



OnCare Office Version 3.3.2 E7

Release Notes: Apr 17, 2018

Customer Features:

#	Type	Module	Description	Pg
1	Enhanced	Staff Record/ Time Sheet	Users can now sort the Staff records in the Staff Records list page	1
2	Enhanced	Staff Record/ Time Sheet	Staff Position is non-editable now	1
3	Enhanced	Role Management	Users can now provide permission for external applications	2
4	Enhanced	Time/Attendance Tracking	The UI of Time clock pages have been revamped	4

1. Enhanced: Sort Staff Records

Users can now sort the Staff records in the Staff Records List page based on the below columns:

- Staff ID
- Last Name
- First Name
- Classroom
- Position

Access Path: Staff Record / Time Sheet → Staff Records

>> Staff Records List

Tasks: [Add New](#)

View

No.	Staff ID	Last Name▲	First Name	Class Room	Position	Status	Action
1	2431	Andy	Wilson		Head teacher	Active	Edit Time Card PTO Absence

2. Enhanced: Staff Position

The staff position field is non-editable now. The following staff positions have been added to OnCare:

Life Guard	Seasonal	Facilities Maintance	Payroll Specialist
VP General Counsel and Chief Compliance Officer	General Counsel	Labor Support Specialist	Payroll Manager
Digital Marketing Manager	Family Child Coordinator	Labor Support Manager	Financial Analyst
Vice President of Marketing	Project Manager	Data Scientist	Senior Financial Analyst
Chief Marketing Officer	Field Recruiter	Chief Financial Officer	Accounts Payable Specialist
Director of Talent Acquisition	Recruiter	Regional Director	Payable/Procurement Manager
Corporate Controller	Area Manager	Regional Vice President	Accountant
Assistant Controller	Subsidy Specialist	Marketing Specialist	Senior Accountant
GA Pre-K Lead	Program Manager	Director of Local Marketing	Accounting Manager
GA Pre-K Assistant	President & CEO	Director of Marketing	Vice President Finance
Intern	Manager of Financial Analysis	Executive	Cook
Infant Teacher	Director Curriculum	IT Support Specialist	Maintenance Technician
Infant Teacher-Assistant	President NG	IT Support Manager	Administrative Assistant
Data Application Manager	Assistant Cook	Director of IT	Transportation Specialist
MPP Assistant Teacher	Regional VP Human Resources	Substitutes	Enrichment Teacher
MPP Lead Teacher	Accounts Receivable Specialist	Trainier	Infant Teacher-Lead
PFA Teacher	Acquisitions	Training Manager	Kindergarten Teacher
VP of Financial Planning & Analysis	Vice President Corporate Development	Benefits Manager	Elementary School Teacher
Vice President Business Solutions	Human Resource Asst	Regional Human Resource Manager	Assistant Director
Business Manager	Contracted Teacher	Vice President HR	School Director
Head of School	Teacher Assistant	Teacher	Lead Teacher

3. Enhanced: External Application Permission

Users can now provide permission for a role and user for the external application.

Access Path: Role Management → External Application

Role Management
[Back](#)
[Add New Role](#)
View Active

Role Name	Location	Status	Permission	External Application	Display Order
Company Super User	Multiple	Active	View	Edit	▲ ▼
Company Admin	Multiple	Active	View	Edit	▲ ▼
Location Director	Single	Active	View Permission	Edit	▲ ▼
Staff	Single	Active	Edit	Edit	▲ ▼

>> External Application Permission
[Back](#)
Assign External Application access to the role: Staff

☐ ChildCareIRiS

>

>>

<

<<

Save

Select the external application and click Save.

Once the Role is provided permission for the External Application, the user accounts of that role can also be given access to it.

Access Path: Administrative Functions → Manage Users

User Search

First Name

Last Name

User Name

StatusActive

Role NameALL

Location NameALL

Search

Search Results

Name	Username	Role	Company Name	Location Name	Status	Action
Camilla J. Norris	oncare_admin	Company Admin	Oncare Test	All Locations	Active	Edit

User Management

[Back](#)

*First NameCamilla J.

*Last NameNorris

*Usernameoncare_admin

*Password*****[Change Password](#)

*Emailoncare_admin_tax@beyonduniverse.

*StatusActive

*Role NameCompany Admin

*Company NameOncare Test

*Location Assignment

Boston

SandBox

External Application

☐ ChildCareIRiS

Save

Page 3

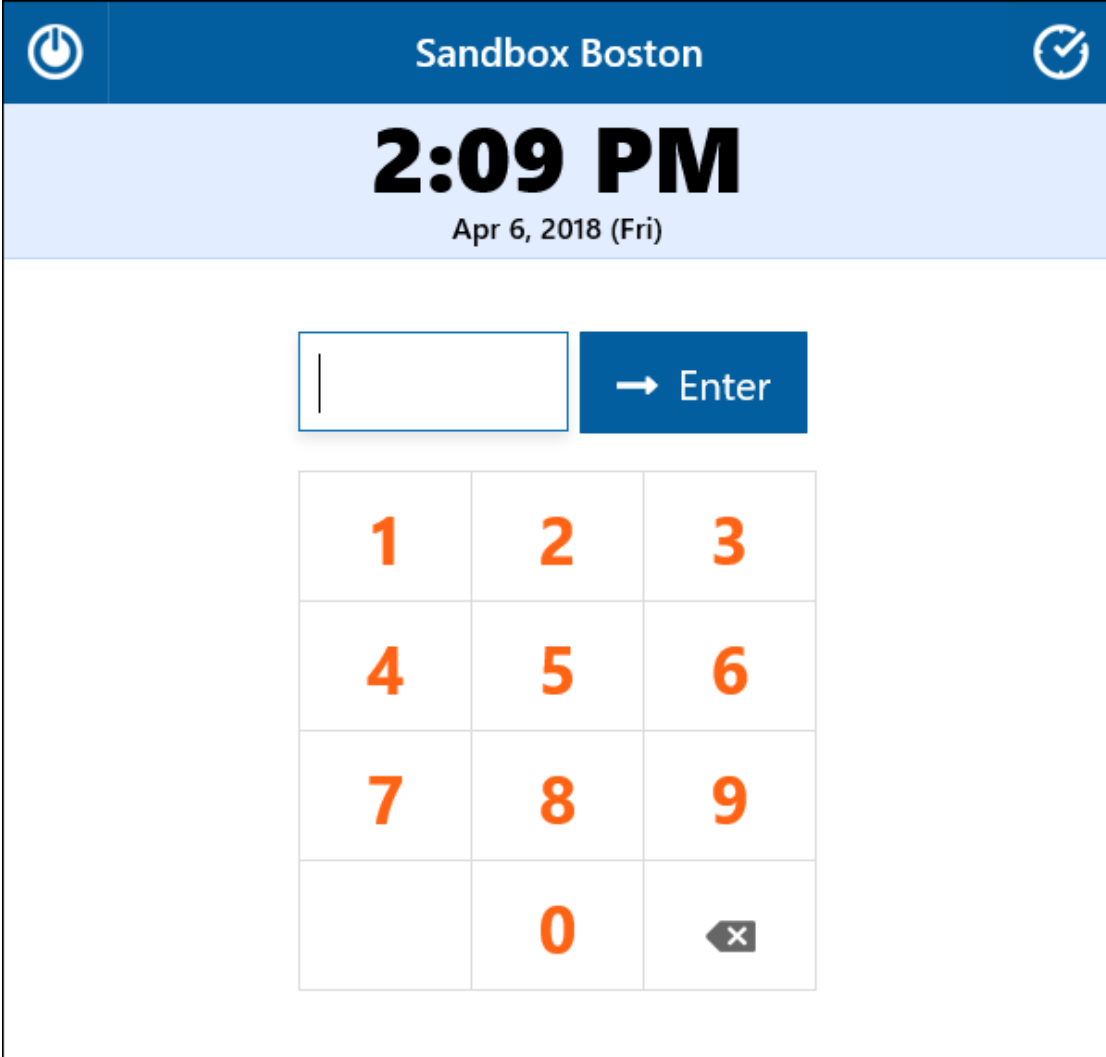
4. Enhanced: Time Clock - UI Revamp

The User Interface (UI) of Time clock pages have been revamped and it is Tablet and Mobile optimized now.

Note: Please re-launch Timeclock in the center to view the latest UI changes without any issues.

Access Path: Time / Attendance Tracking → Launch Sign In/Out Program

Main Page:




The screenshot displays the main interface of the Time Clock application. At the top, a dark blue header bar contains a power icon on the left, the text "Sandbox Boston" in the center, and a clock icon on the right. Below the header, a light blue section shows the time "2:09 PM" in large black font, with the date "Apr 6, 2018 (Fri)" underneath. The main content area is white and features a sign-in section with a text input field and a blue "Enter" button. Below this is a numeric keypad with orange numbers 1-9, 0, and a backspace icon.

Sandbox Boston		
2:09 PM Apr 6, 2018 (Fri)		
<input type="text"/>	→ Enter	
1	2	3
4	5	6
7	8	9
	0	⬅ x


Users can either key in the ID Code or can click on the numeric pad.

The numeric pad is configurable at company level. To enable this feature please contact support@oncarecloud.com.

Child/Staff Sign In:




Sandbox Boston




2:11 PM

Apr 6, 2018 (Fri)


Hello, **Mary Alex** (Not You)




Mary Alex
will be signed in at 2:11 PM



Authorized Person Sign In:




Sandbox Boston




2:13 PM


Apr 6, 2018 (Fri)

Hello, **Michael Acree** (Not You)





Sophie Davis
Currently signed out





Jason Davis
Currently signed out





Staff Classroom Movement:

Sandbox Boston

4:09 PM

Apr 13, 2018 (Fri)

Hello, **KATHERINE AUBREY**

You will be signed in at 4:09 PM

Classroom

Green Room

Cancel

Sign In

Sandbox Boston

4:10 PM

Apr 13, 2018 (Fri)

Hello, **KATHERINE AUBREY**

Change Classroom

Current Classroom

Green Room

New Classroom

Purple Room

Change Classroom


Sign out from the center


You will be signed out at 4:10 PM

Cancel

Sign Out

Child Birthday Greetings:




Sandbox Boston


3:07 PM

Apr 6, 2018 (Fri)

Hello, **Roger Samuel** [\(Not You\)](#)




Roger Samuel
will be signed in at 3:07 PM



Happy Birthday

Roger Samuel



eMessage:

