OnCare Office Ver 3.0.4

Release Notes: Aug 31, 2015

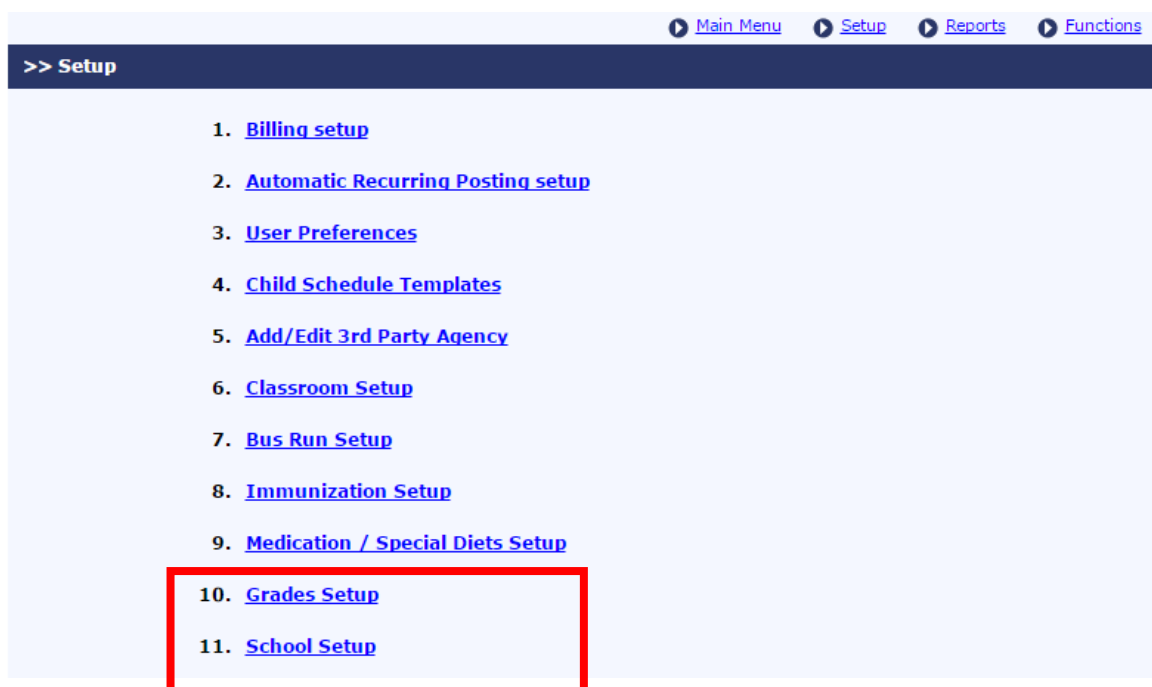| #	Type	Module	Description	Pg
1	New	Family Accounting	**Grade and School Field Added in Child Record**	2
2	Enhanced	Family Accounting	**Allow Flexible Time Entry in Child Schedule**	4
3	Enhanced	Family Accounting	**Two (2) New Filters Added for the Family Notes Report**	5
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1. New: Grade and School Field Added in Child Record

This new feature is applicable to clients with Before and After School programs

Note: This feature is NOT automatically enabled for all clients. If you are a school age program and would like to take advanatge of this new feature, please send a request to support@oncare3.com. We can enable the new feature on a requested basis.

This new feature helps to track the child's grade and school in the child record.
Once the grade and school features are enabled for your center, you will see the setup option below where you can setup the grades and schools applicable for your center.
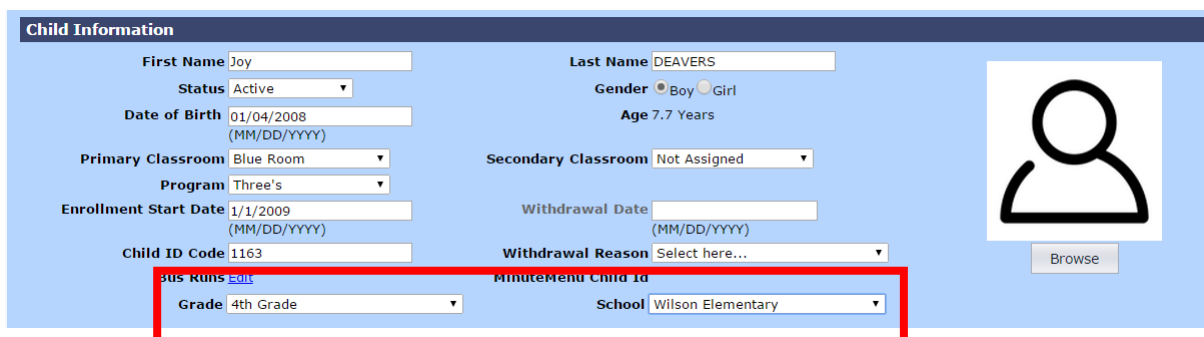

The grade and school field will appear in the child information section as shown below:

The 2 new fields (Grade and School) are available in the data download function for
- Family and Child Basic
- Child Basic

2. Enhanced: Allow Flexible Time Entry in Child Schedule

Previously the child schedule time seelction is fixed at certain interval in the drop down.

Same flexibility has been implemented in the Child Schedule Template as shown below:

3. Enhanced: 2 New Filters Added for the Family Notes Report

2 new filters have been added to the Family Notes Report:
- Family Status
- Child Name

>> Reports

- - - -
- - - -

4. **Classroom/School Directory Report**

5. **Employer Report**

6. **Family Information Sheet / Family Notes Report** ← Family Notes Report

7. **Full Time Equivalency Report**

Family Notes Report

« Back

Select Report	Family Notes ▼
Select Dates	Current Month ▼
From	08/01/2015 📅 To 08/3__/____

2 new reporting filters

Family Status	Active ▼
Search By Child First Name	sa ❓
Category	All ▼
Recorded By	All ▼
Sort Order 1	Family Account Key ▼ ❓
Sort Order 2	Recorded Date ▼ ❓
Sort Order 3	Parent #1 Last Name ▼ ❓
Sort Order 4	Parent #1 First Name ▼ ❓
Report Type	● Pdf ○ Html

Submit

4. Enhanced: 2 New Filters Added for the Child Time Card with Absences Report

Under Time and Attendance Tracking Reports, 2 new filters have been added:
- Child Status
- Individual Child selection

Attendance

1. Children Currently Checked In
2. Children Sign In Report by Time and Date Range
3. Sign Out (Late Pick-up) Report
4. Failure to SignOut
5. Center Attendance Summary
6. Billing By Attendance
7. Child Time Card with Absences Report
8. Child Time Card Report

This Report has been enhanced

Child Time Card with Absences

Select Dates   Select a period ▼
From [   ] 🔲 To [   ] 🔲
Select Classroom   All ▼
Select Child Status   All ▼
Select Child   All ▼
Report Type   ⦿ Pdf ⚬ Html

Submit   Back

5. **Fixed**: User can Record "Child Not Coming" for Today

Background: The "Child Not Coming" feature was designed to help providers to record future child absences so they can use the information in staff scheduling. This feature was originally designed for preschool in mind where the future absences are in the future. Per feedback from our school-age program clients, often the centers get notifications from school age parents on the same day (i.e. Today) that the child is not coming.

Fixed: The Director can not record child not coming for the same day (i.e. Today). Once the absence is recorded, the child WILL NOT show in the **5. Group Sign In with Absence Alert** function. However, the child with future absence will still shown up in the **2. Group Sign In**.

Access to record child not coming:

No.	Family Acct Key	Parent Name	Child L...		Child...	Action	
1	BARNES	Richardson Barnes	Barnes			View Timecard	Not Coming
2	BLOOM	Aaron Bloom	Bloom	Piper	Active	View Timecard	Not Coming
3	BLOOM	Aaron Bloom	Bloom	Silas	Active	View Timecard	Not Coming
4	BRIGGS	Richard Briggs	Briggs	Iris	Active	View Timecard	Not Coming

From Child Time Card list page

>> Child Time Card Details

Back   Search by Child First Name: [_____] [Go]

Or from within a specific Child Time Card

Print Child Time Card   Record Not Coming

Child Name Irene Curie   Select Dates [Current Week ▾]
Child Status Active   From [08/24/2015] ▦ To [08/30/2015] ▦
Family Account Key [CURIE]   [Submit]
Classroom Name Purple Room

Record Future Child Absence:

Can select Today

◉ Today   ○ Other Dates

From Date [08/29/2015] ▦   To Date [08/29/2015] ▦

Reason Code [Select One ▾]

Notes (Max. 36 Chars) [_____]

[Add]   [Cancel]

6. Fixed: Parent Portal Login - Multi-Center Login with one email + Inactive Parent Login

Background #1: Multi-site clients with families who have children in different centers within the company.

Previously, the parents will need an unique email to login to the respective center to access their children informaton.

Fixed: The parents now only need to have one common email to access their children's records across the multiple centers. Whenever a parent with children in multiple center is added to OnCare, the systen will assoiate that parent's email register with multiple centers. Whenever that parent login to the Parent Portal, he/she will be presented with option to select the center they would like to access.

Background #2: Previously whenever a family is made "inactive" the inactive parent is NOT able to access the Parent Portal.

Fixed: Inactive families can now login to the OnCare Parent Portal.