



**Administration for
Children's Services**

CAPS ONLINE QUICK REFERENCE GUIDE:
CENTER-BASED PROGRAMS – NEW FEATURES

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CLASS/BUS



The second icon on the **Placement Roster** screen brings up a Placement Class/Bus screen, which allows you to enter text in the class/bus filter option. Once this field is filled in, it will allow you to filter attendance records by class/bus groups, which can make entering attendance more streamlined and easier.

Placement Roster

Filter

Age: Select

Class/Bus: Select

Apply Filter Reset Filter

Action	Child Number	Child Name	C/V	Age	Case Name	Class/Bus
	XXXXXXXXXX	XXXXXXXXXX	V	3.03	XXXXXXXXXX	
	XXXXXXXXXX	XXXXXXXXXX	V	5.10	XXXXXXXXXX	
	XXXXXXXXXX	XXXXXXXXXX	V	8.02	XXXXXXXXXX	CLASSROOM 31
	XXXXXXXXXX	XXXXXXXXXX	V	7.05	XXXXXXXXXX	

1. When the Placement Class/Bus screen appears, click in the empty box under “Class/Bus,” and enter the classroom or bus information, then click **Save**. *Note: you’ll have to do this individually for each child’s record, but once it’s saved, it will be there forever until you change it.*

Placement Class/Bus

Child Information

Child Number: XXXXXXXXXXXX

Child Name: XXXXXXXXXXXX

Case Name: XXXXXXXXXXXX

Age: 10.00

Level Of Care: S

Enroll Start Date: 01/01/2019

Enroll End Date: 03/31/2023

Class/Bus

Class/Bus: Classroom 32

Save Reset

2. Once you click **Save**, you will see a green confirmation message at the top of the screen, verifying that the class/bus information has been filled in. (*Note: after adding a class/bus group, the Placement Roster page will automatically filter by that class/bus. Click “Reset Filter” to return to the full Placement Roster page.*)

• Case #/Child XXXXXXXX : Class/Bus Assigned was successfully processed.

Placement Roster

Placement Roster

Filter

Age: Select

Class/Bus: CLASSROOM 32

Apply Filter Reset Filter

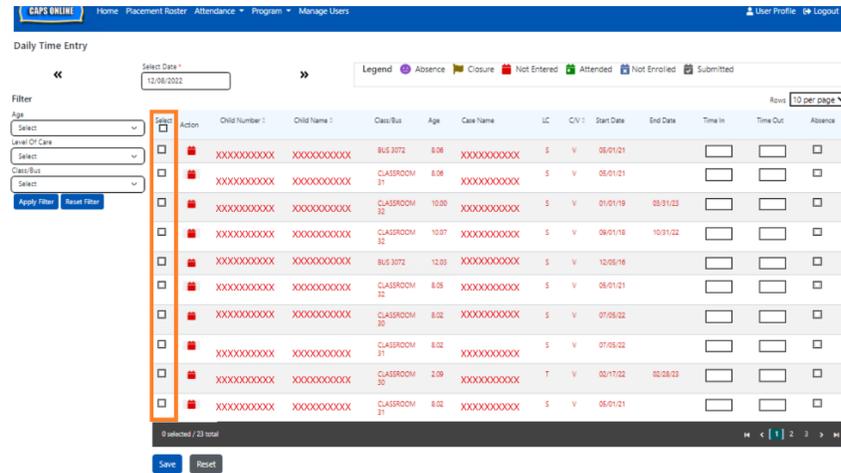
Action	Child Number	Child Name	C/V	Age	Case Name	Class/Bus
	XXXXXXXXXX	XXXXXXXXXX	V	10.00	XXXXXXXXXX	CLASSROOM 32

1 total

COPY/PASTE TIME-IN AND TIME-OUT IN DAILY TIME ENTRY

In both Daily and Weekly Time Entry, you can copy and paste time-in and time-out for children who arrived and left at the same time. You can copy and paste up to 50 records at a time, after typing in the time-in and time-out for one child.

On the **Daily Time Entry** screen, you will see a column that says “Select,” to the left of the “Action” column. The checkboxes in this column, when selected, can be used to copy and paste entered time-in/time-out.

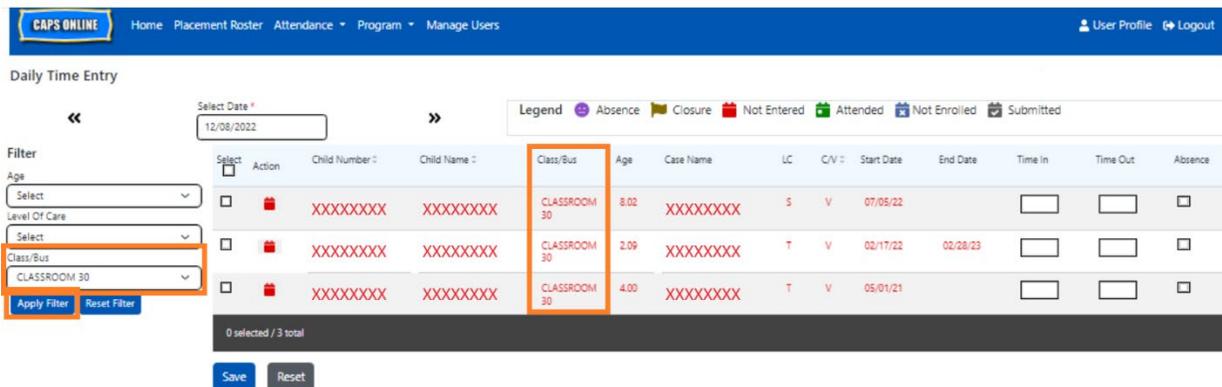


To bulk copy/paste: “Bulk Copy/Paste (All Visible Records)” on Page 4

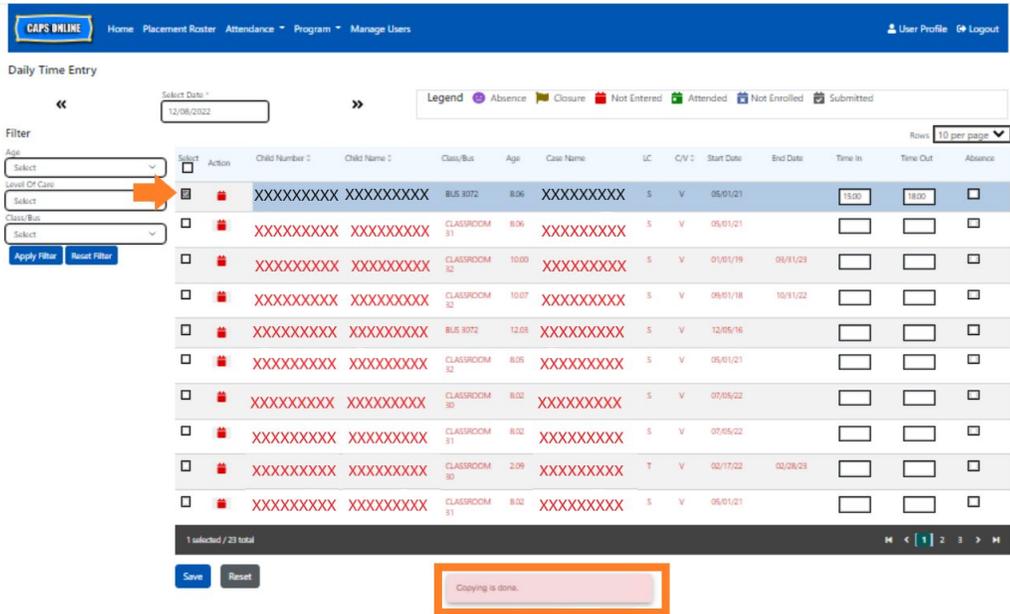
To copy/paste one row at a time: “Individual Copy/Paste (Selected Records Only)” on Page 6

BULK COPY/PASTE (ALL VISIBLE RECORDS)

The below steps will allow you to quickly save the same time-in/time-out value for all records on the screen. To perform this function for a specific Age, Level of Care, or Class/Bus group, select one of the filter dropdowns on the left side of the page, select a filter value, and click on **Apply Filter**. (**Note:** To use the Class/Bus filter, you must first enter and save Class/Bus values on the Placement Roster page. Please see Page 3 for more information.)

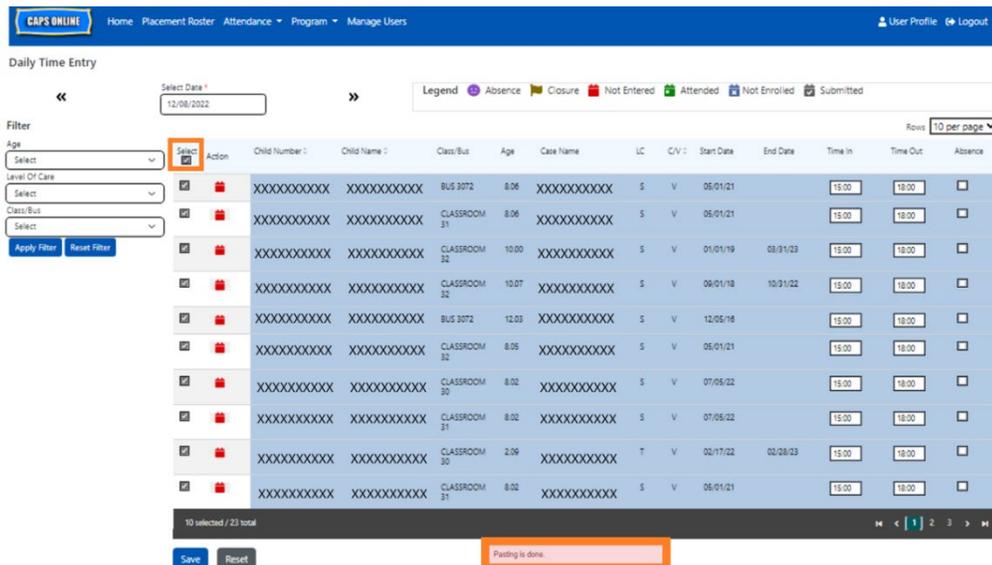


- To copy and paste the same time for **all** the records on the page (up to 50 records), enter the time-in and/or time-out for the first child on the screen. Then click on the checkbox in the “Select” column for that row. This will copy the time-in/time-out from that record – the row will be highlighted, and you’ll see a small red confirmation at the bottom of the screen that says “Copying is done.”

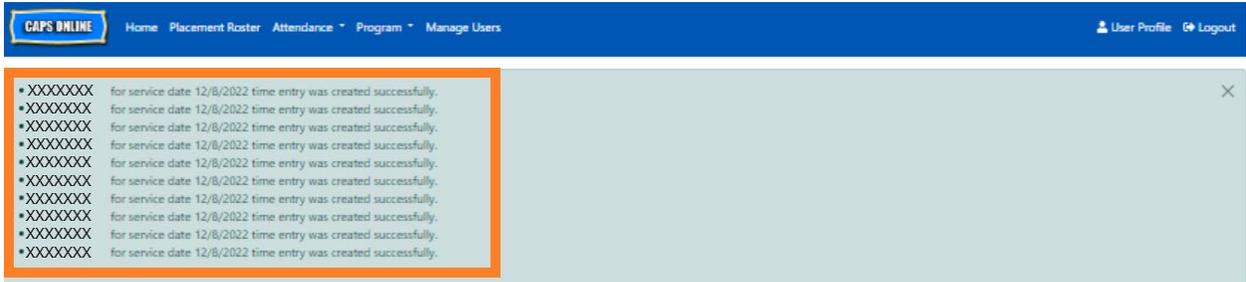


- To paste the copied time-in/time-out for all of the records on the screen, click on the master checkbox at the top of the column, immediately under the word “Select.” All the rows on the page will now have the same time-in/time-out and be highlighted, and you’ll receive a small red confirmation message at the bottom of the screen that says “Pasting is done.”

Note: When you click the master “Select” checkbox, it will overwrite any entered attendance. Only use the checkbox at the top (pictured below) if all visible records should have the same time-in and time-out.



3. Click **Save** when you are finished and click **Save** again on the pop-up that appears. You will see a green confirmation message at the top of the screen confirming which records have been successfully saved with time-in and/or time-out.



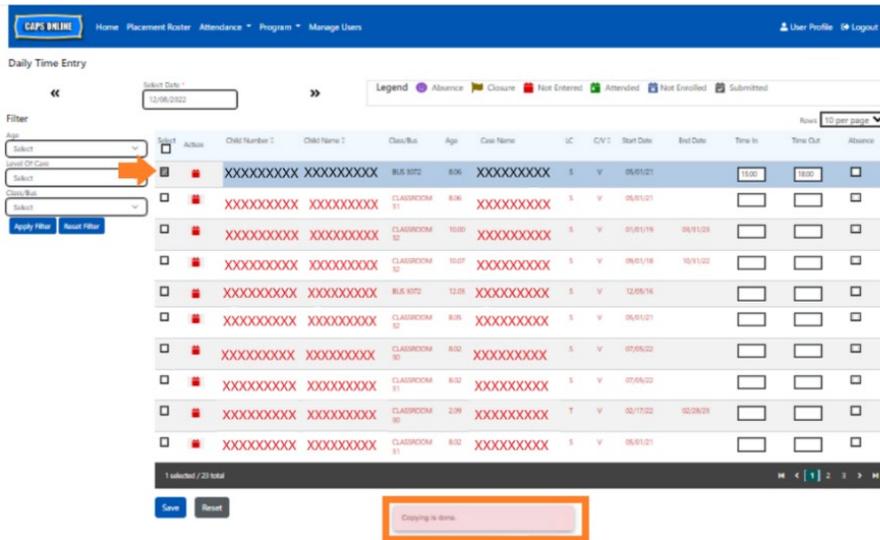
4. If you have multiple pages of child records, use the arrow keys at the bottom to move to the next page and repeat the process (bulk copy/paste only impacts the records visible on the page).

Note: If you would like to change the default number of records visible on a page, please refer to **Page Limit** on Page 10.

INDIVIDUAL COPY/PASTE (SELECTED RECORDS ONLY)

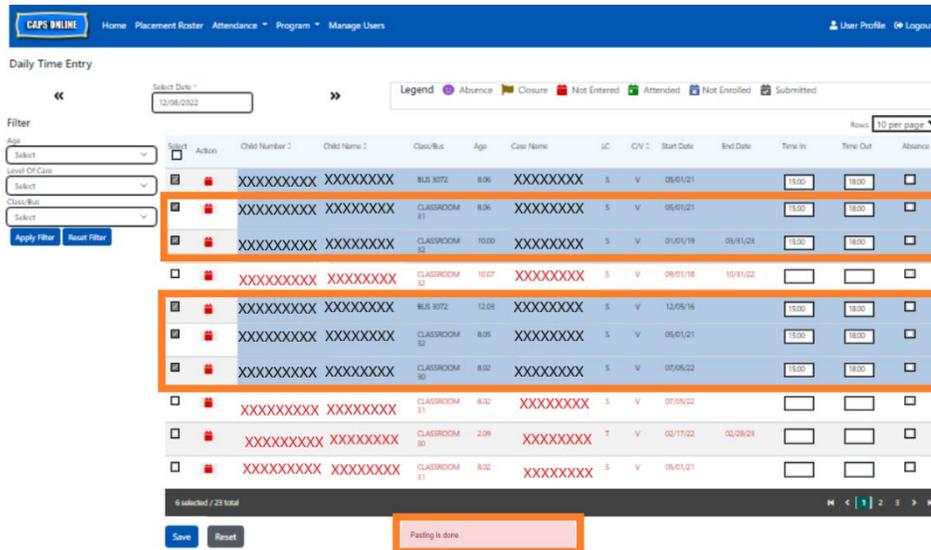
1. Enter time-in and time-out attendance for the first child whose attendance you would like to copy/paste, then select the corresponding checkbox in the “Select” column for that row. This will copy the time-in/time-out from that record – the row will be highlighted, and you’ll see a small red confirmation at the bottom of the screen that says “Copying is done.”

Note: The copied record does not have to be the first row on the screen. Whichever record is selected and highlighted first will be copied.

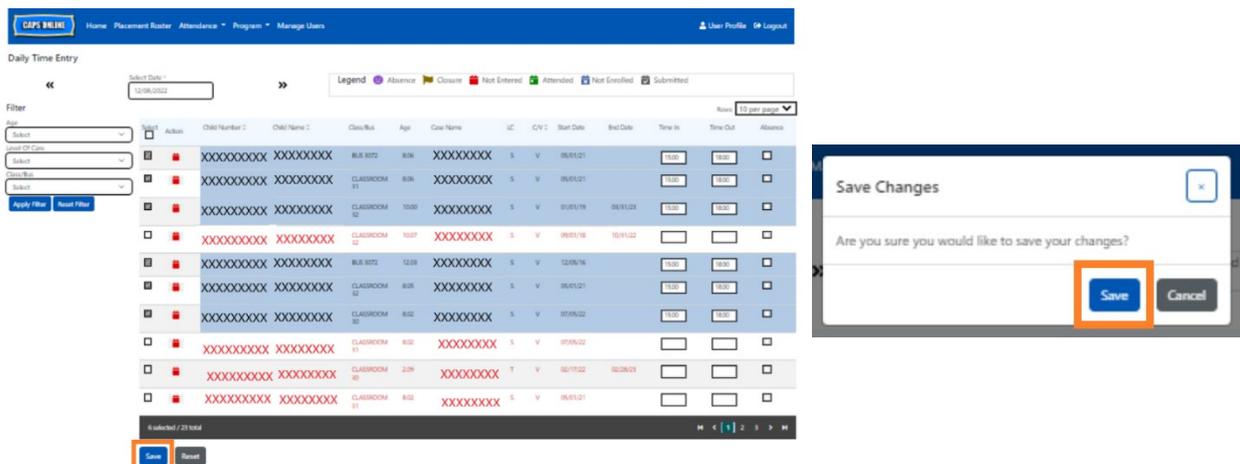


- Once one row of time-in/time-out has been copied, use the boxes in the "Select" column to select the other records with the same time-in and time-out. When you select each record, the time-in/time-out will immediately be pasted. Each pasted row will be highlighted, and you'll receive a small red confirmation message at the bottom of the screen that says "Pasting is done" each time.

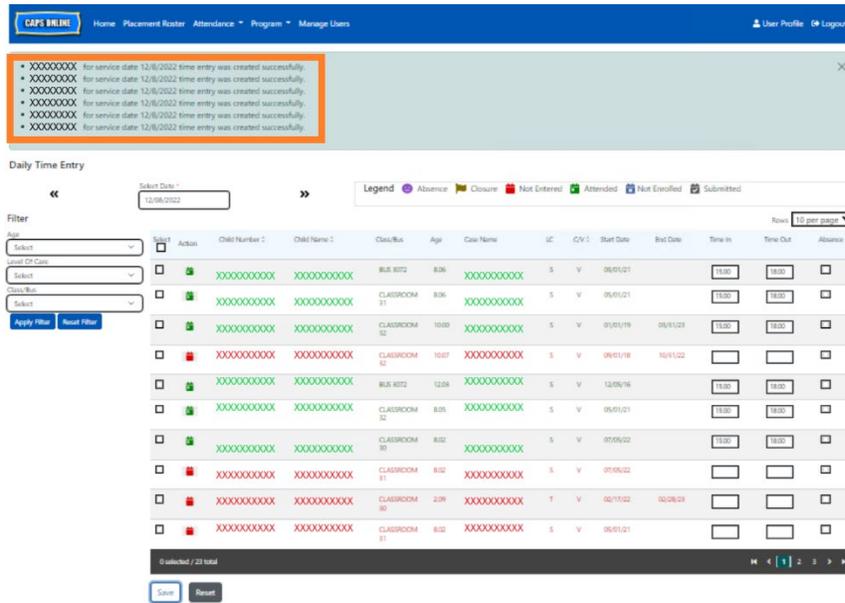
Note: As soon as you click on a checkbox, the copied time-in/time-out will be pasted into the time-in/time-out boxes for that record, overwriting any entered attendance. This action cannot be undone. If you mistakenly overwrite attendance for a child record, click on the checkbox for that record to deselect it (it will no longer be highlighted), then re-enter the correct time-in and time-out for that child in the corresponding boxes.



- Once you have pasted the records you want to paste on this page, click **Save** at the bottom of the screen. A pop-up will then appear, asking if you're sure you want to save your changes. Click **Save** again.



- Once you click **Save**, confirmation messages will appear at the top of the screen for the child records with newly saved time-in/time-out. In the table below, the icons and text for those records will switch from red (not entered) to green (attended).

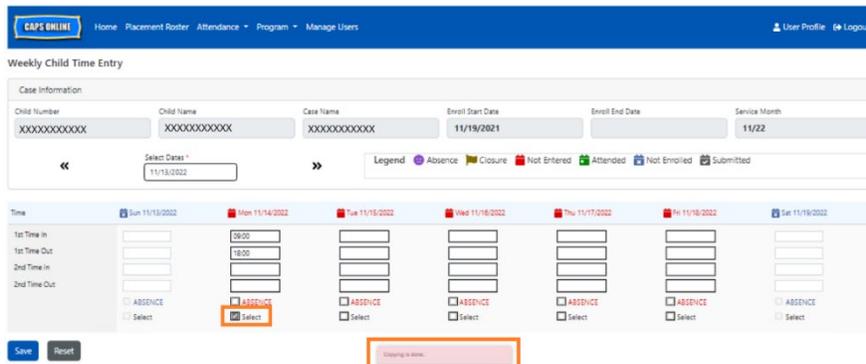


After saving your attendance, repeat Steps 1-4 to copy and paste a different set of time-in/time-out values.

COPY/PASTE TIME-IN AND TIME-OUT IN WEEKLY TIME ENTRY

On the **Weekly Time Entry** page, you can copy and paste a full week of time-in/time-out attendance for one specific child, after typing in the time-in and time-out for one day.

- Enter time-in and time-out for one day of the week, then click on the “Select” box underneath the time-in and time-out boxes. You’ll receive a red message at the bottom of the screen that says “Copying is done.”



Once the time is copied, click on each of the “Select” boxes for the other days that you want to paste the attendance for. When you click on each check box, the time-in/time-out values will immediately be pasted, and a red message will appear at the bottom of the screen that says “Pasting is done.”

The screenshot shows the 'Weekly Child Time Entry' interface. At the top, there's a navigation bar with 'CAPS ONLINE' and menu items like 'Home', 'Placement Roster', 'Attendance', 'Program', and 'Manage Users'. Below that, the 'Case Information' section includes fields for Child Number, Child Name, Case Name, Enroll Start Date, Enroll End Date, and Service Month. A 'Select Date' dropdown is set to 11/15/2022. A legend indicates status options: Absence, Closure, Not Entered, Attended, Not Enrolled, and Submitted. The main table has columns for each day from Sunday to Saturday. Each day has input fields for '1st Time in', '1st Time Out', '2nd Time in', and '2nd Time Out'. Below these are radio buttons for 'ABSENCE' and 'Select'. The 'Select' options for Tuesday, Wednesday, Thursday, and Friday are highlighted with orange boxes. A 'Pasting is done.' message is shown at the bottom center. At the very bottom, there are 'Save' and 'Reset' buttons.

- When you're done copying and pasting the attendance, click **Save** at the bottom of the screen, then click **Save** again on the pop-up that appears asking “Are you sure you would like to save your changes?”

The screenshot shows a 'Save Changes' modal dialog box. It has a title bar with a close button (X). The main text asks, 'Are you sure you would like to save your changes?'. At the bottom, there are two buttons: 'Save' (highlighted with an orange box) and 'Cancel'. The background shows a partial view of the user's name 'MORRISON, THERESA' and the date '11/19/2021'.

- A green confirmation message will appear at the top of the page for each day that attendance was entered and saved successfully. You can now move on to the next week or go back to Weekly Time Entry and start with another child's attendance.

The screenshot shows the top of the CAPS ONLINE interface. A green message box is displayed at the top, containing five bullet points:

- XXXXXXXXX for service date 11/14/2022 time entry was created successfully.
- XXXXXXXXX for service date 11/15/2022 time entry was created successfully.
- XXXXXXXXX for service date 11/16/2022 time entry was created successfully.
- XXXXXXXXX for service date 11/17/2022 time entry was created successfully.
- XXXXXXXXX for service date 11/18/2022 time entry was created successfully.

 The message box has a close button (X) in the top right corner. The background shows the navigation bar and the user's name 'MORRISON, THERESA' and date '11/19/2021'.

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, and Monthly Attendance Submission. 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."

The screenshot shows the 'MY USER PROFILE' section. The 'Page Limit' dropdown menu is open, displaying the following options: Select, 10, 20, 30, 40, and 50. The '50' option is highlighted. Other fields include Email Address (GREENDAYCARE1988@GMAIL.COM), Last Name (XXXXXXXXXX), First Name (XXXXXX), Telephone Number ((999) 999-9999), and Language (EN - ENGLISH). There are 'Save' and 'Reset' buttons at the bottom left.

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, and Monthly Attendance Submission.

The screenshot shows the 'Placement Roster' page. The 'Rows' dropdown menu is set to '50 per page'. The table below shows two rows of data:

Action	Child Number	Child Name	C/V	Age	Case Name	Class/Bus
	XXXXXXXXXX	XXXXXXXXXX	V	3.00	XXXXXXXXXX	
	XXXXXXXXXX	XXXXXXXXXX	V	4.11	XXXXXXXXXX	

The screenshot shows the 'Daily Time Entry' page. The 'Rows' dropdown menu is set to '50 per page'. The page includes a date selector (01/18/2023), a legend for Absence, Closure, Not Entered, Attended, and Not Enrolled, and a table with columns: Select, Action, Child Number, Child Name, Class/Bus, Age, Case Name, LC, C/V, Start Date, End Date, Time In, Time Out, and Absence.

Weekly Time Entry

Select a category to search by:

Case Information
Attendance Month

Search Criteria
 Attendance Month
 12/2022
 Search

Filter
 Age
 Select

Action	Child Number	Child Name	Class/Bus	Age	Case Name	LC	C/V	Start Date	End Date
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Rows 50 per page

Monthly Attendance Submission

Current Service Month : December

Incomplete Records : 31 Completed Records : 0 Submitted Records : 5

Others

Prior Months Completed Records : 0 Non Submittable Records : 0

If any of your records display in "non-submittable" status please try to submit again on the next business day

Filter
 Status
 Select

Action	Child Name	Child Number	Class/Bus	L/C	Start Date	End Date	Max OPD	Num OPD	C/V	Max Days	Att Days	Max Wks	Wks
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Rows 50 per page