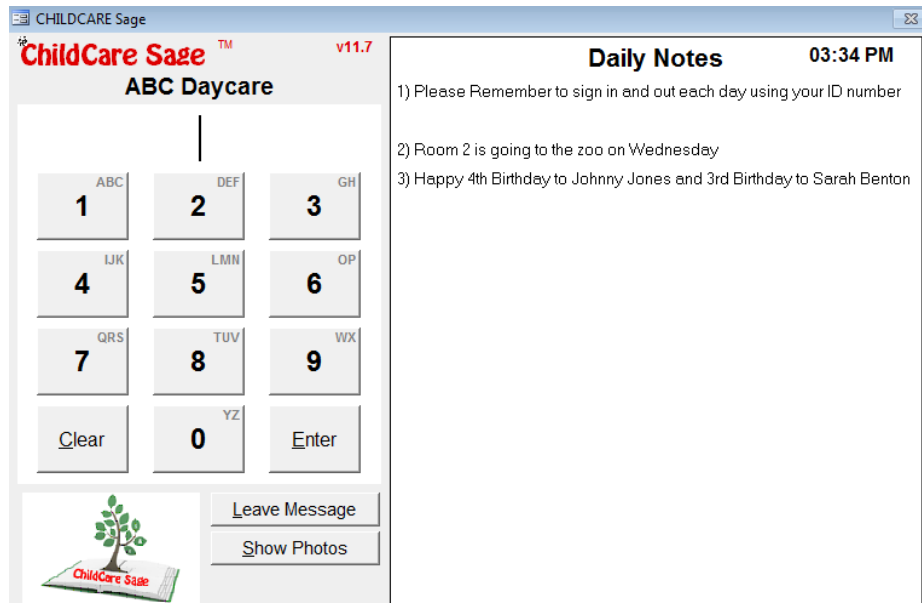




# Childcare Sage Timeclock Manual (Childcare and Preschool Management System) Version 11.7



## **Introduction:**

The Childcare Sage package includes a separate Timeclock program that lets children, staff, parents, and pickup persons sign in and out by using id numbers that you assign to them or by using their fingerprints (fingerprint functionality is optional.) The Childcare Sage and the Timeclock program communicate via the Timeclock Loader screen opened from the main menu of the Childcare Sage.

The Timeclock program can either be setup on the same computer as the Childcare Sage or on a separate computer that is/isn't networked to the main Childcare Sage computer. (Using a separate computer for the timeclock program ensures that no one has access to your Childcare Sage data.) If you setup the Timeclock on a separate non-networked computer, we also include a TimeclockLink program, copied to a USB flash drive, that allows communication between the main Childcare Sage and the Timeclock.

Our timeclock can be used with a touchscreen monitor, and even includes a built in pop up keyboard so parents can leave messages for the center using the touchscreen monitor.

For security purposes, child, parent, and pickup person photos can be displayed when a child is signed-out, and the system can record who dropped off and who picked up the child. The timeclock program also incorporates a notes area where up to 18 general notes can be displayed, and a two way private notes system in which the center can leave notes for specific children and staff, and the parents, pickup persons, and staff can leave notes for the center.

The timeclock program also includes numerous timesheet functions including the ability to add, edit, or delete timesheets, and view and print lists of contacts and their timelogs. There are built in batch functions that can sign selected groups of children/staff in and out (bus run functionality), midnight cycle all children/staff currently signed in (sign children/staff out at 11:59pm and sign them back in at 12:00am), and leave messages for groups of children/staff.

The Timeclock Loader in the Childcare Sage can fill in meal counts corresponding to the hours that the child was at the center for each day and the times when meals are served at the center. (You can even setup different meal times for different classes.)

We highly recommend that all centers using our software take advantage of the security and time savings offered by the Timeclock Program, and further enhanced by our optional Fingerprint scanning solution, which offers faster, more accurate, and more secure signing in and out than entering id's.

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## Setting up the Timeclock:

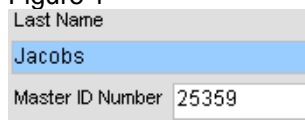
The Timeclock program is installed separately from the main Childcare Sage because most centers set up a separate timeclock computer. (Some small home-based centers use 1 computer for the main program and the timeclock.)

The timeclock works by having the user enter a unique ID to clock in or out. All of the id's must be numeric and have from 1-5 digits. Before using the timeclock program, you should first enter all of the children and staff that will use the timeclock into the Childcare Sage, and assign all of them an ID number (figure 1.) Staff members are assigned 1 master ID number; Children can have from 1 to 7 id numbers (1 master (required), 2 parent, and 4 additional pickup persons) based on whether you want to track who dropped off and who picked up the child.

In terms of which numbers to assign, we usually suggest the following:

- 1) Master ID Number for child: last 4 of their social security number
- 2) ID number for father: last 4 of child's social security and 1 at the end (5 digits)
- 3) ID number for mother: last 4 of child's social security and 2 at the end (5 digits)
- 4) ID number for first pickup person: last 4 of child's social security and 3 at the end (5 digits)
- 5) Etc.

Figure 1



Last Name	Jacobs
Master ID Number	25359

Once you have entered the children and staff and assigned them ID numbers, you can run the Timeclock Loader from the Main Menu of the childcare sage to load children and staff into the timeclock program.

In this manual, the computer that has the Childcare Sage installed on it is called the main computer, and the computer that has the Timeclock program installed on it is called the timeclock computer. If you will be using 1 computer for both the Childcare Sage and the Timeclock program, please skip to the section titled **Using the Timeclock Loader Program**.

If the main and timeclock computers will be networked together, please follow the instructions in the **Installation onto a separate networked computer** section. If the computers will not be networked, please follow the instructions in the **Installation onto a separate non-networked computer** section.

If possible, we always recommend that you use a networked timeclock computer. By networking the computers together, you can open and edit the timeclock program from the main computer, and you are saving yourself 4 steps each time that you want to load the contacts or transfer the timesheet records back into the main Childcare Sage.

At some centers the main and timeclock computers are located far apart, are in different buildings, or for whatever reason cannot have a network set up between them. These centers use our TimeclockLink program from a USB flash drive to load contacts into the timeclock and transfer timesheets into the main childcare sage. Timesheets are usually transferred weekly.

Once the timeclock is set up, the best way to use it is with fingerprint scanning. Fingerprint scanning is better than using an id number because:

- 1) children can sign themselves in and out with their finger,
- 2) no one has to remember id numbers,
- 3) fingerprint scanning takes about 1 second,
- 4) staff cannot sign each other in and out saving the center money from the buddy signing in and out problem, and
- 5) security is improved because you can not copy a fingerprint.

If you do not want to use fingerprint scanning, we recommend that you purchase and use a USB keypad (which is the number pad of the keyboard and sells for about \$15) for the timeclock computer. This makes it simpler to sign in/out, it takes up less space in front of the monitor, and users are limited to only entering ID numbers. The only drawback to the USB keypad is that users cannot leave messages for the center with it.

The filename for the timeclock program is timesheets.mdb

## Installation onto a Separate Networked Computer

ChildCare Sage Support includes helping you setup the ChildCare Sage Timeclock on your existing network as long as you have a high-speed internet connection at each computer that you want to use the ChildCare Sage Timeclock. Please keep in mind that we can not help you set up a network at your center, and that all of the computers that you want to run the ChildCare Sage Timeclock on must be able to see each other. The step by step guide below assumes you have some knowledge about windows networks.

To check if the computers can see each other for:

Windows XP: click the Start button in Windows (bottom left), then My Network Places (left side), then View Workgroup Computers (left side)

Windows Vista/7: click the Start button in Windows (bottom left), then Computer (right side), then Network (left side)

### Network hardware recommendations:

**\*\*\*WARNING\*\*\*** Wireless networks greatly increase the chance of database corruption and subsequent data loss. We always recommend a wired network. Wired networks are faster, much more reliable, and cheaper than wireless networks. If you have to use a wireless network, try to limit the time that it transfers data (do not open the timeclock program from the main computer.) Network speed is not a factor.

### Initial Steps:

- 1) Make sure that Microsoft Access 2002/XP or newer is installed on the timeclock computer.
- 2) Run Install ChildCare Sage Timeclock on the timeclock computer (downloaded or run from the Install ChildCare Sage Program choice on the ChildCare Sage CD-Rom menu.)
- 3) Run Setup Networked Timeclock Computer on the main childcare sage computer (downloaded or run from the Install ChildCare Sage Program choice on the ChildCare Sage CD-Rom menu.)
- 4) Make sure that both computers are networked (connected wired/wirelessly to a router)

### To install the timeclock program onto a network, please follow these step by step directions:

- 1) put both computers onto the same Home or Work workgroup name

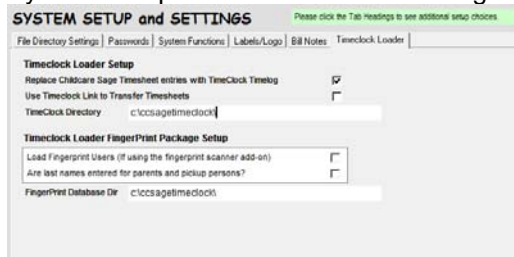
#### On the Timeclock Computer

- 2) share the c:\ccsagetimeclock\ folder (ccsagetimeclock folder on the c drive of the computer) with the network
- 3) if the timeclock computer has Windows 7, change the sharing permissions to:
  - a. let all network users change files for the folder in step 2
  - b. turn off password access protection

#### On the main ChildCare Sage Computer

- 4) map a drive (select drive z) that points to the ccsagetimeclock folder on the timeclock computer
- 5) set the timeclock dir in the ChildCare Sage to point to the mapped drive
  - a. open the System Setup screen from the Setup Menu of the ChildCare Sage
  - b. click on the Timeclock Loader tab and change the Timeclock Directory to: z:\ (figure 2)
- 6) load contacts into the timeclock program by:
  - a. open the Timesheet Loader from the main menu of the ChildCare Sage
  - b. click Load Contacts at the top left
- 7) Open the ChildCare Sage Timeclock and select the mapped drive (from 4 above) when prompted

#### System Setup: Timeclock Loader tab Figure 2:



If you are unsure how to proceed, please call or email us.

Please skip to the section titled **Using the Timeclock Loader Program.**

Childcare Sage TimeClock Manual by B & I Computer Consultants, Inc. (www.childcaresage.com)

## Installation onto a separate Non-Networked Computer

If the main and timeclock computers are not networked together, you should use our TimeclockLink program that comes with the Childcare Sage (figure 3). The TimeclockLink program is usually run from a USB 2.0 flash drive. After you have followed the installation steps, please see the **Using The Timeclock Link Program** section.

### Initial Steps:

- 1) Make sure that Microsoft Access 2002/XP or newer is installed on the timeclock computer.
- 2) Run Install Childcare Sage Timeclock on the timeclock computer (downloaded or run from the Childcare Sage CD-Rom.)

You are now ready to move a file:

This set of steps is done on the Timeclock computer.

- a. plug in a USB drive (note the drive letter at the top of the pop-up menu; F:/G:/etc, then close the menu)
- b. click the Start button in Windows, then click Computer from the right side of the start menu
- c. double-click on C: or Local Disk C:
- d. if you don't see any icons for files and folders click on Show Files on the left side of the screen
- e. double click on the ccsagetimeclock folder
- f. **right click** on the timeclocklink file (it will have a purple key icon)
- g. click Send To, then click your USB flash drive
- h. click the timeclocklink file to highlight it and press Delete

This set of steps is done on the main computer.

- a. plug in the USB drive (note the drive letter at the top of the pop-up menu; F:/G:/etc, then close the menu)
- b. open the Setup Menu from the main menu of the Childcare Sage
- c. click System Setup at the top left of the Setup Menu, then click the Timeclock Loader tab (figure 2a)
- d. check Use Timeclock Link to Transfer Timesheets.
- e. set the timesheet directory to the drive letter from a. above: f:\ (if the usb drive is drive f)

Please skip to the section titled **Using the Timeclock Loader Program**.

System Setup: Timeclock Loader tab

Figure 2a:

The screenshot shows the 'SYSTEM SETUP and SETTINGS' window with the 'Timeclock Loader' tab selected. The window has a title bar with 'SYSTEM SETUP and SETTINGS' and a subtitle 'Please click the Tab Headings to see additional setup choices.' The 'Timeclock Loader' tab is active, showing the following settings:

Timeclock Loader Setup	
Replace Childcare Sage Timesheet entries with TimeClock TimeLog	<input checked="" type="checkbox"/>
Use Timeclock Link to Transfer Timesheets	<input type="checkbox"/>
TimeClock Directory	c:\ccsagetimeclock\

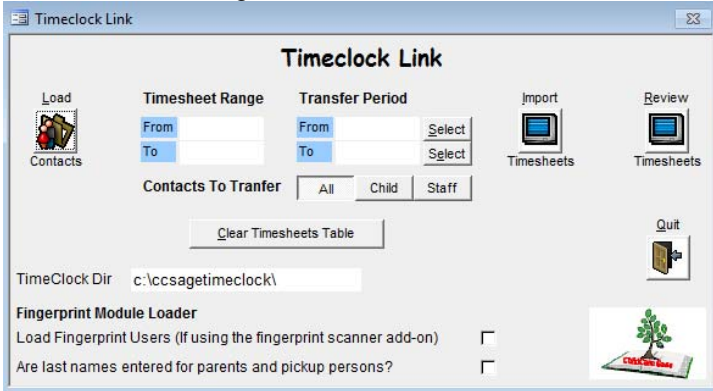
  

Timeclock Loader FingerPrint Package Setup	
Load Fingerprint Users (if using the fingerprint scanner add-on)	<input type="checkbox"/>
Are last names entered for parents and pickup persons?	<input type="checkbox"/>
FingerPrint Database Dir	c:\ccsagetimeclock\

Please go to the next section titled **Using the Timeclock Link Program**.

## Using the Timeclock Link program

**Timeclock Link:** Figure 3



The Timeclock Link is a middle man program that simulates a network connection. If your main and timeclock computers are networked together, contact information (names/id numbers) and timesheet information flows from one program to the other over the network. When using the Timeclock Link, contact information goes from the childcare sage into the timeclock link and then from the timeclock link into the timeclock program. Timesheet information goes from the timeclock program into the timeclock link, and then from the timeclock link into the childcare sage.

### To Load Contacts into the TimeclockLink:

This set of steps is done on the main Childcare Sage computer.

- a. plug in the USB drive
- b. click Timeclock Loader (figure 5) from the main menu of the Childcare Sage (if a message pops up that the timesheets cannot be found, make sure you typed the correct drive letter into Timeclock Dir when you followed the steps in [Installation onto a separate Non-Networked Computer](#))
- c. click Load Contacts at the top left
- d. click Close when the contacts are loaded.

### To Load Contacts from the TimeclockLink into the Timeclock program:

This set of steps is done on the Timeclock computer.

- a. plug in the USB drive
- b. select View Files from the Autoplay menu that appears
- c. double click on the timeclocklink file (it will have a purple key icon)
- d. click Load Contacts at the top left of the screen
- e. click Quit
- f. close the File box
- g. unplug USB drive

### To Transfer Timesheets from the timeclock computer into the TimeclockLink:

This set of steps is done on the Timeclock computer.

- a. plug in the USB drive
- b. select View Files from the Autoplay menu that appears
- c. double click on the timeclocklink file (it will have a purple key icon)
- d. click Import Timesheets If a message pops up that the timesheets cannot be found, make sure you typed the correct path into Timeclock Dir.
- e. click Quit
- f. close the File box
- g. unplug USB drive

### To Transfer Timesheets from the TimeclockLink into the main Childcare Sage:

This set of steps is done on the main Childcare Sage computer.

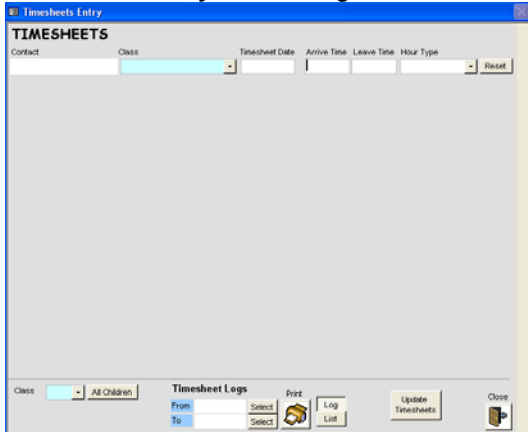
- a. plug in the USB drive
- b. click Timeclock Loader (figure 5) from the main menu of the Childcare Sage (if a message pops up that the timesheets cannot be found, make sure you typed the correct drive letter into Timeclock Dir when you followed the steps in [Installation onto a separate Non-Networked Computer](#))
- c. click Transfer Timesheets at the top right

If a message pops up that timesheets without an arrive/leave time were found, do the following:

- d. click Close at the bottom of the Attendance and Meal Loader screen
- e. minimize the Childcare Sage program
- f. click the Start button in Windows, then click Computer from the right side of the start menu
- g. double-click on the USB drive

- h. double click on the timeclocklink file (it will have a purple key icon)
- i. select Edit Imported Timesheets at the top of the screen
- j. on the Timesheets Entry screen (figure 4) look through the timesheets and make sure that all timesheets have an arrive and leave time, if you see incomplete timesheets, either fill in the missing time, or click Reset to the right of that timesheet row to delete that timesheet
- k. click Update Timesheets at the bottom
- l. click Close at the bottom
- m. click Quit to close the Timeclock Link
- n. go back to step c. above

**Timesheet Entry/Editor: Figure 4**



This screen is used to edit timesheets imported into the Timeclock Link. Timesheets can be changed or deleted on this screen. You can also print timesheet logs from this screen.

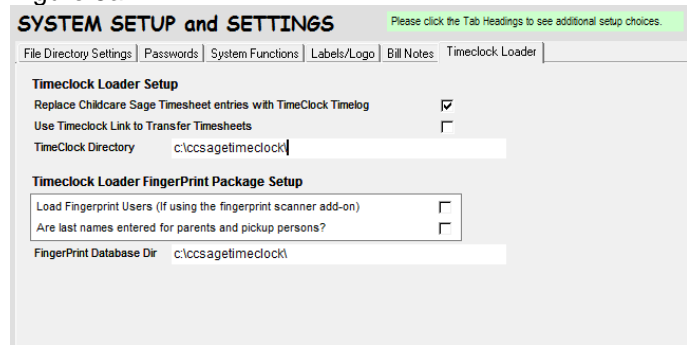
Update Timesheets: save changes made to timesheets. Timesheets without an arrive and leave time are deleted.

## Using the Timeclock Loader program

Timeclock Loader  
Figure 5:



System Setup: Timeclock Loader tab  
Figure 5a:



The Timeclock Loader screen is the interface between the Childcare Sage and the Timeclock program. It loads children and staff from the Childcare Sage into the timeclock and then transfers timesheets for the selected contacts and date range from the timeclock back into the Childcare Sage. If you have a separate non-networked timeclock computer, the Timeclock Loader uses the Timeclock Link as a middle-man program, by transferring information to and from the link to let the computers talk to each other.

### Setting Up the Timeclock Loader (Figure 5a)

Replace Childcare Sage Timesheet entries with TimeClock TimeLog: selects whether you want the timeclock hours to replace manually entered hours for the same day in the Childcare Sage. This prevents double billing of hours.

Use Timeclock Link to Transfer Timesheets: transfer data to and from the timeclock link

TimeClock Dir: the path to the folder or drive with the timesheets.mdb or timeclocklink.mdb file. If the timesheets.mdb file is:

- on the main computer, the default path is c:\ccsagetimeclock\ ,
- on a separate, networked computer, the path is the mapped drive to the timeclock computer.
- on a separate, non-networked computer, the path is to the timeclocklink file on a USB drive, (f:\ , etc)

If you are using the Childcare Sage Fingerprint Add-on, you also have the following options:

Load Fingerprint Users: load children, parents, pickup people, and staff into the Childcare Sage Fingerprint database

Are last names entered for parents and pickup persons: did you enter last names for the parents and pickup people?

FingerPrint Database Dir: the path to the folder or drive with the ccsagefp.mdb file. If the ccsagefp.mdb file is:

- on the main computer, the default path is c:\ccsagetimeclock\ ,
- on a separate, networked computer, the path is the mapped drive to the timeclock computer.
- on a separate, non-networked computer, the path is to the timeclocklink file on a USB drive, (f:\ , etc)

### Using the Timeclock Loader (Figure 5)

Load Contacts: loads all children and staff into the TimeClock program. You can click Load Contacts each time you enter new users (children, parents, pickup persons, staff) into the childcare sage. Timesheet records are not affected when you Load Contacts.

Once there are timesheets in the timeclock program, you can use the loader to transfer the timesheets back to the Childcare Sage. Most centers transfer timesheets once a week, after everyone has signed out.

If you want the Loader to automatically fill in meal counts for the hours that each child is at the center:

- make sure that meal times are filled in on the Categories/Foods tab of the Choices Screen (opened from Screen Choices in the Setup Menu)
- make sure that the Track Meals checkbox is checked in the Center tab on the Contact Information screen for all of the children you want to track meals for

**Timesheet Range:** shows the timesheet date range in the timesheet program for the selected Contacts To Transfer.

**Transfer Period:** selects which dates will be transferred into the Childcare Sage.

Transfer Timesheets: transfer the timesheets for the Contacts To Transfer for the transfer period selected.

**Keep in mind that the transfer process will not work until all timesheet entries for the contacts and date range that you want to transfer have a start and end time.**

## Using the Timeclock program

Timeclock Screen: Figure 6

ChildCare Sage v11.7  
ABC Daycare

12345

1 ABC 2 DEF 3 GH  
4 IJK 5 LMN 6 OP  
7 QRS 8 TUV 9 WX  
Clear 0 YZ Enter

Leave Message  
Show Photos

Daily Notes 03:37 PM

1) Please Remember to sign in and out each day using your ID number  
2) Room 2 is going to the zoo on Wednesday  
3) Happy 4th Birthday to Johnny Jones and 3rd Birthday to Sarah Benton

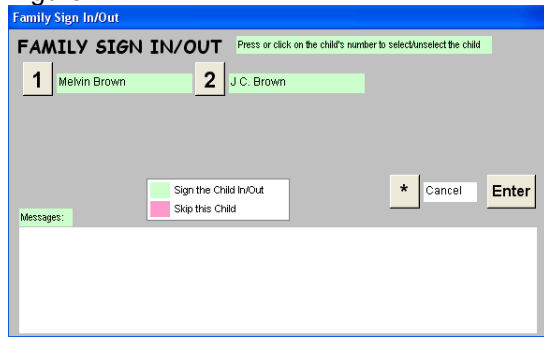
This is the keypad screen in the timeclock program. Each child and staff member should have a unique 1-5 digit ID assigned to them. For children, you can also assign unique id numbers for each parent and for up to 4 additional pickup persons. If you have siblings at the center, you should assign each child a unique master id number, enter the parent's and pickup person's name and information on each sibling's screen, but assign id's to the **parents and pickup persons on only 1** of the sibling's screens. (ex: John and Sam are siblings. After you link them via the sibling link and enter parent and pickup person information into both of their records, you should only enter parent and pickup person id numbers into John's screen.)

The id code must be entered to sign in/out, and the id code must be entered to view photos or leave messages. For fingerprint scanning, simply have the user place their finger (the one they used to register) onto the fingerprint scanner to sign in/out. Codes can be entered by clicking the number buttons with a mouse, using a touchscreen monitor, or by entering the number on the keyboard or keypad. A mouse is not needed to use this screen. You should be consistent in entering the id numbers and commands. If you use the keypad to enter the id number, you should also use the keypad to clear the id, show child photos, or leave a message. If you use the mouse to enter the id, you should also use the mouse to click the desired command.

If you don't want to use a mouse, enter the ID on the keypad, then press enter.

If the child has siblings that also attend the center (and the siblings are linked in the Childcare Sage), the Family Sign In/Out screen (figure 7) will appear after any of the sibling ID numbers are entered. The sibling whose ID was entered will always appear in the #1 slot. You can select and unselect any of the siblings by pressing or clicking on their slot number. Once you have finished making the selections, press or click Enter.

Figure 7



You can view child and pickup person photos (figure 8) for any child by entering that child's id and then clicking **Show Child Photos**. In addition, the child and pickup person's photos can automatically appear when a child is signed-out (figure 9,) if you check the [Show Photos](#) checkbox on the Timeclock program's Setup screen.

Figure 8: Show Child Photos

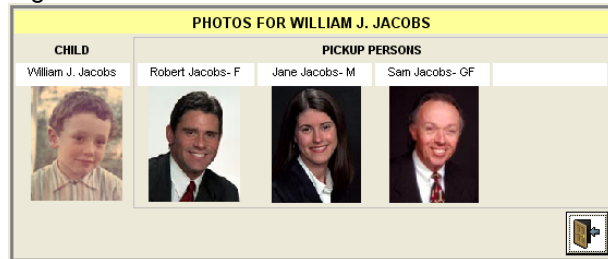
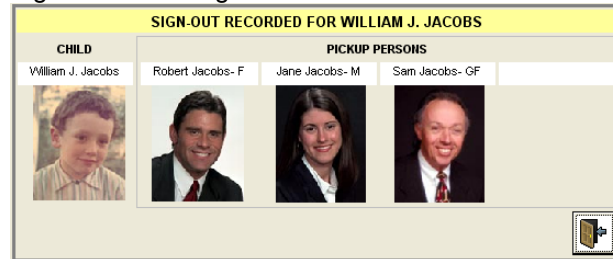


Figure 9: Child Signed Out



A parent or staff member can leave a message for the center staff by entering the child or staff id and then clicking [Leave Message](#) (figure 10.)

Figure 10

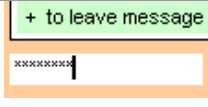


Additional Timeclock program screens can be opened by clicking on the Childcare Sage logo (below) at the bottom left of the timeclock keypad screen and entering the appropriate password in the entry box that replaces the Childcare Sage logo.

There is also a master Password. If you can't remember your edit timesheet password, please email us.



**Timeclock Passwords:**

	<b>Default Passwords</b> (Passwords can be changed on the Setup Screen)	<u>Screen Opened</u>	<u>Screen Functions</u>
	open	edit timesheet entries	Edit timesheets, open Setup/Batch Screens
	child	edit child timesheets	Edit timesheets
	batch	open batch functions	Batch sign in/out, midnight cycle
	notes	edit daily notes	
	messages	edit contact messages	Leave messages to specific children/staff
	staff	view messages to staff	

The batch functions screen can be opened by entering the batch password on the keypad screen or from the Edit Timesheet screen. If the batch functions screen is opened by password from the keypad screen, clicking Close on the Find Contacts or Batch Functions screens will open the keypad screen. However, if the batch functions screen is opened from the edit timesheet screen, clicking Close on the Find Contacts or Batch Functions screen will open the Edit Timesheet

screen. This function was added to the timeclock so that any staff member can batch sign in/out groups of children without having access to the main timesheet edit screen.

To close the timeclock program, click the x at the top right of the screen or click in the Childcare Sage Title box:

### Edit Timesheets Screen: Figure 11



To view the timesheet entries for a child or staff member, click a contact on the left side of the screen. You can edit any of the timesheet entries by typing directly into the Date, Start, End, or drop off/pick up boxes in the middle of the screen. To add new entries, click Add or enter a new date. When editing timesheet entries, you can see the schedule for the current child/staff member on the right side of the screen. The total of the timesheet hours for the current contact is shown in the Contact Hours box above the Cleanup Timesheets button.

**Add:** add a new timesheet entry for the current child/staff

**Delete:** delete the current timesheet entry

**Show All/Sign-In Without Sign-Out/Scheduled Without Sign-In:** you can choose whether you want to see:

1) **Show All-** a list of all of the children/staff

2) **Sign-In Without Sign-Out-** just those who signed-in but never signed-out.

The list will default to display all children/staff who signed in but didn't sign out regardless of date. You can enter a specific date to check for sign-in without sign-out by clicking one of the calendar days in the top right of the screen. To go back to a non-specific date, clear the date in the yellow date box at the top of the calendar.

3) **Scheduled Without Sign-In-** those scheduled to attend who never signed in.

The list will default to display all children/staff who are scheduled to attend at the current date and time, but didn't sign in. You can enter a specific date and time to check for scheduled attendance without a sign-in by clicking one of the calendar days in the top right of the screen and entering a time in the box below the calendar. To check for the current date and time, clear the date in the yellow date box at the top of the calendar and the time box below the calendar.

The contacts that appear can be further filtered with the selectors at the bottom of the contact list (bottom left of the screen). You can view contacts for a specific class by selecting the class from the drop down class list, or you can view only children or staff by clicking the desired button (figures 11a, 11b.)

Figure 11a



Figure 11b



**Print List:** Prints out the list selected.

Keep in mind that a timesheet entry must have a start and end time before the entry can be transferred to the Childcare Sage.

**Cleanup Timesheets:** removes blank timesheet entries from the timesheet records. You should always click this button before you transfer the timesheets to the Childcare Sage.

You can enter a daily comment for each day that will appear on the child's or staff bill. To enter a daily comment, click on the date in a timesheet entry row (row that has the date, start time and end time.) The daily comment box will then appear for that date at the bottom of the timesheet entry box. If you would like to enter a daily comment for a particular day without entering the times for that day, do the following:

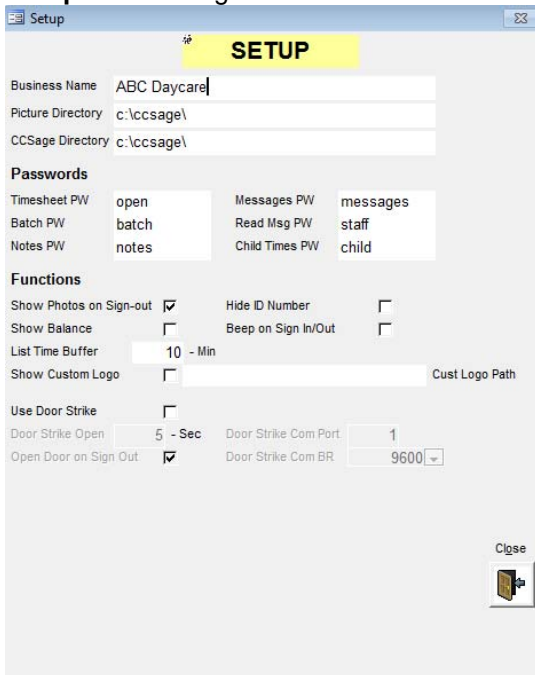
- 1) Enter the date for the comment in the date column
- 2) Click in the start time entry box, then click in the date box from 1)
- 3) Enter the comment in the daily comment box at the bottom of the timesheet section
- 4) Before you transfer the timesheets, click Cleanup Timesheet

**Search:** opens the Find Contact screen

**List/Batch:** opens the Contact List/Batch Functions screen

**Setup:** opens the Setup screen

**Setup Screen: Figure 12**



The setup screen lets you customize the timeclock program.

The Door Strike functions at the bottom of the screen let the timeclock control an electric door. Please see the Childcare Sage Doorstrike manual for directions.

**Business Name:** Name of center that appear at the top left of the keypad screen

**Picture Directory:** If you are using a separate timeclock computer and want to show child and pickup person photos; create a folder on the timeclock computer to store the child and pickup person photos and copy all child and pickup person photos from the main computer to the photo directory on the timeclock computer. Enter the path to that folder here.

**CCSage Directory:** points to the Childcare Sage for account balance inquiries from the timeclock. If you want timeclock users to lookup account balances, you should put a copy of the childcare sage onto the timeclock computer, point the timeclock to that copy, and refresh that copy frequently.

**Passwords:** You can setup different passwords to open the edit timesheets, edit notes, and edit messages screens from the keypad screen.

**Functions:**

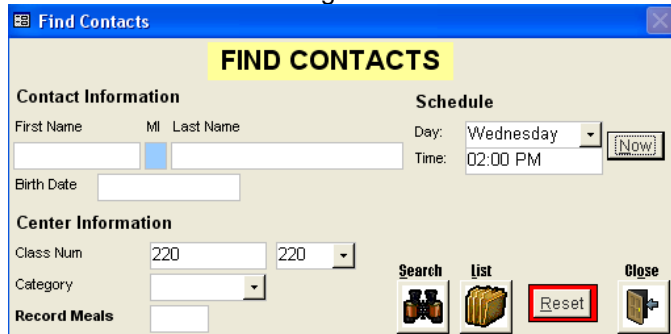
**Show Photos on Sign-Out:** Controls if photos of the child, parents, and pickup persons are displayed when a child is signed out.

**Hide ID Number:** Selects whether to show the id number as it's entered, or show \* instead of the numbers

**List Time Buffer:** Controls the buffer for the Scheduled without sign-in button on the edit timesheets screen. For example, if you want to see who was scheduled to come in at 9:00am but never signed-in, you can set the buffer to 5 minutes so that the system looks for sign-in's between 8:55am and 9:05am.

**Show Custom Logo:** Select whether the B & I logo at the bottom left is replaced with the center's logo pointed to in Custom Logo Path.

**Find Contacts Screen: Figure 13**



You can search for contacts to use in batch functions via a combination of any of the white boxes on the find contacts screen. For example, you can look for children/staff in class 220 who are scheduled to be at the center on Wednesdays at 2:00pm. The system will search the database for contacts matching the description. If children/staff matching the criteria entered are found, the Contact List/Batch Functions screen will come up. Data can only be entered on the find contact screen in the white boxes. **Please refer to the search guide in the Childcare Sage for search rules.**

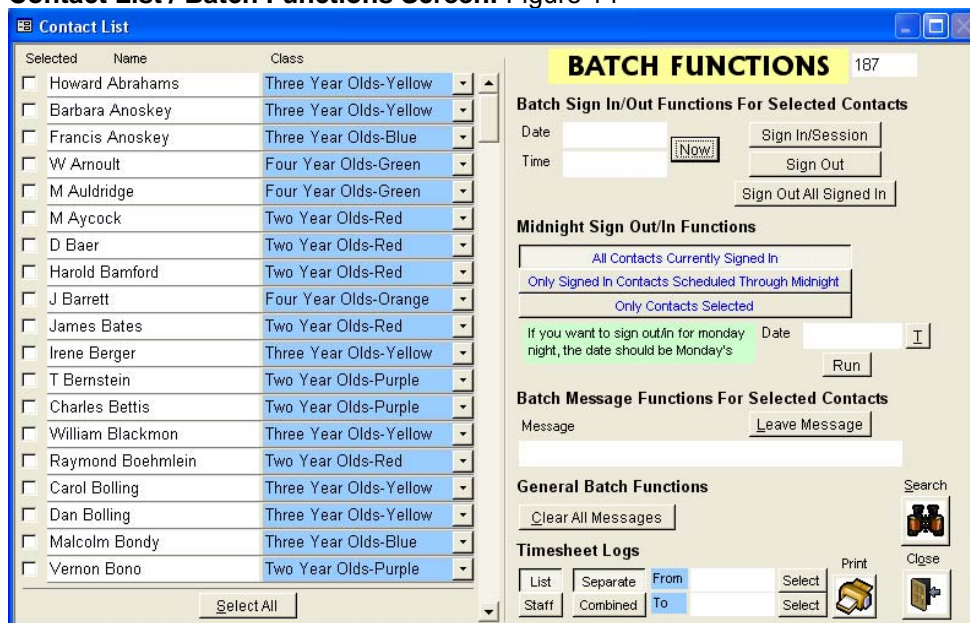
**Search:** creates a filter based on your criteria and applies that filter to the database. If contacts matching the criteria are found, the Contact List/Batch Functions screen will come up.

**List:** opens up the Contact List/Batch Functions screen without applying any filters.

**Reset:** clears all entries on the screen.

**Close:** goes back to the Edit Timesheets screen or the keypad screen (depends on where this screen was opened from)

**Contact List / Batch Functions Screen: Figure 14**



The Contact List/Batch Functions screen opens by either clicking the List button on the edit timesheets screen, or if the criteria entered in the Find Contacts screen finds contacts. The Timeclock program has a list function that allows you to individually select contacts to use in batch functions.

**Batch Sign In/Out Functions:** This function lets you sign in/out groups of children and/or staff in batch. All of the contacts selected on the left side of this screen (selected by checking the checkbox to the left of the desired contact, or clicking Select All at the bottom of the contact list,) can be signed in/out at the date and time specified. Because these contacts are signed in/out in batch, no drop off or pick up id's are recorded.

Now: Fill the date and time boxes with the current date and time

Sign In: Sign In all of the selected contacts at the date and time shown.

Sign Out: Sign Out all of the selected contacts at the date and time shown.

Sign Out All Signed In: Sign Out all contacts who are currently signed in for the date shown. The recorded sign out time is shown in the time box. (Only contacts signed in for the date in the date box will be signed out.)

**Midnight Sign Out/In Functions:** This function lets you sign groups of contacts out at 11:59pm and back in at 12:00am the next day. (Midnight cycle) This must be done for centers who have overnight hours because the childcare sage cannot calculate hours that cross different calendar days. You can also select which contacts will be midnight cycled.

a) **All Contacts Currently Signed In:** The system will midnight cycle all contacts who are currently signed in for the date entered

b) **All Signed In Contacts Scheduled Through Midnight:** The system will midnight cycle all contacts who are currently signed in for the date entered and who are scheduled to be at the center through midnight for the date selected

c) **Only Selected Contacts:** The system will midnight cycle all selected contacts (selected by checking the checkbox to the left of the desired contact, or clicking Select All at the bottom of the contact list)

Date: The date of the midnight cycle. (If you want to midnight cycle contacts on Tuesday at midnight, the date should be Tuesday's date.)

T: Fills the date box with the current date (or the previous date if the T box is clicked before 6am)

Run: Midnight cycles the chosen contacts for the date entered

### **Batch Message Functions**

Leave Message: Copies the entered message into all of the selected contacts (selected by checking the checkbox to the left of the desired contact, or clicking Select All at the bottom of the contact list)

### **General Batch Functions**

Clear All Messages: Clears the sign-in messages for all contacts.

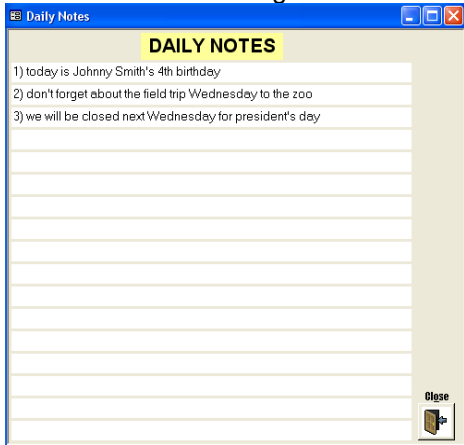
### **Timesheet Logs**

Print: You can print out timesheet logs that list all of the sign in/out actions for selected children/staff. The logs can be printed with each child/staff member on a separate page, or combined.

Search: opens the Find Contacts Screen

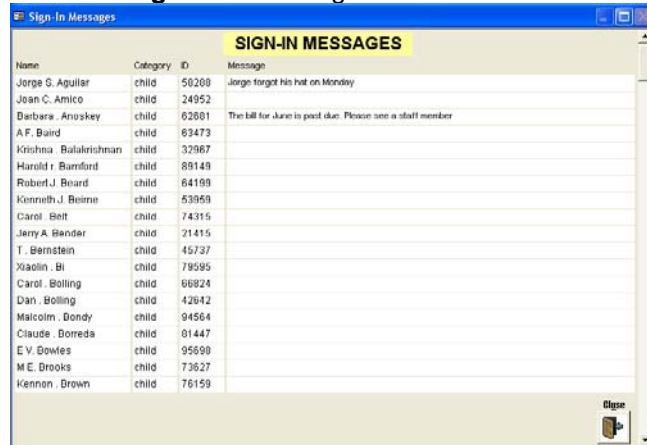
Close: goes back to the Edit Timesheets screen or the keypad screen (depends on where this screen was opened from)

**Edit Notes Screen: Figure 15**



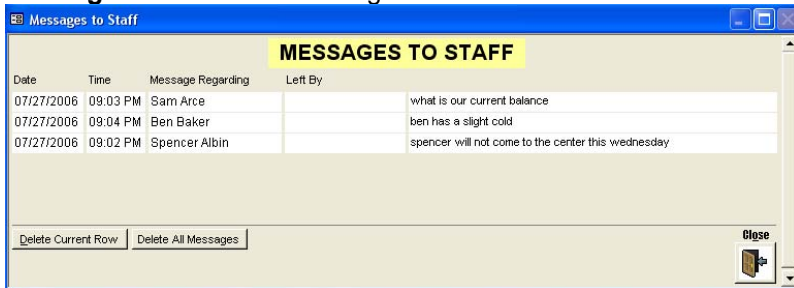
To add or change a note, simply type into the 18 rows.

**Edit Messages Screen: Figure 16**



To add or change a message, simply type into the message column. To delete a message, backspace or clear the message until it is gone.

**Messages to Staff Screen: Figure 17**



Messages to staff are date and time stamped. The child or staff member who's id was used is recorded, as well as the parent or pickup person who left the message if the id entered was not a master id.