



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

The screenshot displays the OnCare Family Accounting web application interface. At the top, the header includes the OnCare DEMO logo, the text '101 - OnCare Evaluation Center 1', and navigation links for Home, Feedback, Help, and Logout. Below the header, a secondary navigation bar contains links for Main Menu, Setup, Reports, and Functions. The Functions link is highlighted with a red box. The main content area is titled '>> Setup' and lists ten setup options: 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, and 10. Grades Setup. The 'Bus Run Setup' link is highlighted with a red box. A yellow callout box with the text 'Click here' and an arrow points to the 'Bus Run Setup' link.

Home Feedback Help Logout

OnCare DEMO

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Family Accounting

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	▲ ▼	Edit
Red Bus Line	A	▲ ▼	Edit
Brown Bus Line	A	▲ ▼	Edit

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.

Child Information

First Name

Status Active ▼

Date of Birth
(MM/DD/YYYY)

Primary Classroom Preschool 1 ▼

Program Select here... ▼

Enrollment Start Date
(MM/DD/YYYY)

Child ID Code

Bus Runs [Edit](#)

Grade Not Assigned ▼

Student ID

Last Name

Gender ☐ Boy ☒ Girl

Age 5 Years


Secondary Classroom Not Assigned ▼

Withdrawal Date
(MM/DD/YYYY)

Withdrawal Reason Select here... ▼

MinuteMenu Child Id

School Not Assigned ▼



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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.

4. 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 ☐

Select Bus Run Name ☒

Family Status

Child Status

All

All

Blue Bus Line

Red Bus Line

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	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
<div style="display: flex; justify-content: center; gap: 10px;"> <div style="border: 1px solid #ccc; padding: 5px 15px; background-color: #a6a6a6;">Submit</div> <div style="border: 1px solid #ccc; padding: 5px 15px; background-color: #a6a6a6;">Cancel</div> </div>		

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