



Data Download

User Guide

Last update February 23, 2016

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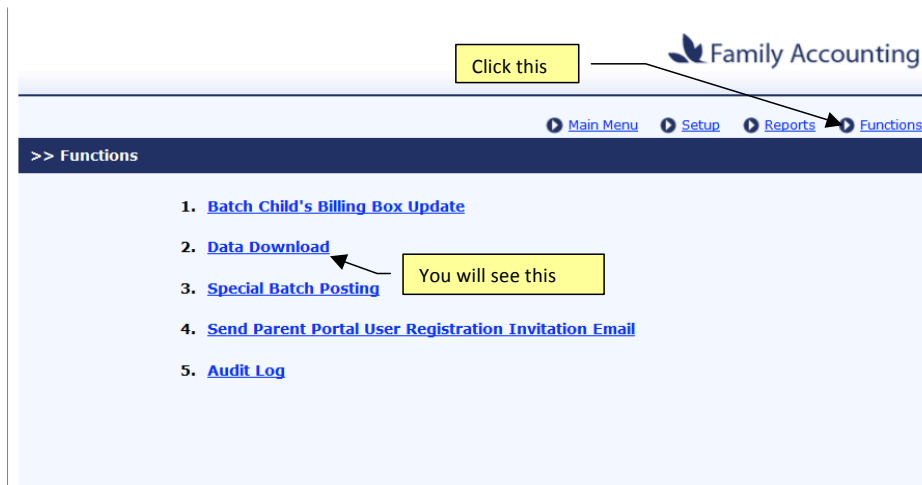
1. What is The Purpose

OnCare provides the data download function to enable the user to download specific details from the family, child and staff records into a Comma Separated Value (CSV) file which will open easily in Microsoft Excel.

This data download function allows the user to access the data for the center in an Excel format to easily manipulate the information to meet the specific needs of a center that a standards report may not fit.

2. How to Access Data Download

Access the Data Download under "**Functions**" within the Family Accounting module as shown below:



Friedman 2/23/2016 9:34 AM

Comment [1]: This screen now has seven options.

3. Family Accounting Data Download

The following data categories are available for download:

- Family and Child Basic
- Family Info
- Child Basic
- Child Contacts
- Child Questions
- Child Schedule

>> Selection List

Select Data

Select here...

Select here...

Family and Child Basic

Family Info

Child Basic

Child Contacts

Child Questions

Family and Child Additional Fields

Contact OnCare Support to learn more about this

Important note: The last data category (Family and Child Additional Fields) is only available for users who had requested to add customized fields in the family or child record. To learn more about customized fields, please contact OnCare Support.

To download the appropriate data:

- Select the data field on the LEFT and add to the RIGHT for fields to download.
- To select all the fields, click All >>>.
- To remove any selected item, click << Remove.
- To remove all the selected items, click <<< All.
- To move the selected item up or down, click on the up or down arrow key

Friedman 2/23/2016 9:36 AM
Comment [2]: Is this still an option?

>> Selection List

Select Data

Family and Child Basic

Status

Active

Child Status

All

Data Fields

Center Name

Family Account Key

Family Status

Parent #1 ID

Parent #1 First Name

Parent #1 Last Name

Parent #1 Address

Parent #1 City

Parent #1 State

Parent #1 Zip

Parent #1 Home Phone

Parent #1 Cell Phone

Parent #1 Email

Parent #2 ID

Parent #2 First Name

Parent #2 Last Name

Parent #2 Address

Parent #2 City

Parent #2 State

Parent #2 Zip

Add >>

All >>>

<< Remove

<<< All

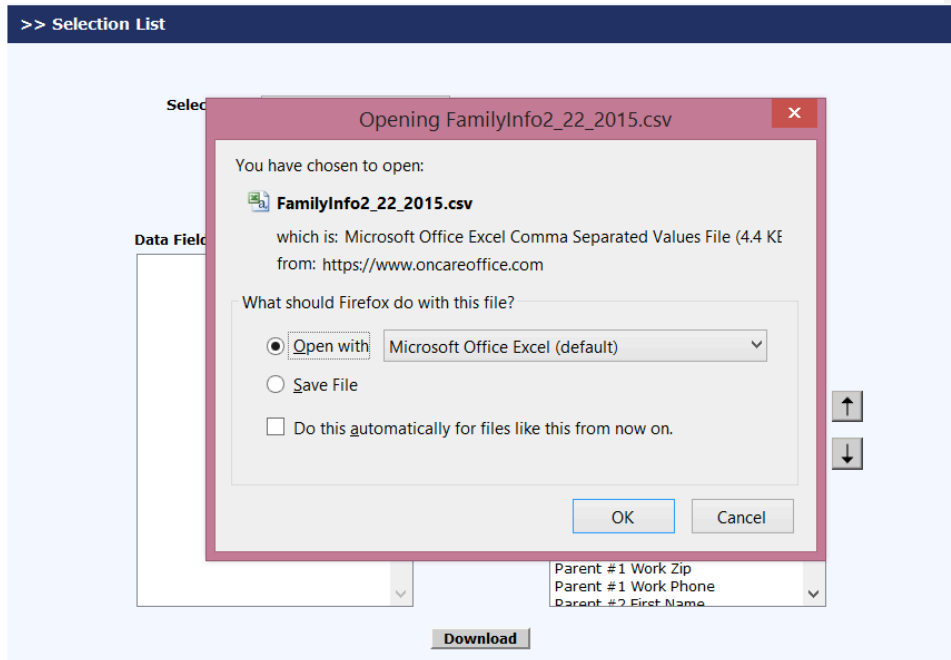
Field(s) to Download

↑

↓

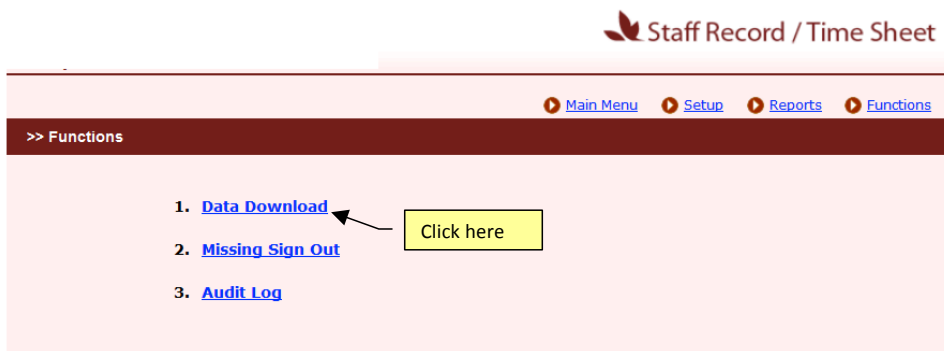
Download

Click the Download button to download the selected items. The File Download pop-up window will display, click Open to open or Save to save the details. Note: This depends on the web browser used.



4. Staff Record Data Download

Similar data download function is available for the staff record as shown below. In the Staff Record/Time Sheet module, click Functions to access the Data Download.




To download the appropriate data:



- Select the data field on the LEFT and add to the RIGHT for fields to download.
- To select all the fields, click All >>>.
- To remove any selected item, click << Remove.
- To remove all the selected items, click <<< All.

To move the selected item up or down, click on the up or down arrow key

>> Selection List

Status All 

Data Fields

- Staff First Name 
- Staff Last Name
- Gender
- SSN
- Date of Birth
- Telephone
- Cell Phone
- Street Address
- City
- State
- Zip
- User Name
- Staff ID
- SignIn/Out Code
- User Email
- Classroom
- Position
- Hire Date
- Termination Date
- Anniversary Date 



Add >>

All >>>

<< Remove

<<< All

Field(s) to Download

- 
- 

Download