

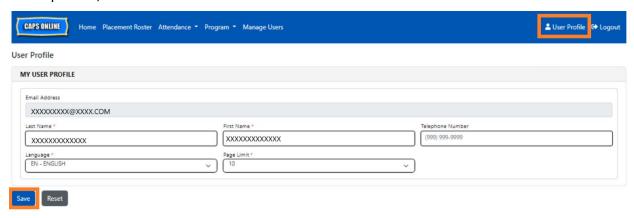
CAPS ONLINE QUICK REFERENCE GUIDE:
USER PROFILE
(PROGRAMS)

USER PROFILE

Select the **User Profile** button in the top-right corner to update your personal contact information.

Last Name, First Name, Language, and Page Limit are required fields. You may add a telephone number if you choose. The only thing you cannot change is your email address.

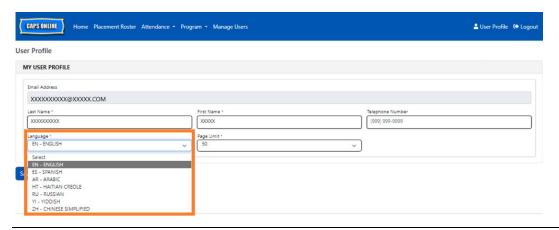
Once updated, select Save.



<u>IMPORTANT</u>: CAPS Online is not the system of record for licensed child care programs and registered child care providers. You MUST continue to update this information with your licensing/registration agency as required by regulation.

LANGUAGES

CAPS Online is available in seven different languages – English, Spanish, Arabic, Haitian Creole, Russian, Yiddish, and Simplified Chinese. You can change the language of your CAPS Online profile by clicking on **User Profile**, then selecting your preferred language from the drop-down menu, and clicking **Save**. User guides and videos are also available in these seven languages on the CAPS Online Support website (https://earlychildhoodny.org/capsonline).



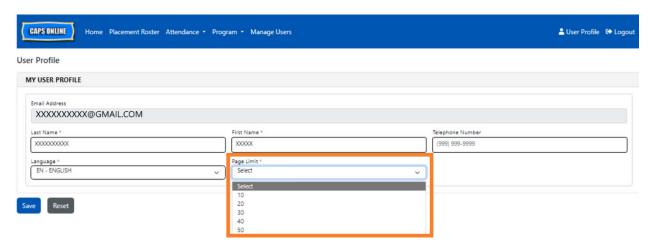
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PAGE LIMIT

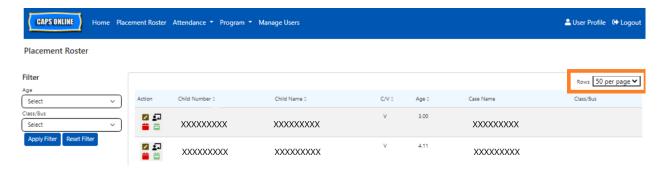
The page limit option in User Profile will permanently increase the number of visible records on the screen when you're in Placement Roster, Daily Time Entry, Weekly Time Entry, Monthly Attendance Submission, and Monthly Attendance View.

If you have more than 10 children enrolled, you'll be able to increase the number of visible records in increments of 10 - 10, 20, 30, 40, or 50. This can be changed at any time by clicking on **User Profile**, then adjusting the **Page Limit** by selecting a number from the drop-down menu, and clicking **Save**.

(<u>Note</u>: You will not see the page limit change on attendance pages unless you have more than 10 children enrolled in your care.)



As you can see below, if the "Page Limit" is set to 50 in User Profile, all screens will now display up to 50 records on one page. This will occur on Placement Roster, Daily Time Entry, Weekly Time Entry, Monthly Attendance Submission, and Monthly Attendance View.



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