



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 shows the OnCare Family Accounting web interface. At the top right, there are links for Home, Feedback, Help, and Logout. The OnCare DEMO logo is on the left, and the Family Accounting logo is on the right. Below the logo, it says "101 - OnCare Evaluation Center 1". A navigation bar contains links for Main Menu, Setup, Reports, and Functions. The Functions link is highlighted with a red box. Below the navigation bar, there is a dark blue bar with ">> Setup". A list of setup options is displayed, with "7. Bus Run Setup" highlighted by a red box. A yellow callout box with the text "Click here" has an arrow pointing to the "Bus Run Setup" link.

Home Feedback Help Logout

OnCare DEMO Family Accounting

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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)

Bus Run Name	Status	Display Order	Action
Blue Bus Line	A	▲ ▼	Edit
Red Bus Line	A	▲ ▼	Edit
Brown Bus Line	A	▲ ▼	Edit

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:

Primary Classroom: Secondary Classroom:

School: Grade:

Student ID:

Child ID Code:

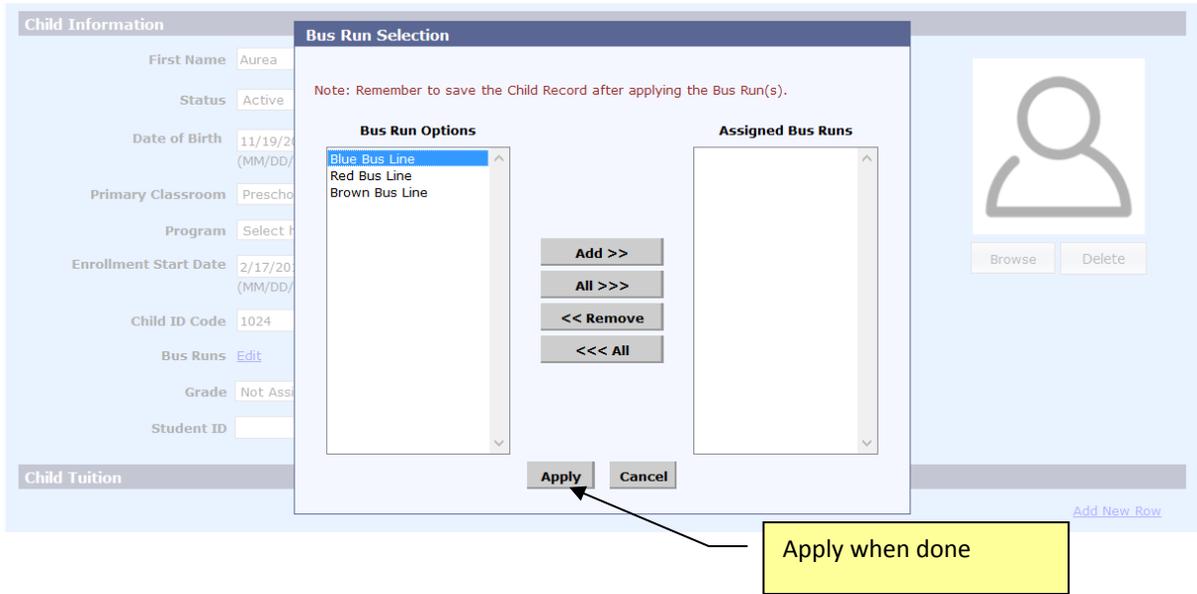
Ethnicity:

Status:

Bus Runs [Edit](#)

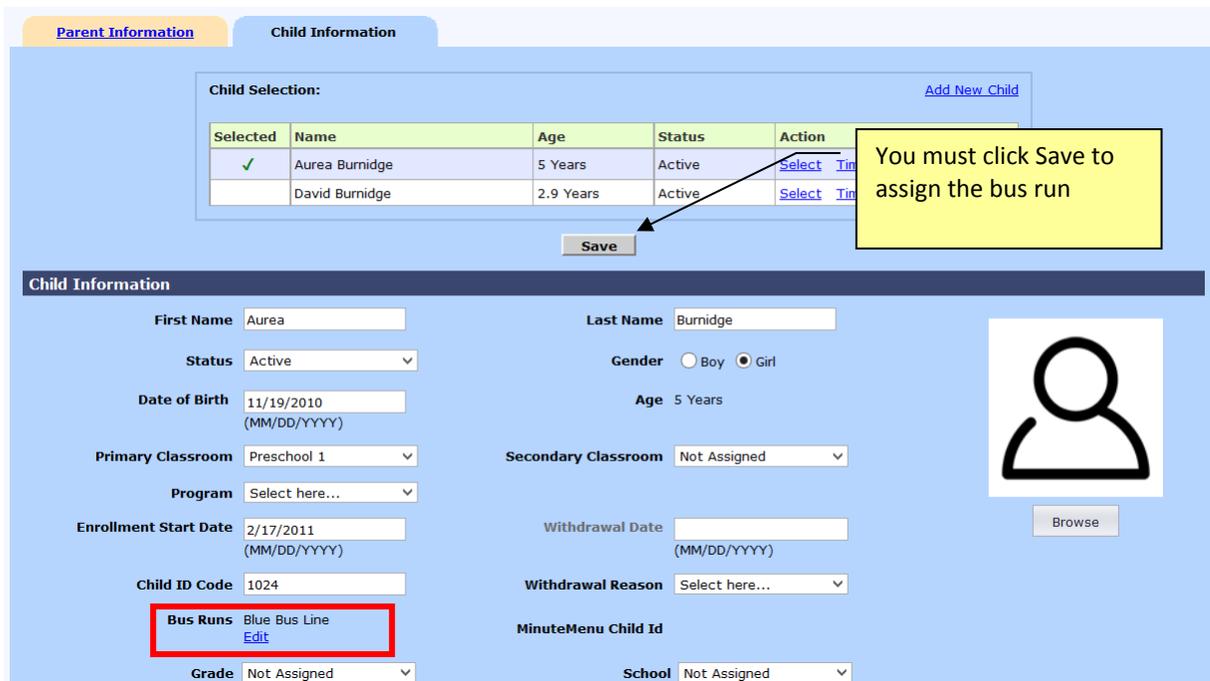
Withdrawal Reason:

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.



You will see the bus run assigned to the child.

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



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

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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 All

Select Bus Run Name All

Family Status

Child Status

Submit

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	

Submit 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	

Submit Cancel