Childcare Sage Central Loader Manual
(Childcare and Preschool Management System)
Version 9.1

B & I Computer Consultants, Inc. www.bandisoftware.com

Introduction:

The Childcare Sage Central Loader is designed to import data from individual center's Childcare Sage databases into a master Childcare Sage so that Administrators and Managers can run Childcare Sage reports or work with all contacts in an organization or company.

Preparing for the Central Loader:

Since the Central Loader copies data into a regular Childcare Sage database, you should install a retail copy of the Childcare Sage onto your central office computer.

The next thing you should do is to set up directories on your computer's c: drive that you will copy the corresponding center's Childcare Sage into. The best way to do this is to create New Folders on your c: drive and name the folders with the name of each center.

1) double click My Computer (figure 1)
2) double click Local Disk C: or drive C; (figure 2)
3) RIGHT Click in any white area of the screen then click New, then Folder (figure 3)
4) rename the folder to the corresponding center (figure 4)

For example, if you have 3 centers, Center A, Center B, and Center C, you would create 3 folders on your c: drive called centerA, centerB, and centerC. When you name the folders, don't use spaces.
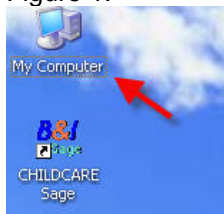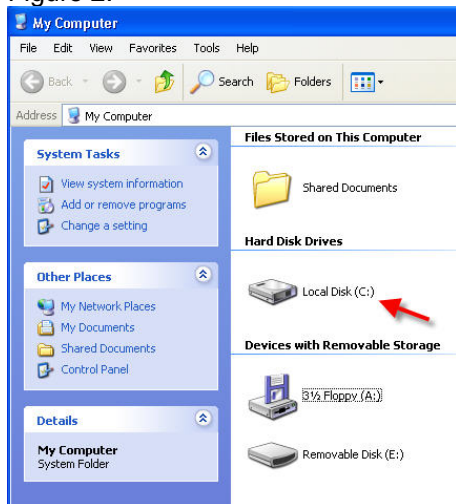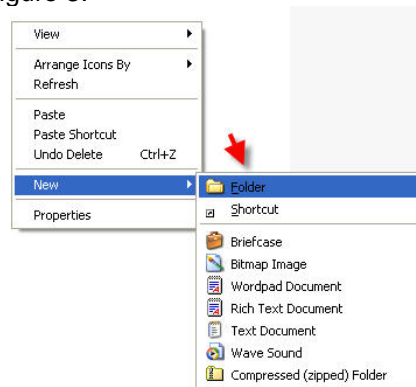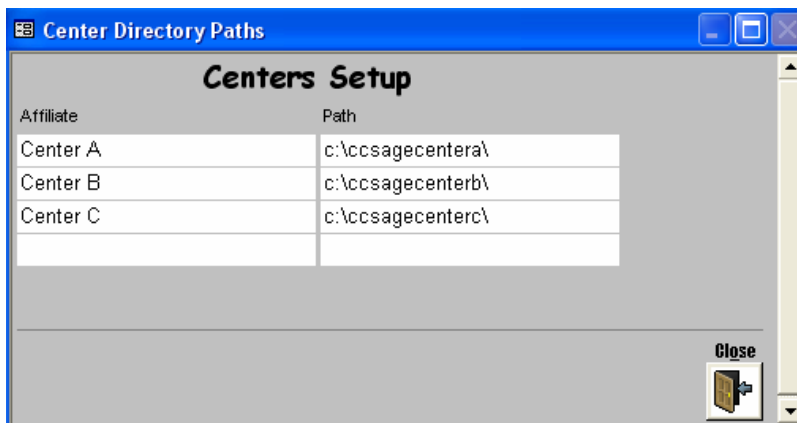
Figure 1:

Figure 2:

Figure 3:

Figure 4:

Setting up the Central Loader:

Once you have set up the center's folders, you need to set up the Central Loader. Open the Central Loader and click Setup.

On the Center Setup screen, enter the name of each center in the Affiliate column. This name will be put into the affiliate box in the center tab of the contact information screen for each child and staff member. Next enter the path to that center's folder on your c: drive. The path format is c:\ {folder name} \

Once you have extracted and saved the Childcare Sage databases for each center, open the central loader and click Load Setup into Central Childcare Sage. This will load all of the Childcare Sage setup information from the first center on the Centers Setup screen into the master Childcare Sage. After the setup information is loaded (a confirmation box saying

"Done With Central Setup Load" will appear), click Load into Central Childcare Sage. All of the information is transferred once the "Done With Central Load" box appears.

Having Centers Email You Their Database

Once a week or at any interval you select, each center should email you a compressed copy of their Childcare Sage database.

We always recommend that all emailed databases be compressed first, then attached to the email. Each center can compress their childcare sage database by:
1) double click My Computer (figure 5)
2) double click Local Disk C: or drive C; (figure 6)
3) double click the ccsage folder (figure 7)
4) RIGHT Click on the ccsage file (will have a purple key icon and will be the largest file in the folder),p ut the mouse pointer over the Send To option, then left click Compress (figure 8)

There will now be a ccsage file in the folder with a zipper or clamp icon, that is the one the center will email as an attachment to the central office (figure 9).
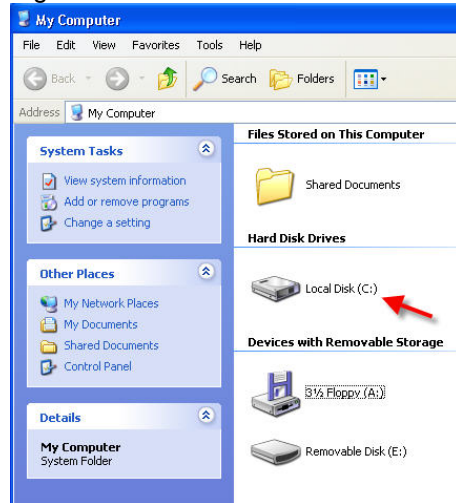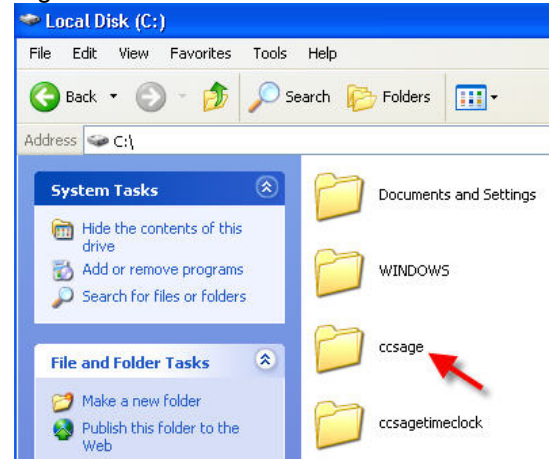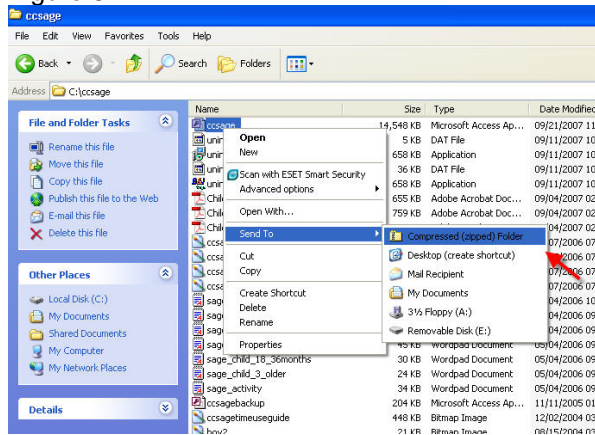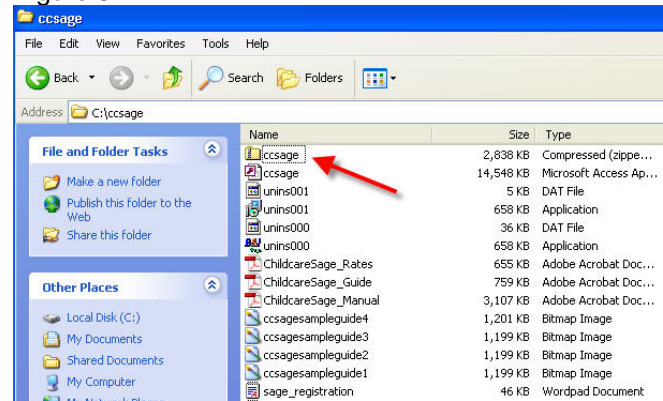
Figure 5:

Figure 6:

Figure 7:

Figure 8:

Figure 9:

Once the centers email you their databases, save the attached compressed file into that center's folder on the c: drive.

The next step is to extract the childcare sage database from the compressed file by:
1) double click My Computer (figure 1)
2) double click Local Disk C: or drive C; (figure 2)
3) double click the center's folder (figure 4)
4) RIGHT Click on the ccsage file (will have a zipper or clamp icon) and then click Extract All (figure 10)
5) Click Next, then remove the "ccsage\" from the end of the extract directory (figure 11, 12)

6) Click Next (figure 12)
7) If you are asked about overwriting an existing ccsage.mdb file, say Yes.

There will now be a new ccsage file in the folder with a purple key icon. Repeat these 7 steps for each center once they send you their childcare sage database email.
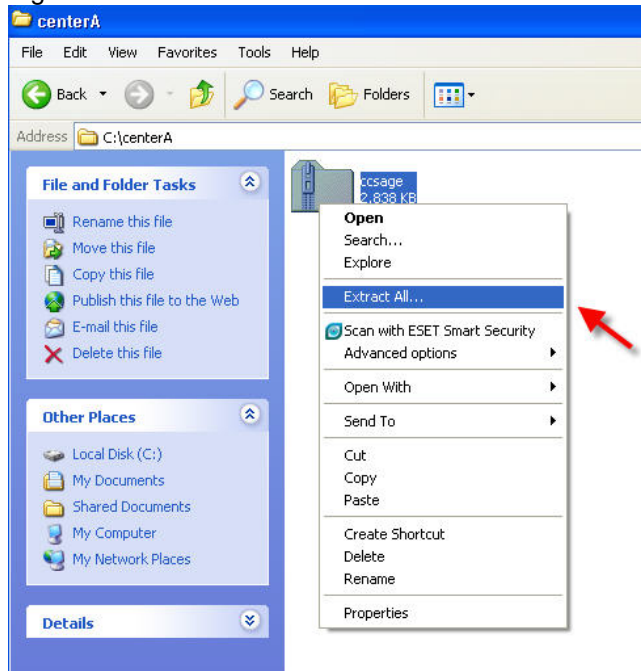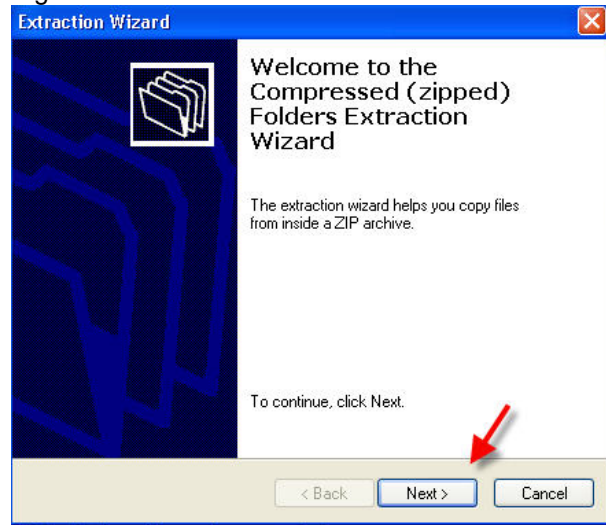
Figure 10:

Figure 11:

Figure 12: