



Parents (Authorized Persons) Sign In/Out

User Guide

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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 1095

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		Edit
2	Jim Bailey	Parent 2	1003	Active		Edit

Automatically added by the system

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 [Print](#) **View** Active

No	Name	Relationship	ID Code	Status	Not Authorized	Action
1	Abigail Brown	Parent 2	1277	Active		Edit
2	Gordan Piper	Neighbor	1015	Active		Edit
3	Jeffrey Brown	Parent 1	1274	Active		Edit
4	Mary Brown	Grandma	1014	Active		Edit
5	Nancy Smith	Nanny	1011	Active		Edit

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.

The screenshot shows a web form titled '>> Add / Edit Authorized Person Details'. At the top left is a '<< Back' link. The form contains the following fields: 'Family Account Key' (BAILEY), 'Parent #1 Name' (Anna Bailey), 'First Name' (Anna), 'Middle Name' (empty), 'Last Name' (Bailey), 'Relationship' (Parent 1), and 'ID Code' (1002). The 'Status' dropdown menu is open, showing 'Active' (checked), 'Inactive' (highlighted with a red box), and 'Unknown'. A yellow callout box with the text 'Change status to inactive here' has an arrow pointing to the 'Inactive' option. Below the status dropdown is the text 'Not Authorized for these child(ren)'. At the bottom are 'Save' and 'Cancel' buttons.

4. Step-by-Step Implementation Guide

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

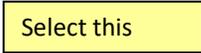
- a) Run ID Code by Authorized Person Report
- b) Notify each Authorized Person of their ID code (e.g. hand out on paper)
- c) The ID Code by Authorized Person Report needs to be readily available for the first few days of the electronic Sign In/Out launch (e.g. staff member at the sign in/out kiosk).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

- [ID Code by Authorized Person](#)** 
- [ID Code by Child](#)**

Attendance

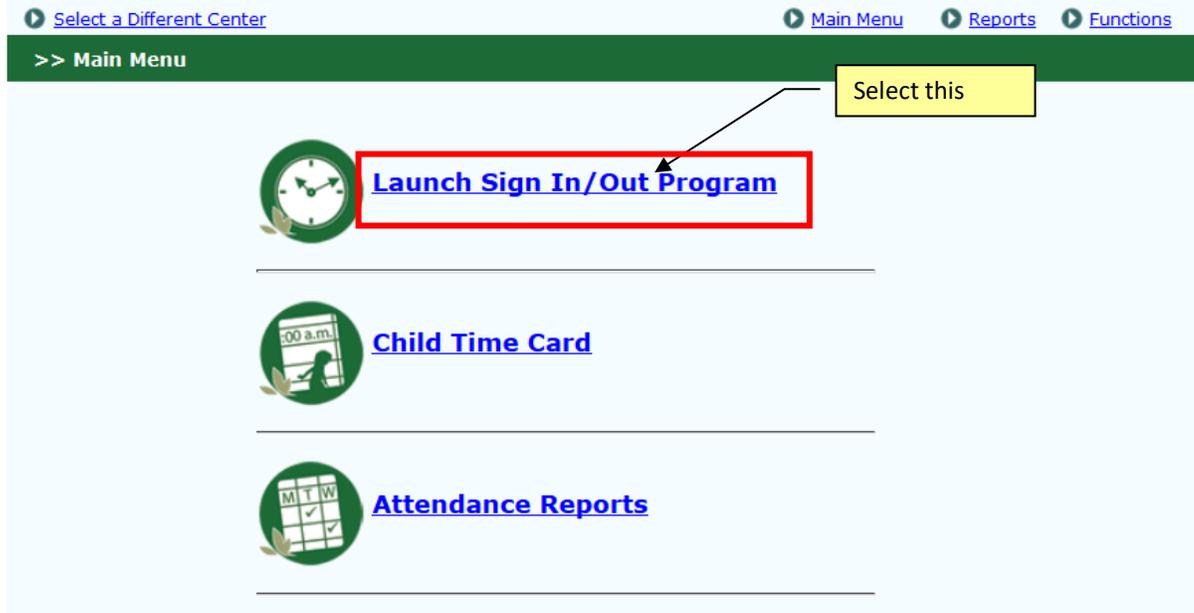
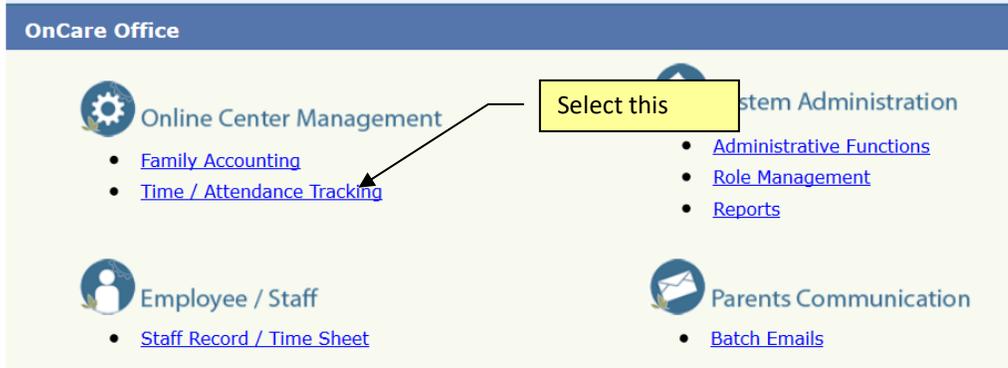
- [Children Currently Checked In](#)**
- [Children Sign In Report by Time and Date Range](#)**
- [Sign Out \(Late Pick-up\) Report](#)**
- [Failure to SignOut](#)**

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:



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

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.

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](#)



[Child Time Card](#)

Select this to view child time card



[Attendance Reports](#)

View timecard of a specific child

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

>> 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
Classroom Name Room 1

Select Dates
From **To**

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	Edit Delete
2	Tue	10/09/2018	08:19 am	05:09 pm	8.83	8.83	Edit Delete
3	Wed	10/10/2018	09:02 am	04:56 pm	7.90	7.90	Edit Delete
4	Thu	10/11/2018	08:29 am	05:51 pm	9.37	9.37	Edit Delete
5	Fri	10/12/2018	08:14 am	05:29 pm	9.25	9.25	Edit Delete
Total Hrs						43.85	

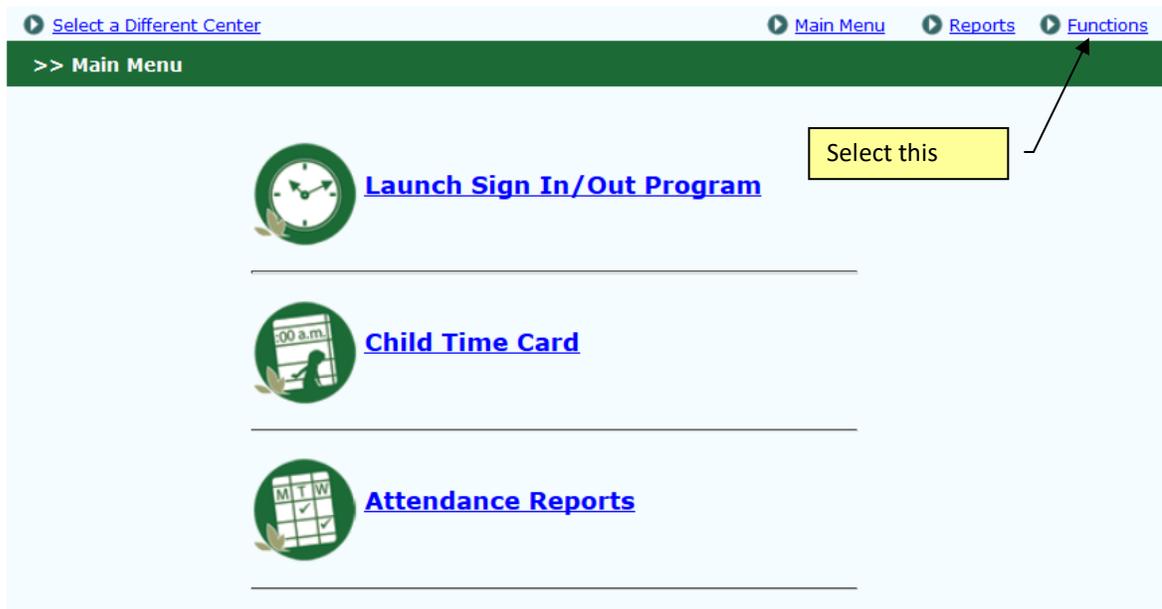
Add / Edit Time Card Item

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

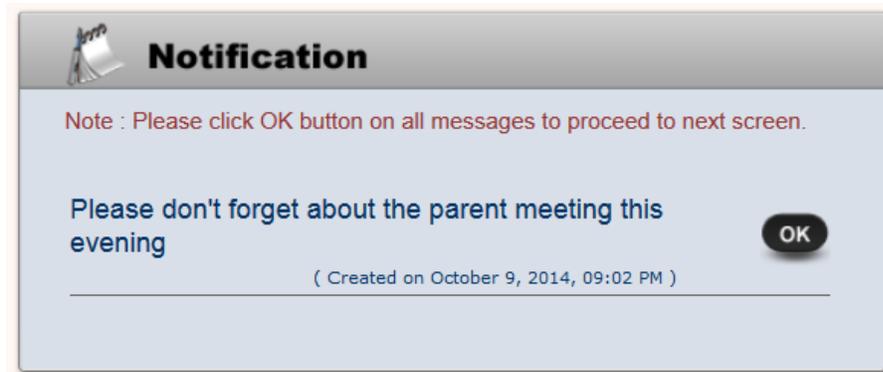
Enter the Time Out for the child and click "Update"

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.