



OnCare Office Ver 3.0.5

Release Notes: Sep 30, 2015

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1. **New:** Student ID is added to Child Information section

Note: This feature is NOT automatically enabled for all clients. If you are a school age program and would like to take advantage of this new feature, please send a request to support@oncare3.com.

If Grade/School configuration is set to On, the Student ID textbox is visible in the Child Information section.

This new feature helps to track the child's School ID in the child record.

The screenshot shows the 'Child Information' form. The 'Student ID' field, located at the bottom left, contains the value '1123545678' and is highlighted with a red rectangular box. Other fields include First Name (Catherine), Last Name (Kennedy), Status (Active), Date of Birth (11/19/2006), Gender (Girl), Age (8.10 Years), Primary Classroom (Purple Room), Secondary Classroom (Falcons), Program (Gym), Enrollment Start Date (11/11/2013), Withdrawal Date, Withdrawal Reason, Grade (Not Assigned), School (Not Assigned), and a 'Browse' button next to a person icon.

2. **New:** Data Download – Child Schedule

This new feature allows to download child schedule.

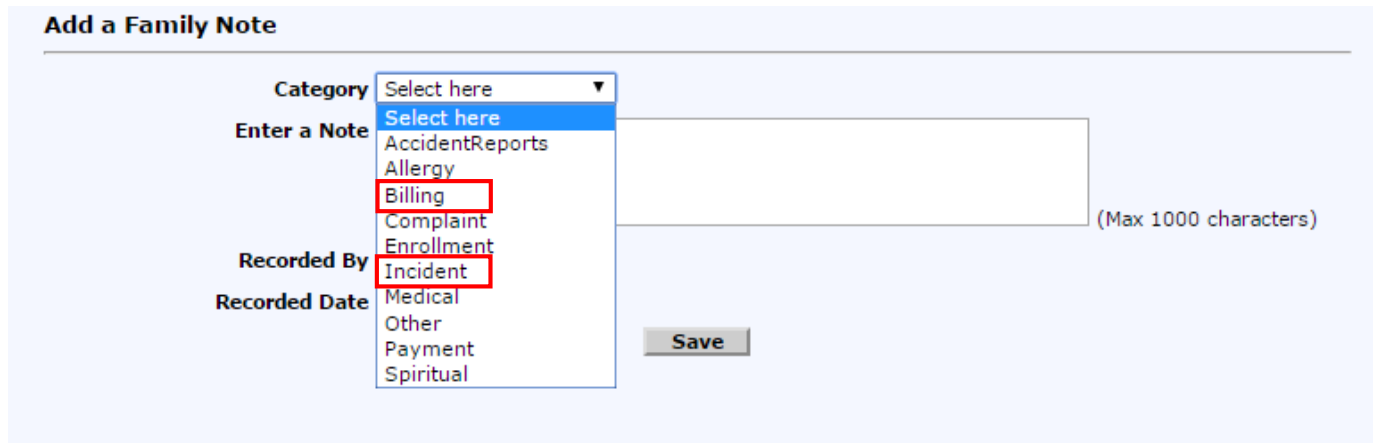
The screenshot shows the 'Data Download – Child Schedule' interface. A dropdown menu is open under 'Select Data', with 'Child Schedule' highlighted in blue. The 'Data Fields' list on the left includes: Family Account Ke, Family Status, Child First Name, Child Last Name, Gender, Child Status, Child DOB, Child Age, Schedule Name, Day, Time In 1, Time Out 1, Time In 2, and Time Out 2. The 'Field(s) to Download' area is empty. Navigation buttons include 'Add >>', 'All >>>', '<< Remove', '<<< All', and a 'Download' button at the bottom. Up and down arrow buttons are on the right side of the 'Field(s) to Download' area.

3. **Enhanced:** 2 New Category in Family Notes – Incident and Billing.

There are two new categories added to Family Notes section – Incident and Billing.

Incident: This makes sense as it is different from Accident. Incident will cover different incident at the center that the director might want to discuss with parents.

Billing: To make notes for a family for billing section.



4. **Enhanced:** Online Tuition Payment

For prospective clients who would like to know more about Tuition Auto Pay (TAP) and Tuition Pay Direct (TPD) there's a link "Learn More" to enable them to understand the feature. If they are happy to go with the service and would like to take advantage of this new feature, please send a request to support@oncare3.com.



5. Enhanced: Staff Sign in is now applicable round the clock

Note: This feature is NOT automatically enabled for all clients. If your staff work round the clock and would like to take advantage of this new feature, please send a request to support@oncare3.com.

Previously when the staff works the night shift and clocks out after midnight, the system does not calculate the payroll hours correctly. Now it has been fixed.

Staff Schedule – Staff can add night schedule in the staff information page.

Staff Schedule

Select from a template To add/edit Staff Schedule Template, [Click here.](#)

Staff Schedule Name ☐ Do not check for absence

Day	Time In	Time Out	Time In	Time Out	Std Hrs
MON	10 : 00 pm ▾	01 : 00 am ▾	02 : 00 am ▾	11 : 00 am ▾	12.00
TUE	10 : 00 pm ▾	01 : 00 am ▾	02 : 00 am ▾	11 : 00 am ▾	12.00
WED	10 : 00 pm ▾	01 : 00 am ▾	02 : 00 am ▾	11 : 00 am ▾	12.00
THU	10 : 00 pm ▾	01 : 00 am ▾	02 : 00 am ▾	11 : 00 am ▾	12.00
FRI	10 : 00 pm ▾	01 : 00 am ▾	02 : 00 am ▾	11 : 00 am ▾	12.00
SAT	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> pm ▾	<input type="text"/> : <input type="text"/> pm ▾	
SUN	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> am ▾	<input type="text"/> : <input type="text"/> pm ▾	<input type="text"/> : <input type="text"/> pm ▾	
Total Hours/Week					60.00

Save

Time Card: The time card allows midnight past entries.

Staff Name Gaggia, Emily Position Head Teacher

Classroom Chickadees

Select By ☒ Pay Period/Month ☐ Date Range

Current Month ▾

Submit

Selected Period 09/01/2015 To 09/30/2015

Note: If the "Edit" and "Del" hyperlinks are disabled (gray), it means that your Company Administrator has locked the staff time card from any additional changes.

No.	Date	Day	Time In	Time Out	Classroom	Hrs	Total Hrs / Day	Std Hrs	Variance		Payroll Hrs		Action
									Hrs	Treatment	Reg	OT	
1	09/27/2015	Sun	10:00 pm	05:00 am	Green Room	7.00		N/A					Edit Del
2	09/28/2015	Mon	10:00 pm	06:00 am	Chickadees	8.00	8.00	8.00			8.00		Edit Del
3	09/29/2015	Tue	10:00 pm	06:00 am	Chickadees	8.00	8.00	8.00			8.00		Edit Del
Total Hrs						23.00	16.00				16.00		