



## **ONCARE OFFICE 1.5.15**

### **RELEASE NOTES**

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## 1. Ability to Update Child Missing Sign Outs

Sometimes children miss the daily sign out for reasons like group outing, catching school bus, forgot to do it, etc... Currently it is tedious processes to go to each child record, check sign out is missed out or not and then update it.

In order to overcome this, a new feature “Missing Sign Out” has been provided with which user can now make a group sign out for the children who have missed their sign out for a given day.

**Functionality Path:** Home → Time / Attendance Tracking → Functions → Missing Sign Out



- By clicking 'Missing Sign Out', user will be taken to the Missing Sign Out page
- Here user can select the date of missed sign outs and click Submit. Default is current date.



- All the children with missed sign outs for the selected date will be listed

**Missing Sign Out**

Date: 06/21/2013 Time: 03:47 pm Notes (Max. 36 Chars):

Apply same 'Time' and 'Notes' for all

No.	Sel	First Name	Last Name	Classroom	Last Sign In	Time Out	Notes( Max. 36 Chars)
1	<input type="checkbox"/>	Casey	Orr	Room Oyster	10:30:00 AM	: am	<input type="text"/>
2	<input type="checkbox"/>	Alisa	McIntyre	Room Whale	10:30:00 AM	: am	<input type="text"/>
3	<input type="checkbox"/>	Bailey	Burton	Caterpillar	10:30:00 AM	: am	<input type="text"/>
4	<input type="checkbox"/>	Aiden	Cosentino	Caterpillar	10:30:00 AM	: am	<input type="text"/>
5	<input type="checkbox"/>	David	Coombes	Ladybugs (Test)	10:30:00 AM	: am	<input type="text"/>

- o User can select all or specific child (ren) to sign out in group
- o To apply the same sign out time and notes for all the children, the “Apply same ‘Time’ and ‘Note’ for all” option can be selected
- o Select and enter the common or specific time and note for the sign outs and click Submit. A confirmation page will be displayed as follows:

**Missing Sign Out**

The following children will be Group Signed Out from the center, do you wish to proceed?

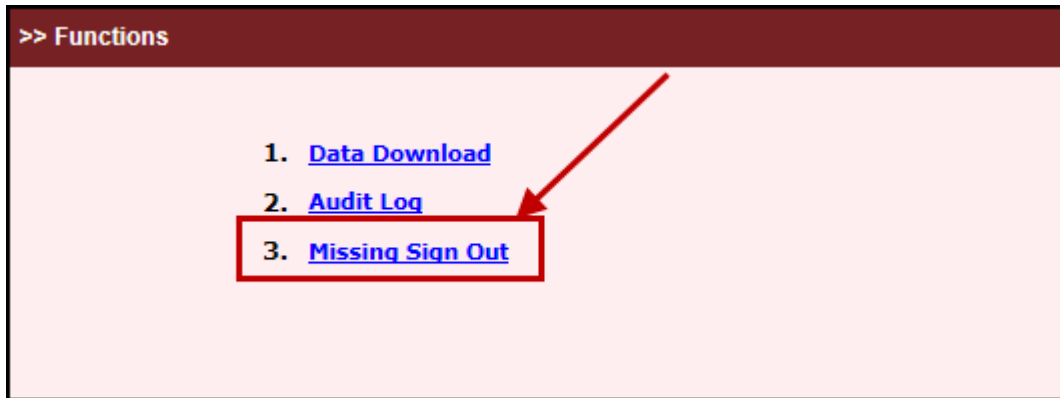
First Name	Last Name	Classroom	Last Sign In	Time Out	Notes
Casey	Orr	Room Oyster	10:30:00 AM	06/21/2013 03:47 pm	Missed to sign out
Alisa	McIntyre	Room Whale	10:30:00 AM	06/21/2013 03:47 pm	Missed to sign out
Bailey	Burton	Caterpillar	10:30:00 AM	06/21/2013 03:47 pm	Missed to sign out
Aiden	Cosentino	Caterpillar	10:30:00 AM	06/21/2013 03:47 pm	Missed to sign out
David	Coombes	Ladybugs (Test)	10:30:00 AM	06/21/2013 03:47 pm	Missed to sign out

- o Verify the details and click Submit to make the group sign outs

## 2. Ability to Update Staff Missing Sign Outs

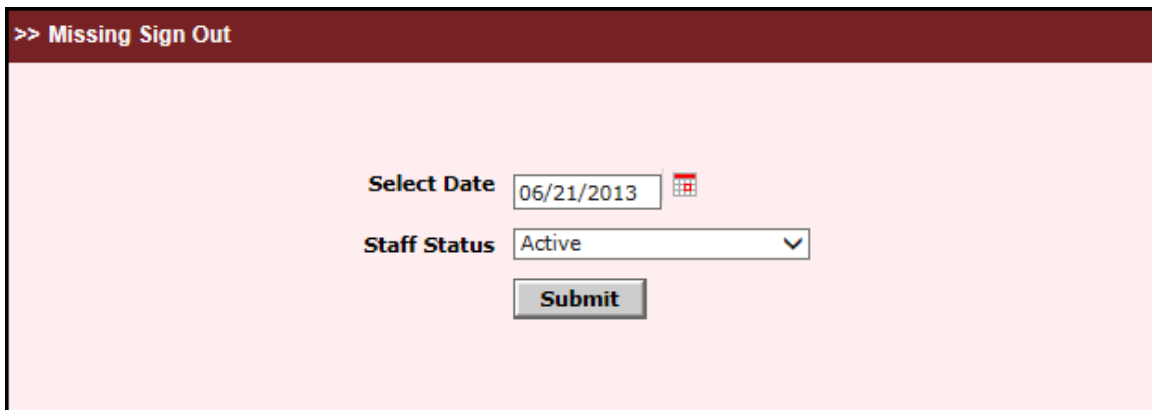
Similar to the missing child sign out, user is provided with missing staff sign out.

**Functionality Path:** Home → Staff Record / Time Sheet → Functions → Missing Sign Out



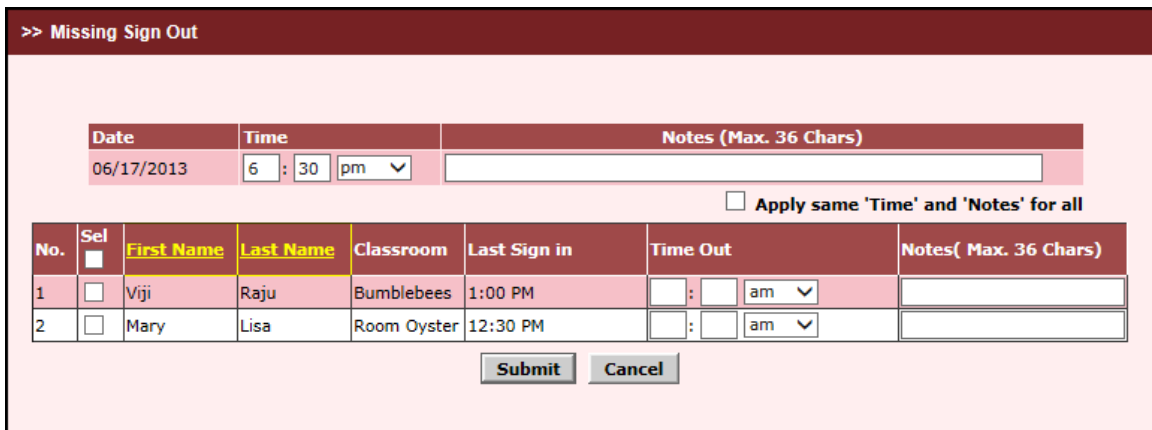
The screenshot shows a web interface with a dark red header containing the text ">> Functions". Below the header, there is a list of three menu items: "1. [Data Download](#)", "2. [Audit Log](#)", and "3. [Missing Sign Out](#)". The third item, "Missing Sign Out", is enclosed in a red rectangular box. A red arrow points from the top right towards the "Missing Sign Out" link.

- By clicking 'Missing Sign Out', user will be taken to the Missing Sign Out page
- Here user can select the date of missed sign outs, staff status and click Submit



The screenshot shows a web interface with a dark red header containing the text ">> Missing Sign Out". Below the header, there are two form fields: "Select Date" with a text input containing "06/21/2013" and a calendar icon, and "Staff Status" with a dropdown menu showing "Active". Below these fields is a "Submit" button.

- All the staff with missed sign outs for the selected date and status will be listed



The screenshot shows a web interface with a dark red header containing the text ">> Missing Sign Out". Below the header, there is a form with a "Date" field containing "06/17/2013", a "Time" field containing "6 : 30 pm", and a "Notes (Max. 36 Chars)" field. Below the form is a checkbox labeled "Apply same 'Time' and 'Notes' for all". Below the checkbox is a table with the following columns: "No.", "Sel", "First Name", "Last Name", "Classroom", "Last Sign in", "Time Out", and "Notes( Max. 36 Chars)". The table contains two rows of data:

No.	Sel	First Name	Last Name	Classroom	Last Sign in	Time Out	Notes( Max. 36 Chars)
1	<input type="checkbox"/>	Viji	Raju	Bumblebees	1:00 PM	: am	
2	<input type="checkbox"/>	Mary	Lisa	Room Oyster	12:30 PM	: am	

Below the table are "Submit" and "Cancel" buttons.

- User can select all or specific staff(s) to sign out in group

OnCare Services

- To apply the same sign out time and notes for all the staffs, the “Apply same ‘Time’ and ‘Note’ for all” option can be selected
- Select and enter the common or specific time and note for the sign outs and click Submit. A confirmation page will be displayed

**>> Missing Sign Out**

The following staff will be signed out from the center, do wish to proceed?

First Name	Last Name	Classroom	Last Sign in	Time Out	Notes
Viji	Raju	Bumblebees	1:00 PM	06/17/2013 6:30 pm	
Mary	Lisa	Room Oyster	12:30 PM	06/17/2013 6:30 pm	

- Verify the details and click Submit to make the group sign outs

### 3. Ability to Generate Family Account Statement in CSV format

Family Account Statements in a CSV format is needed to have a different grouping or sorting or to make the computations quicker.

Hence such ability is provided along with the release.

- A new output format .CSV is provided for the Family Accounting Report.

>> Print Acct Statement in Batch

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Select Dates

From  To

Select Family Status

Select Family Type

Select a Classroom

Select Balance Type

Select Ledger Type

Do Not Print Voided Items on Family Account Statement

Enter Notes to be displayed on the Statements

(Max 250 Characters)

Report Type  Pdf  Csv  Html

Submit

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- This CSV output will be first grouped by Family Account Key and within a family grouped by Sponsor and Co-Sponsor
- Beginning Balance:
  - The first row for a family or the specific ledger (sponsor/co-sponsor) will display the ending balance prior to the “From Date” filter.
  - Consecutive rows will display the ending balance of the previous row as the beginning balance
- Child Name column will display all the children in that family
- Classroom Name column will display all the classrooms to which the children of that family are associated

## 4. Ability to Print Child DOB and Age in the Sign In/Out Report

- Ability is provided to print the Child DOB and Age in the Sign in/out report.
- A new filter option “Print Child DOB and Age” will be available. Default value is selected.
- When this option is selected then the Child DOB and age will be printed in this report, under the child name column.

**>> Sign In/Out Sheet**

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Select a Classroom Type:

Select a Classroom:

Family Status:

Child Status:

Select a Sign In/Out Report:  Weekly  Daily

Print Child DOB and Age

Report Type:  Pdf  Html

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Company Name : IDC Test Company(Multi-site)  
Center Name : IDC Test Center #3

**Weekly Sign-In/Out W/O Sheet**

Classroom Name : Room Oyster

Child Name	Mon (10-June-2013)		Tue (11-June-2013)		Wed (12-June-2013)		Thu (13-June-2013)		Fri (14-June-2013)	
	Time	Signature	Time	Signature	Time	Signature	Time	Signature	Time	Signature
<div style="border: 2px solid red; padding: 2px; display: inline-block;">                     andy, abby 12/10/2006 6 Years - 6 Months                 </div>	In Sign									
	In Print									
	Out Sign									
	Out Print									
Camin, Marisa 01/02/2003 10 Years - 5 Months	In Sign									
	In Print									
	Out Sign									
	Out Print									
Feet, nai 07/01/2007 5 Years - 11 Months	In Sign									
	In Print									
	Out Sign									
	Out Print									
Jacobi, Kartheesan 04/21/2007 6 Years - 2 Months	In Sign									
	In Print									
	Out Sign									
	Out Print									
Margules, Alexandra 04/03/2002 11 Years - 2 Months	In Sign									
	In Print									
	Out Sign									
	Out Print									
Oaktree, Jake 06/14/2009 3 Years - 10 Months	In Sign									
	In Print									
	Out Sign									
	Out Print									

## 5. Ability to Make Special Batch Posting for Children in All Status

Often it is needed to post transaction for a group of families / children who are not in active status. Currently, transaction can be posted only for active families and active children. To accommodate this, the following two special batch posting pages have been changed:

- **Post By Classroom** – Family Status and Child status are now provided as a selectable list. User can select the relevant status and then post the transaction.
- Default values are Active and Active

>> Special Batch Posting

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Note : Through the 'Post by classroom' functionality, transactions can only be posted to Sponsor Ledgers

Please enter batch posting information

Family Status: Active   
 Child Status: Active   
 Classroom: All

Posting Date	Transaction Type	Description	Amount	Comments (Max 100 Chars)
06/21/2013 <input type="button" value="calendar"/>	Select here... <input type="button" value="v"/>	Select here... <input type="button" value="v"/>	\$ <input type="text"/>	<input type="text"/>

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- **Post By Individual Families** - Family Status and Child status are now provided as a selectable list. User can select the relevant status and then click "Get Family". Families and children matching the selected status will be listed. User can then select the relevant family or group of families or all families and make the batch posting.

>> Special Batch Posting

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Please enter batch posting information

Posting Date	Transaction Type	Description	Amount	Comments (Max 100 Chars)
06/21/2013 <input type="button" value="calendar"/>	Select here... <input type="button" value="v"/>	Select here... <input type="button" value="v"/>	\$ <input type="text"/>	<input type="text"/>

Family Status: Active   
 Child Status: Active

No.	Select	Family Acct Key	Ledger	Parent Last Name	Parent First Name	Child Name	St
1	<input type="checkbox"/>	AcctNew	Sponsor	Raman	Vijay	Raghavan	Active
2	<input type="checkbox"/>	AcctNew	Co-Sponsor	Vijay	Priya	Raghavan	Active
3	<input type="checkbox"/>	andy	Sponsor	andy	sam	abby	Active

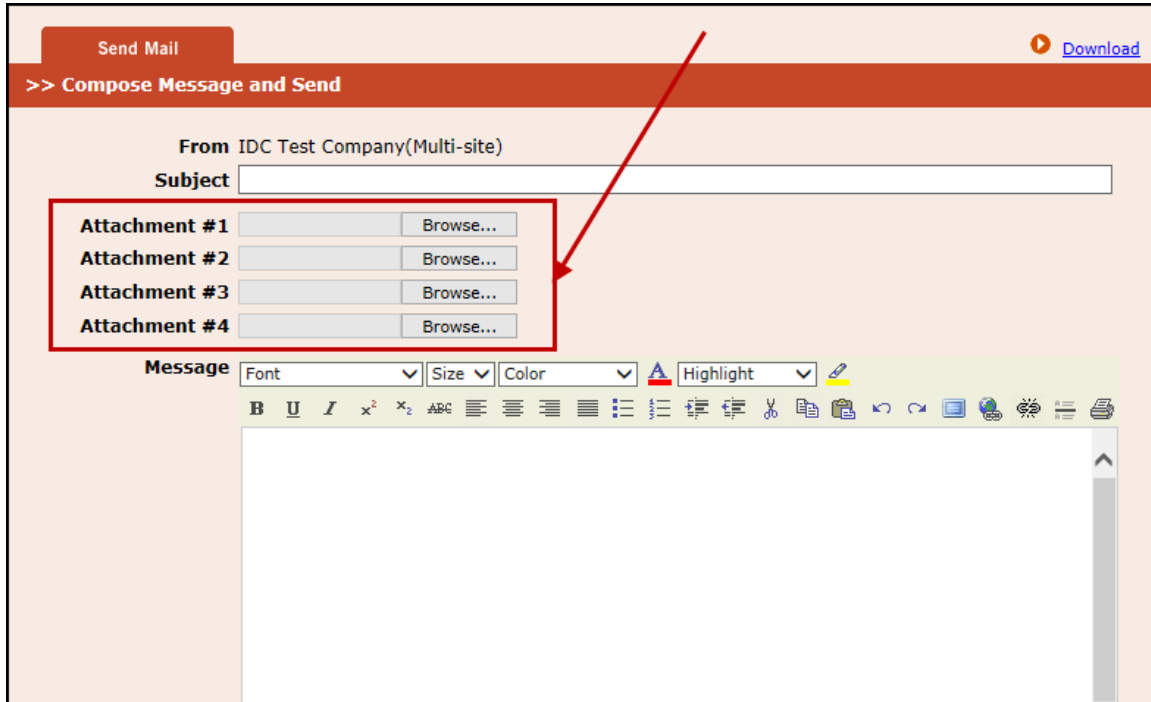
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## 6. Ability to Attach More Than One File in Batch Email

In order to facilitate multiple email attachments as against one email attachment, Batch Email feature has been enhanced as follows:

- Users will now be able to attach a maximum of 4 files when they send emails from Batch Email module.

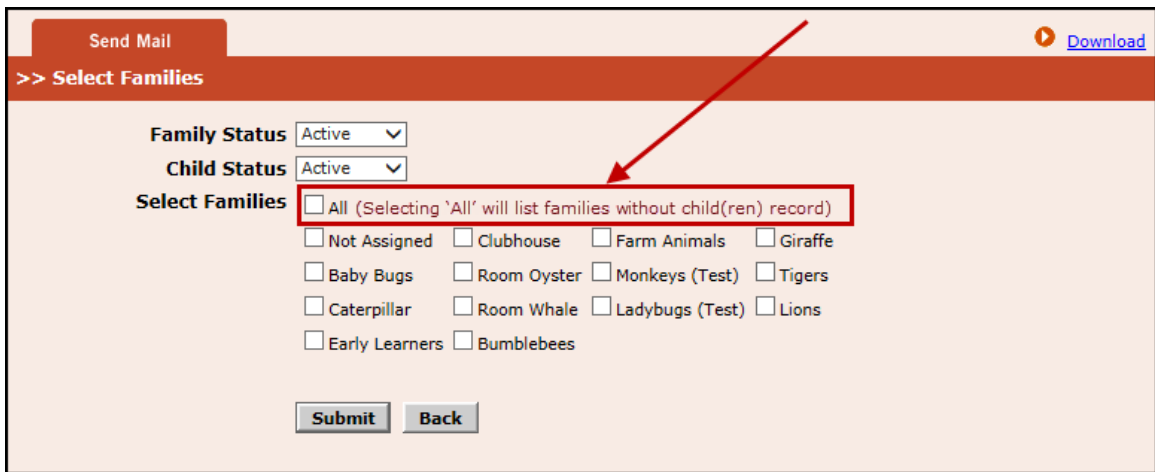


## 7. Ability to Email Families Without Children Record in Batch Email

Sometimes, there arises a need to send emails to families where child record is not yet added. Currently such families will not be listed for emailing:

Batch Email module has been enhanced to address this need:

- Now families without children record will also be listed for selection when 'All' option is selected
- A note (Selecting 'All' will list families without child(ren) record) is added next to All option



The screenshot shows a web interface for sending emails. At the top, there is a 'Send Mail' button and a 'Download' link. Below this is a header for 'Select Families'. The main area contains two dropdown menus for 'Family Status' and 'Child Status', both set to 'Active'. Underneath is a 'Select Families' section with a list of checkboxes. The first checkbox, labeled 'All (Selecting 'All' will list families without child(ren) record)', is highlighted with a red box. A red arrow points from the top right towards this checkbox. Other checkboxes include 'Not Assigned', 'Clubhouse', 'Farm Animals', 'Giraffe', 'Baby Bugs', 'Room Oyster', 'Monkeys (Test)', 'Tigers', 'Caterpillar', 'Room Whale', 'Ladybugs (Test)', 'Lions', 'Early Learners', and 'Bumblebees'. At the bottom, there are 'Submit' and 'Back' buttons.