

# **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	
	Home Feedback Help Logout
Ocare DEMO	Family Accounting
101 - OnCare Evaluation Center 1	
>> Setup	Main Menu O Setup O Reports O Functions
1. <u>Billing setup</u>	
2. <u>Automatic Recurring Posting setup</u>	
3. <u>User Preferences</u>	
4. <u>Child Schedule Templates</u>	
5. <u>Add/Edit 3rd Party Agency</u> Click here	
6. <u>Classroom Setup</u>	
7. <u>Bus Run Setup</u>	
8. <u>Immunization Setup</u>	
9. <u>Medication / Special Diets Setup</u>	
10. <u>Grades Setup</u>	

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

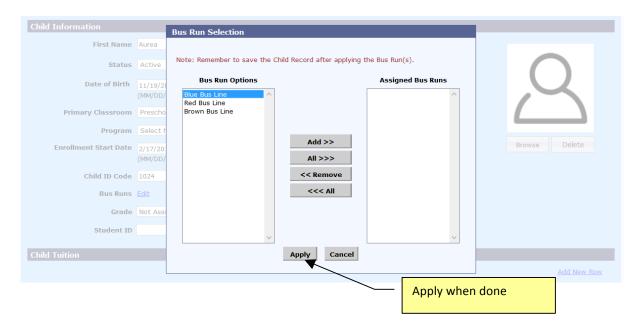
>> Bus Run Setup <mark>《 Back</mark>			
	View	Active (A)  Active (A)	
Bus Run Name	Status	Display Order	Action
Blue Bus Line	A	▲ ▼	Edit
Red Bus Line	A	▲ ▼	Edit

#### 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	Aurea	Last Name	Burnidge	
Status	Active 🗸	Gender	🔵 Boy 💿 Girl	$\bigcirc$
Date of Birth	11/19/2010	Age	5 Years	<b>U</b>
	(MM/DD/YYYY)			
Primary Classroom	Preschool 1	Secondary Classroom	Not Assigned 🗸 🗸	
Program	Select here V			
Enrollment Start Date	2/17/2011	Withdrawal Date		Browse
	(MM/DD/YYYY)		(MM/DD/YYYY)	
Child ID Code	1024	Withdrawal Reason	Select here Y	
Bus Runs	<u>Edit</u>	MinuteMenu Child Id		
Grade	NOT ASSIGNED	School	Not Assigned V	
Student ID				

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.

Parent Information	Cł	nild Information				
	Child Selec	tion:				Add New Child
	Selected	Name	Age	Status	Action	
	1	Aurea Burnidge	5 Years A	Active	Select Tim	You must click Save to
		David Burnidge	2.9 Years	Active	<u>Select</u> Tim	assign the bus run
			<b>k</b>			
			Save		L	
Child Information						
	ame Aurea		Last Name	Burnidge		
Sta	atus Activ	e 🗸	Gender	🔵 Boy 🖲 Girl	I	$\cap$
Date of B	irth 11/19	/2010	Age	5 Years		
	(MM/D	D/YYYY)				
Primary Classro	oom Presc	hool 1 🗸 🗸	Secondary Classroom	Not Assigned	~	
Prog	ram Selec	t here 🗸				
Enrollment Start I	Date 2/17/2	2011	Withdrawal Date			Browse
	=, =, ,,	D/YYYY)		(MM/DD/YYYY)		
Child ID C	ode 1024		Withdrawal Reason	Select here	~	
	tuns Blue Blue Blue Blue Blue Blue Blue Blue	us Line	MinuteMenu Child Id			
Gi	rade Not A	ssigned 🗸	Schoo	Not Assigned	~	

## 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

		He	ome Feedback	<u> Help Logout</u>
	ACE DEMO valuation Center 1	Time/At	tendance	eTracking
Select a Differen	<u>t Center</u>	Main Menu	Reports	Eunctions
>> Main Menu				
	Launch Sign In/Out Program			
	Child Time Card			
	Attendance Reports			
Select a Differer	it Center	Main Menu	Reports	• Functions
Functions				
	1. <u>eMessage Families</u>			
	<ol> <li><u>Group Sign In</u></li> <li><u>Group Sign Out</u></li> </ol>			
	4. <u>Missing Sign Out</u>			
	<ol> <li><u>Group Sign In with Absence Alert</u></li> <li><u>Record Child Absence</u></li> </ol>			
	7. <u>Audit Log</u>			

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	$\bigcirc$	All	$\checkmark$
Select Bus Run Name	ullet	All	~
Family Status		All Blue Bus Line	
Child Status		Red Bus Line Brown Bus Line	·
Sub	mit		

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.

up Sign In									
Date		Time		Notes (Max. 36 Chars)					
12/14	/2015	09 : 52	am 🗸						
	Submit Cancel								
	Sel								
No.	Sei	<u>First Name</u>	<u>Last Name</u>	Classroom	Bus Run Name	Last Sign Out			
1		Aurea	Burnidge	Preschool 1	Blue Bus Line				
2		Piper	Bloom	Infant 1	Blue Bus Line				
3	3 🗌 Silas		Bloom	Toddler 2	Blue Bus Line				
				Submit Cancel					