Group Sign in by Bus Run

User Guide

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1. 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.

2. Setup Bus Run

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

Family Accounting → Setup --> Bus Run Setup

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

3. 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.

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.

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.

You must click Save to assign the bus run

4. Group Sign In By Bus Run

To access Group Sign In by Bus Run, please go to
Time Attendance Tracking --> Funcitons --> Group Sign In

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
		All
		Blue Bus Line
Family Status		Red Bus Line
Child Status		Brown Bus Line

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 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	☐	Aurea	Burnidge	Preschool 1	Blue Bus Line	
2	☐	Piper	Bloom	Infant 1	Blue Bus Line	
3	☐	Silas	Bloom	Toddler 2	Blue Bus Line	

Submit   Cancel