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# Group Sign in by Bus Run

## User Guide

Last update June 10, 2016

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# What is The Purpose

For a center that has children coming in by bus/van, this function allows you sign-in a group of children by the preset bus run.

## 1. Setup Bus Run

To setup the Bus Run for your center, follow the links below:

Family Accounting → Setup --> Bus Run Setup

The screenshot displays the OnCare Family Accounting web application interface. At the top, there is a navigation bar with links for Home, Feedback, Help, and Logout. Below this, the OnCare DEMO logo is visible on the left, and the Family Accounting logo is on the right. The main header area shows "101 - OnCare Evaluation Center 1". A secondary navigation bar contains links for Main Menu, Setup, Reports, and Functions. The Functions link is highlighted with a red box. Below this, a dark blue bar indicates the current path: ">> Setup". The main content area lists ten setup options, numbered 1 through 10. The link for "7. Bus Run Setup" is highlighted with a red box. A yellow callout box with the text "Click here" has an arrow pointing to the "Bus Run Setup" link. The other setup options listed are: 1. Billing setup, 2. Automatic Recurring Posting setup, 3. User Preferences, 4. Child Schedule Templates, 5. Add/Edit 3rd Party Agency, 6. Classroom Setup, 8. Immunization Setup, 9. Medication / Special Diets Setup, and 10. Grades Setup.

Home Feedback Help Logout

OnCare DEMO Family Accounting

101 - OnCare Evaluation Center 1

Main Menu Setup Reports Functions

>> Setup

1. [Billing setup](#)
2. [Automatic Recurring Posting setup](#)
3. [User Preferences](#)
4. [Child Schedule Templates](#)
5. [Add/Edit 3rd Party Agency](#)
6. [Classroom Setup](#)
7. [Bus Run Setup](#)
8. [Immunization Setup](#)
9. [Medication / Special Diets Setup](#)
10. [Grades Setup](#)

Click here

You can add new or edit existing bus runs on the page.

**>> Bus Run Setup**

[<< Back](#)

View Active (A) ▼

[Add New](#)

Bus Run Name	Status	Display Order	Action
Blue Bus Line	A	▲ ▼	<a href="#">Edit</a>
Red Bus Line	A	▲ ▼	<a href="#">Edit</a>
Brown Bus Line	A	▲ ▼	<a href="#">Edit</a>

## 2. Assign a Child to One or Multiple Bus Runs

In each Child Record, under the Child Information section, you will see the "Bus Runs" field. Click "Edit" to assign one or more bus runs to the child.

**Child Information**

First Name

Middle Name

Last Name

Gender ☒ Boy ☐ Girl

Date of Birth   
(MM/DD/YYYY)

Age 9.5 Years

Enrollment Start Date

Program Select here... ▼

Primary Classroom Not Assigned ▼

Secondary Classroom Not Assigned ▼

School Not Assigned ▼

Grade Not Assigned ▼

Student ID


Ethnicity Select here... ▼

Status Active ▼

Child ID Code

Withdrawal Reason Select here... ▼

Bus Runs [Edit](#)

  
[Browse](#)

When you click on "Edit" a window will pop up, allowing you to select the appropriate bus run(s). When done, click on the "Apply" button.

**Child Information**

First Name: Aurea  
 Status: Active  
 Date of Birth: 11/19/2010 (MM/DD/YYYY)  
 Primary Classroom: Preschool 1  
 Program: Select here...  
 Enrollment Start Date: 2/17/2011 (MM/DD/YYYY)  
 Child ID Code: 1024  
 Bus Runs: [Edit](#)  
 Grade: Not Assigned  
 Student ID:

**Bus Run Selection**

Note: Remember to save the Child Record after applying the Bus Run(s).

**Bus Run Options**

- Blue Bus Line
- Red Bus Line
- Brown Bus Line

**Assigned Bus Runs**

Buttons: Add >>, All >>>, << Remove, <<< All, Apply, Cancel

**Child Tuition**

[Add New Row](#)

Apply when done

You will see the bus run assigned to the child.

**Important: You must click on the "Save" button to save the bus run assignment.**

**Parent Information**

**Child Information**

**Child Selection:**

Selected	Name	Age	Status	Action
✓	Aurea Burnidge	5 Years	Active	<a href="#">Select</a> <a href="#">Time</a>
	David Burnidge	2.9 Years	Active	<a href="#">Select</a> <a href="#">Time</a>

[Add New Child](#)

[Save](#)

**Child Information**

First Name: Aurea Last Name: Burnidge  
 Status: Active Gender: ☐ Boy ☒ Girl  
 Date of Birth: 11/19/2010 (MM/DD/YYYY) Age: 5 Years  
 Primary Classroom: Preschool 1 Secondary Classroom: Not Assigned  
 Program: Select here...  
 Enrollment Start Date: 2/17/2011 (MM/DD/YYYY) Withdrawal Date: (MM/DD/YYYY)  
 Child ID Code: 1024 Withdrawal Reason: Select here...  
**Bus Runs:** Blue Bus Line [Edit](#) MinuteMenu Child Id:  
 Grade: Not Assigned School: Not Assigned

[Browse](#)

You must click Save to assign the bus run

### 3. Group Sign In By Bus Run

To access Group Sign In by Bus Run, please go to

**Time Attendance Tracking --> Functions --> Group Sign In**

Home Feedback Help Logout


**Oncare DEMO**


Time/Attendance Tracking


101 - OnCare Evaluation Center 1

Select a Different Center Main Menu Reports **Functions**

>> Main Menu

 [Launch Sign In/Out Program](#)

 [Child Time Card](#)

 [Attendance Reports](#)

Select a Different Center Main Menu Reports Functions

**Functions**

1. [eMessage Families](#)
2. [Group Sign In](#)
3. [Group Sign Out](#)
4. [Missing Sign Out](#)
5. [Group Sign In with Absence Alert](#)
6. [Record Child Absence](#)
7. [Audit Log](#)

To sign in a group of children, select the respective bus run then click the "Submit" button.

**Group Sign In**

**Group Sign In Based On**

Select Classroom ☐

Select Bus Run Name ☒

Family Status

Child Status

All

All

Blue Bus Line

Red Bus Line

Brown Bus Line

You will be presented with a list of children assigned to that bus run that you can group sign in. You can select all the children or individuals. Click Submit button (either button will work) to complete the group sign in. The sign in time will automatically post to the Child's Timecard.

**Group Sign In**

Date	Time	Notes (Max. 36 Chars)
12/14/2015	09 : 52 am	<input style="width: 90%;" type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

No.	Sel	First Name	Last Name	Classroom	Bus Run Name	Last Sign Out
1	<input type="checkbox"/>	Aurea	Burnidge	Preschool 1	Blue Bus Line	
2	<input type="checkbox"/>	Piper	Bloom	Infant 1	Blue Bus Line	
3	<input type="checkbox"/>	Silas	Bloom	Toddler 2	Blue Bus Line	