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# Parents (Authorized Persons) Sign In/Out

## User Guide

Last update September 10, 2018

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## 1. What is The Purpose

Parents and/or authorized persons can digitally sign the child in and out through OnCare replacing a paper sign in/out sheet.

This User Guide covers the steps in setting up and using the sign in/out functions within OnCare.

## 2. Create Authorized Person ID Code

Each authorized person should have his/her own ID code per childcare licensing requirement. There should be no sharing of ID codes. The ID code acts as a signature.

Access Path: Family Accounting → Family Record → Authorized Person

Quick lookup: All | A-B | C-D | E-F | G-H | I-J | K-L | M-N | O-P | Q-R | S-T | U-V | W-X | Y-Z

Family: Add New Search Select Acct Ledger Info Sheet **Authorized Person** Family Notes Family Online Forms

Family Account Key BAILEY

Select Authorized Person

Parent Information Child Information

Parent #1 (Sponsor)	Parent #2 (Co-Sponsor)
First Name Anna	First Name Jim
Middle Name	Middle Name
Last Name Bailey	Last Name Bailey
Home Address 3625 N. 47th Pl.	Home Address 3625 N. 47th Pl.
City Phoenix	City Phoenix

When you add a sponsor (parent #1) and co-sponsor (parent #2) in OnCare, the system **AUTOMATICALLY GENERATES** a unique 4-digit PIN (ID Code) for each of the parents.

**>> Add / Edit Authorized Person Details**

[<< Back](#)

**Family Account Key** BAILEY
 **Parent #1 Name** Anna Bailey

**First Name**

**Middle Name**

**Last Name**

**Relationship**

**ID Code**

**Status** Active

**Not Authorized for these child(ren)** ☐ Khaled

**Save**

To add another authorized person, enter info here and click SAVE.

**Note:** System automatically generates a unique 4-digit PIN (e.g. 1095) which you can edit.

**Authorized Person Details**

[Print](#)   **View** Active

No	Name	Relationship	ID Code	Status	Not Authorized	Action
1	Anna Bailey	Parent 1	1002	Active		<a href="#">Edit</a>
2	Jim Bailey	Parent 2	1003	Active		<a href="#">Edit</a>

You can **CHANGE** the 4-digit PIN by clicking Edit as long as the PIN is unique within your center.

In addition to the parents, OnCare allows as many authorized persons as needed. All authorized persons are listed in the table below.

Authorized Person Details							<a href="#">Print</a>	<b>View</b>	Active
No	Name	Relationship	ID Code	Status	Not Authorized	Action			
1	Abigail Brown	Parent 2	1277	Active		<a href="#">Edit</a>			
2	Gordan Piper	Neighbor	1015	Active		<a href="#">Edit</a>			
3	Jeffrey Brown	Parent 1	1274	Active		<a href="#">Edit</a>			
4	Mary Brown	Grandma	1014	Active		<a href="#">Edit</a>			
5	Nancy Smith	Nanny	1011	Active		<a href="#">Edit</a>			

Add additional Authorized person here as needed

### 3. To Remove or Edit an Authorized Person

To remove an authorized person or change the status from Active to Inactive, click on Edit of that person. Change the status from Active to Inactive and click Save.

**>> Add / Edit Authorized Person Details**

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**Family Account Key** BAILEY **Parent #1 Name** Anna Bailey

**First Name** Anna

**Middle Name**

**Last Name** Bailey

**Relationship** Parent 1

**ID Code** 1002

**Status** ☒ Active ☐ Inactive ☐ Deleted

Not Authorized for these child(ren)

**Change status to inactive here**

**Save** **Cancel**

### 4. Step-by-Step Implementation Guide

When implementing OnCare's Sign In/Out function for the first time, follow these step-by-step instructions.

- Run ID Code by Authorized Person Report
- Notify each Authorized Person of their ID code (e.g. hand out on paper)
- The ID Code by Authorized Person Report needs to be readily available for the first few days of the electronic Sign In/Out launch (e.g. staff member at the sign in/out kiosk). Many people will forget their code and need reminders in the beginning.

To run ID Code by Authorized Person Report, access path: **Time & Attendance → Attendance Reports → ID Code by Authorized Person**

**Reports**

**Note:** The system generates reports in new pop-up windows. If your Internet browser pop-up blocker is turned on, the report will be blocked. To learn how to turn off the pop-up blocker or allow pop-up from our system, [click here](#).

**ID Codes**

1. [ID Code by Authorized Person](#) Select this
2. [ID Code by Child](#)

**Attendance**

1. [Children Currently Checked In](#)
2. [Children Sign In Report by Time and Date Range](#)
3. [Sign Out \(Late Pick-up\) Report](#)
4. [Failure to SignOut](#)

A report of Sign In/Out ID code sorted by authorized person last name:





ID Code by Authorized Person				
Authorized Person Name	Status	Child's Name	Relationship	ID Code
Arguelles, Karren	Active	Velasco, Mekaela		1278
Arora, Geeta	Active	Arora, Rutvik	Parent 2	1645
Arora, Vikas	Active	Arora, Rutvik	Parent 1	1644
Bodashaiwala, Tahera	Active	Girish, Tahaan	Parent 2	1529
Cao, Shufen	Active	Yang, Matthew	Parent 2	1802
Chang, Wendy	Active	Lee, Karis	Parent 2	1311
Chavan, Preeti	Active	Chavan, Pradyun	Parent 2	1525
Chavan, Preeti	Active	Chavan, Shaurya	Parent 2	1525
Chavan, Rohit	Active	Chavan, Pradyun	Parent 1	1524
Chavan, Rohit	Active	Chavan, Shaurya	Parent 1	1524
Cheah, CK	Active	Khaw, Alyssa	Grandfather	1652
Cheah, Phui Ling	Active	Khaw, Alyssa	Parent 2	1438
Chen, Gina	Active	Poon, Jarett	Parent 1	1001
Chen, Gina	Active	Poon, Jayden	Parent 1	1001

## 5. Launch the Sign In/Out Program (Time Clock)

OnCare is a fully web-based program therefore a device/PC that is connected to the internet is needed to launch the electronic Sign In/Out function. On the designated Sign In/Out device, login to OnCare, select the Time / Attendance Tracking module, then select Launch Sign In/Out Program:




The screenshot displays the OnCare Office web interface. At the top, a blue header bar contains the text "OnCare Office". Below this, the main content area is divided into four sections, each with a circular icon and a title. The "Online Center Management" section, located on the left, includes a list of links: "Family Accounting" and "Time / Attendance Tracking". A yellow callout box labeled "Select this" has an arrow pointing to the "Time / Attendance Tracking" link. The "System Administration" section, located on the right, includes a list of links: "Administrative Functions", "Role Management", and "Reports". The "Employee / Staff" section, located at the bottom left, includes a link: "Staff Record / Time Sheet". The "Parents Communication" section, located at the bottom right, includes a link: "Batch Emails". Below the main content area, there is a green navigation bar with the text ">> Main Menu". To the right of the navigation bar, there are four links: "Select a Different Center", "Main Menu", "Reports", and "Functions". Below the navigation bar, the main content area is divided into three sections, each with a circular icon and a title. The first section, located on the left, includes a clock icon and a link: "Launch Sign In/Out Program". A yellow callout box labeled "Select this" has an arrow pointing to the "Launch Sign In/Out Program" link. The second section, located in the middle, includes a calendar icon and a link: "Child Time Card". The third section, located at the bottom, includes a calendar icon and a link: "Attendance Reports".

OnCare Office


-  Online Center Management
  - [Family Accounting](#)
  - [Time / Attendance Tracking](#)
-  Employee / Staff
  - [Staff Record / Time Sheet](#)
-  System Administration
  - [Administrative Functions](#)
  - [Role Management](#)
  - [Reports](#)
-  Parents Communication
  - [Batch Emails](#)

Select a Different Center    Main Menu    Reports    Functions


>> Main Menu

-  [Launch Sign In/Out Program](#)
-  [Child Time Card](#)
-  [Attendance Reports](#)

All Authorized Persons can use this interface to sign the child in and out of the center.



ABC Demo Center



11:19 PM

Oct 12, 2018 (Fri)

ID Code

→ Enter

1	2	3
4	5	6
7	8	9
	0	⌫

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## 6. Parents Failure to Sign Out

If parents or other authorized persons forget to sign out the following steps show how you can identify the parents who fail to sign out and rectify the situation without needing to know the Authorized Person ID Code. In the Time/Attendance Tracking module, select Reports, then select Failure to Sign Out.

The screenshot shows the 'Time/Attendance Tracking' module. A yellow box labeled 'Select Reports' points to the 'Reports' link in the top navigation bar. Below the navigation bar, the 'Reports' section is active. A list of attendance reports is shown, with '4. Failure to SignOut' highlighted by a red box. A yellow box labeled 'Select Failure to SignOut Report' points to this option. Below the list, the 'Failure to SignOut' report is displayed for the date 11/16/2015. A yellow box labeled 'Report lists all children with Time In but no Time Out' points to the table. The table has columns for Child's Name, Classroom, Authorized Person, and Time In. The first row shows 'Feng, Felix' with a 'Time In' of '08:14 am'. Below this, the report is shown for the date 11/17/2015, with two rows: 'Feng, Felix' (08:17 am) and 'Luk, Hermes' (08:58 am). A red box highlights the 'Time In' column for both dates.

**Time/Attendance Tracking**

Select Reports

Select a Different Center Main Menu Reports Functions

**Reports**

=====

**Attendance**

1. [Children Currently Checked In](#)
2. [Children Sign In Report by Time and Date Range](#)
3. [Sign Out \(Late Pick-up\) Report](#)
4. [Failure to SignOut](#)

Select Failure to SignOut Report

**Failure to SignOut**

Date Selected : Current Week Date From : 11/16/2015 To : 11/22/2015

Date : 11/16/2015

Report lists all children with Time In but no Time Out

Child's Name	Classroom	Authorized Person	Time In
Feng, Felix	Room 4 - 4 years	Jun, Ai	08:14 am

Date : 11/17/2015


Child's Name	Classroom	Authorized Person	Time In
Feng, Felix	Room 4 - 4 years	Jun, Ai	08:17 am
Luk, Hermes	Room 4 - 3 years	Michael, Luk	08:58 am




To correct the record, follow the steps below to fill in the missing time out for a child:

[Select a Different Center](#)
[Main Menu](#)
[Reports](#)
[Functions](#)

>> Main Menu



[Launch Sign In/Out Program](#)

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[Child Time Card](#)

Select this to view child time card

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[Attendance Reports](#)

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No.	Family Acct Key	Parent Name	First Name	Child Status	Action
1	BALACHANDR	Manali Sabade	Balachandran Ayan	Active	<a href="#">View Timecard</a> <a href="#">Not Coming</a>
2	BALDEVA	Arpit Baldeva	Baldeva Aaro	Active	<a href="#">View Timecard</a> <a href="#">Not Coming</a>
3	BALDEVA	Arpit Baldeva	Baldeva Anika	Active	<a href="#">View Timecard</a> <a href="#">Not Coming</a>
4	BOLLAM	Ashwin Kumar Bollam	Bollam Anvith	Active	<a href="#">View Timecard</a> <a href="#">Not Coming</a>
5	CHALASANI	Prathima Chalasani	Chalasani Vedhaa	Active	<a href="#">View Timecard</a> <a href="#">Not Coming</a>
6	CHATHRA	Pallavi Raghavendra (Chathra)	Chathra Samay	Active	<a href="#">View Timecard</a> <a href="#">Not Coming</a>
7	CHEN3	Xiaodong Chen	Chen Matthew	Active	<a href="#">View Timecard</a> <a href="#">Not Coming</a>
8	CHEN4	Lining Liu	Chen Ryan	Active	<a href="#">View Timecard</a> <a href="#">Not Coming</a>

## >> Child Time Card Details

[<< Back](#)

Search by Child First Name:

Go



[Print Child Time Card](#)

[Record Not Coming](#)

**Child Name** Anika Baldeva

**Child Status** Active

**Family Account Key** BALDEVA

**Classroom Name** Room 1

**Select Dates** Current Week

**From** 10/08/2018



**To** 10/14/2018



Submit

Click Edit

No.	Day	Date	Time In	Time Out	Hrs	Total Hrs/Day	Action
1	Mon	10/08/2018	09:01 am	05:31 pm	8.50	8.50	<a href="#">Edit</a> <a href="#">Delete</a>
2	Tue	10/09/2018	08:19 am	05:09 pm	8.83	8.83	<a href="#">Edit</a> <a href="#">Delete</a>
3	Wed	10/10/2018	09:02 am	04:56 pm	7.90	7.90	<a href="#">Edit</a> <a href="#">Delete</a>
4	Thu	10/11/2018	08:29 am	05:51 pm	9.37	9.37	<a href="#">Edit</a> <a href="#">Delete</a>
5	Fri	10/12/2018	08:14 am	05:29 pm	9.25	9.25	<a href="#">Edit</a> <a href="#">Delete</a>
					<b>Total Hrs</b>	<b>43.85</b>	

### Add / Edit Time Card Item

Date	Time In(hh:mm)	Time Out(hh:mm)	Notes
10/09/2018	08 : 19 am	05 : 09 pm	

Enter the Time Out for the child and click "Update"

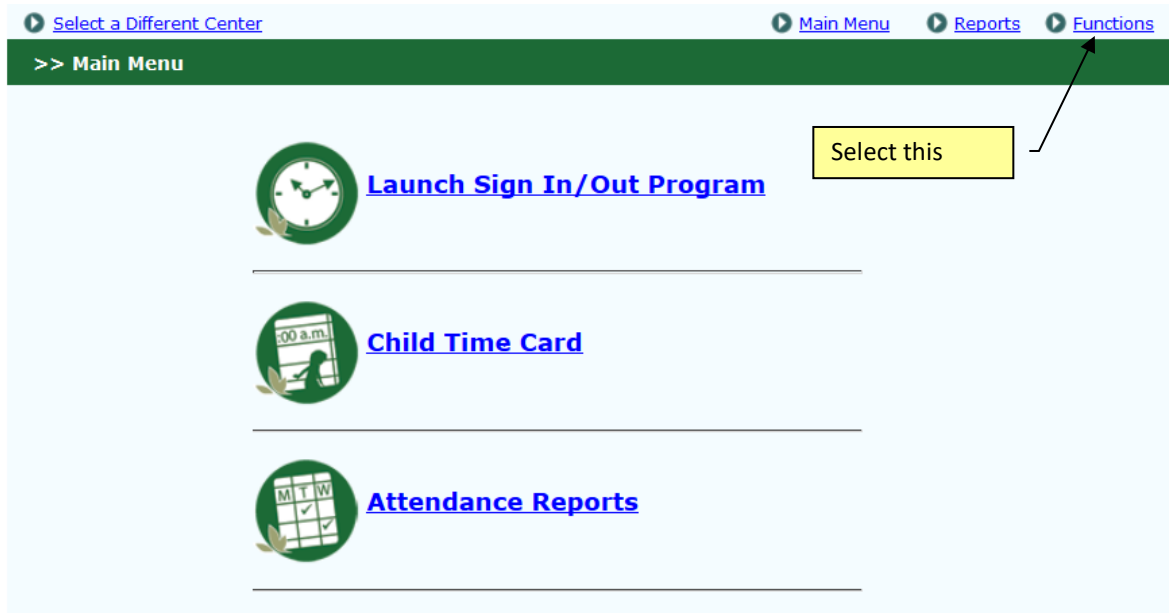
Back

Update

Cancel

## 7. eMessage Parents via Time Clock

The eMessage function allows short messages displayed to one or more parents at the time of Sign In/Out. In the Time & Attendance module, click Functions, then click eMessage Families to compose the message. Click Continue.....



When the Authorized Person signs in on the Time Clock, the eMessage is displayed. The Authorized Person must click OK to continue to the Sign In function

## 8. TimeClock Role

OnCare allows your account Company Super User to manage user access to the system by role. For example, the Company Super User can create a role call “TimeClock” to limit access to only to launch the time clock only and nothing else.

You can then create a general user account named “<<your center initials>>timeclock” and then assign the timeclock role to this user.

With this setup can you give this limited user login to your center opener and closer. This way if there is any issue with the timeclock and someone needs to reboot the computer and relaunch the OnCare timeclock, the designated staff can do it without having to wait for the director.

## 9. Recommended Device

You can use regular PC, laptop or tablet as the sign in out device, as long as the device is connected to the Internet.

You can get iOS or Android tablets.



You can search online for the suitable **KIOSK STAND** to secure the tablet.