODE VS WIFI**

Use of the NDCF program on your phone/tablet is designed to be used in airplane mode. You have the option to utilize the wifi option if it is available. It may slow down the entry of your seat check data. Be sure to always upload your seat check data as soon as possible.

**TURNING SIRI OFF ON YOUR TABLET**

Settings, Siri & Search, toggle off.

The NDCF Team is available to help if app problems persist and for any other issue related to the NDCF.  Use any of these options: Visit [carseatcheckform.org](http://carseatcheckform.org/) (request support under Contact Us), email [info@carseatcheckform.org](mailto:info@carseatcheckform.org), or call 844-573-6531.

**HAVE FEEDBACK FOR THE NATIONAL DIGITAL CHECK FORM?**

Sign in to the NDCF site; Contact Us; Provide Form Feedback.

Include your name in the description field and a phone number.