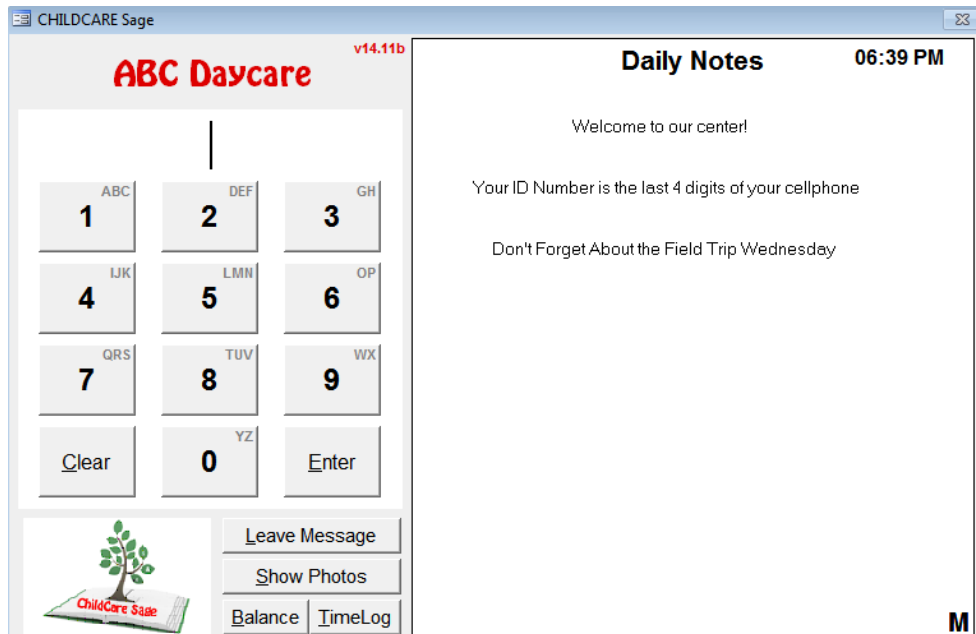# Childcare Sage Timeclock Manual
(Childcare and Preschool Management System)
Version 17.3

Introduction:
The Childcare Sage system includes a separate TimeClock program that lets children, parents, pickup persons, and staff sign in and out by using id numbers or by using their fingerprints (fingerprint functionality is optional.)

The Timeclock program is usually setup on a separate computer. The main childcare sage and timeclock programs communicate over your network, or through the Timeclock Link program on a USB flash drive. (The timeclock can be installed on the same computer as the main childcare sage, but we usually recommend a separate computer.)

For security purposes, child, parent, and pickup person photos can be displayed when a child is signed in and/or 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.

Meal counting is integrated into the timeclock, and the Childcare Sage can fill in child meal counts based on 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.)

Users can sign in and out by using a keyboard, a mouse, or a touch screen. Instead of a keyboard and mouse, you can also setup 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.

To speedup and simplify signing in and out, we also offer our BioPlugin Fingerprint package. The Bioplugin package has several advantages over using an id number including:
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 space for the timeclock computer is an issue, you can use a touchscreen monitor, or a Windows tablet with our timeclock. Please call us with any questions about setting up the timeclock.

The filename for the timeclock program is timesheets.mdb, and for the timeclock data is timesheets_be.mdb .
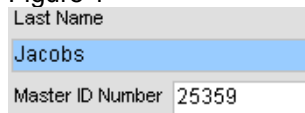
Table of Contents

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 number to clock children and staff in and out. All of the id numbers must be numeric and have from 1-5 digits. Before using the timeclock program, you should first enter all of the children, staff, parent, and pickup persons that will use the timeclock into the Childcare Sage, and assign all of them an ID number (figure 1.) To keep things simple, we suggest the following for selecting id numbers:
a) child master id numbers- use the last 4 digits of the child's home phone or parent's cell phone plus a digit for each sibling
   (if there are 2 siblings and the last 4 of the sibling's home phone is 1234, make the master id numbers 12341 for
   the sibling 1, and 12342 for sibling 2.)
b) staff master id numbers- use the last 4 digits of the staff's cell phone number
c) parent and pickup person id numbers- use the last 4 digits of that person's cell phone number

For staff with children that attend the center, you should setup 2 id numbers, one for the child and one for the staff member. The reason for this is so that the staff member can sign in/out for breaks, appointments, etc, without having to also sign their child in/out.

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 or the TimeClock Link program 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 multiple 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 be networked together. These centers use our TimeClock Link program on a USB flash drive to load contacts into the timeclock and transfer timesheets into the main childcare sage. Timesheets are usually transferred weekly.

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.

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)
Windows 8/8.1/10: click the brown folder at the bottom left of the desktop, then Network (left side)

If prompted, turn on Network Discovery.

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 leave the timeclock program open on the main computer for long periods of time, etc.) Network speed is not a factor.

The steps below are an overview of the process, and assume knowledge of windows networking. For step by step instructions with screenshots, go to **Appendix A** at the end of this manual.

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 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 7/8/10, change the sharing permissions to:
    a. let all network users (everyone) change files for the folder in step 2, and if necessary 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:
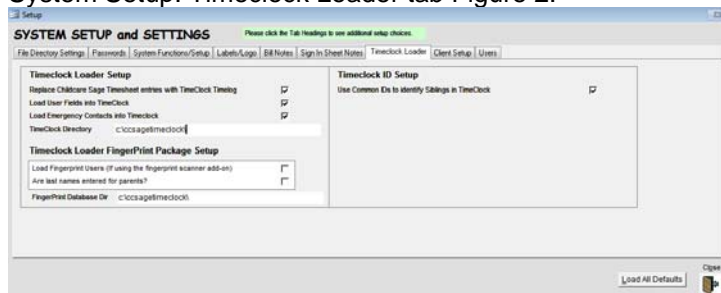
If you are unsure how to proceed, please call or email us.

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

Installation onto a separate Non-Networked Computer

If the main and timeclock computers are not networked together, you should use our TimeClock Link program that comes with the Childcare Sage (figure 3). After you have copied the TimeClock Link program to a USB flash drive, please go to **Appendix B** at the end of this manual for step by step instructions in using the TimeClock Link.

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 copy the TimeClock Link file to your USB flash drive (figure 4):
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. open the hard drive on the computer
  - i) for windows 7, click the Start button in Windows, then click Computer from the right side of the start menufor
  - ii) windows 8/10, right click the tan or beige folder next to the windows start button, then click This PC 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
- g. click Send To, then click your USB flash drive

The TimeClock Loader in the main menu of ChildCare Sage is not used with the TimeClock Link, so please skip to the section titled **Using the Timeclock Program**.
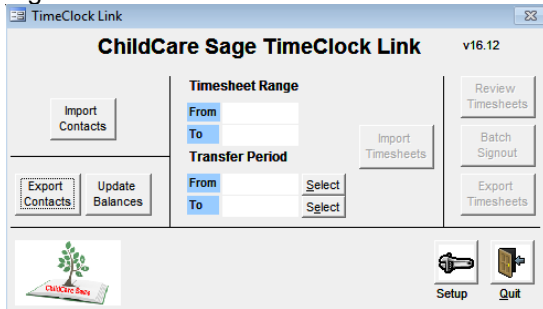
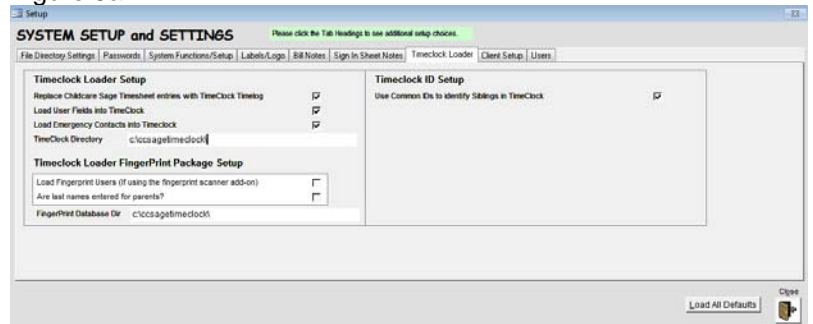System Setup: Timeclock Loader tab   USB Flash Drive
Figure 3:   Figure 4:

Using the Timeclock Loader program

Timeclock Loader
Figure 5:

Attendance & Meals Loader

Attendance & Meals Loader

Load	Timesheet Range	Transfer Period	Transfer
Contacts	From 11/05/2014	From 11/05/2014 Select	Timesheets
	To 11/30/2014	To 11/30/2014 Select	

Contacts To Tranfer: All | Child | Staff

Cleanup Timesheets

Load Balances

Close

System Setup: Timeclock Loader tab
Figure 5a:

SYSTEM SETUP and SETTINGS   Please click the Tab Headings to see additional setup choices.

File Directory Settings | Passwords | System Functions/Setup | Labels/Logo | Bill Notes | Sign In Sheet Notes | Timeclock Loader | Client Setup | Users

Timeclock Loader Setup
Replace Childcare Sage Timesheet entries with TimeClock Timelog   ☑
Load User Fields into TimeClock   ☑
Load Emergency Contacts into Timeclock   ☑
TimeClock Directory   c:\ccsagetimeclock\

Timeclock Loader FingerPrint Package Setup
Load Fingerprint Users (If using the fingerprint scanner add-on)   ☐
Are last names entered for parents?   ☐
FingerPrint Database Dir   c:\ccsagetimeclock\

Timeclock ID Setup
Use Common IDs to identify Siblings in TimeClock   ☑

Load All Defaults   Close

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.

The ChildCare Sage has 2 ways of linking children that will appear when a parent or pickup person enters their ID into the timeclock for sign in/out. The first uses the sibling links for each family (when a pickup person under any of the siblings enters their id, all of the children in the family listed in the sibling link pop up,) and the second only brings up children who have a common id number listed for their pickup persons (in any pickup slot including emergency contacts.) Most centers will want to use common ids because it gives you more flexibility in assigning pickup people to children (especially in cases of split families with siblings, or if one pickup person picks up children from multiple families.)

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.
Load User Fields into Timeclock: select whether user fields will be loaded into the timeclock (only leave this unchecked if you are using a timeclock older than v14.11)
Load Emergency Contacts into Timeclock: select whether emergency contacts will be loaded into the timeclock (only leave this unchecked if you are using a timeclock older than v14.11)
TimeClock Dir: the path to the folder or drive with the timesheets.mdb or timeclocklink.mdb file. If the timesheets.mdb file is:
    a. on the main computer, the default path is c:\ccsagetimeclock\ ,
    b. on a separate, networked computer, the path is the mapped drive to the timeclock computer.

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: 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:
    a. on the main computer, the default path is c:\ccsagetimeclock\ ,
    b. on a separate, networked computer, the path is the mapped drive to the timeclock computer.

You can also setup how the Childcare Sage will use Timeclock IDs:
Use Common IDs to Identify Siblings in TimeClock: selects whether the timeclock will use common ids to identify children when a parent or pickup person enters their ID into the timeclock

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.
Load Balances: updates child balances in the TimeClock program (doesn't affect any other data)

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:

1) 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)
2) 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.

<u>Transfer Timesheets</u>: transfer the timesheets for the <u>Contacts To Transfer</u> 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
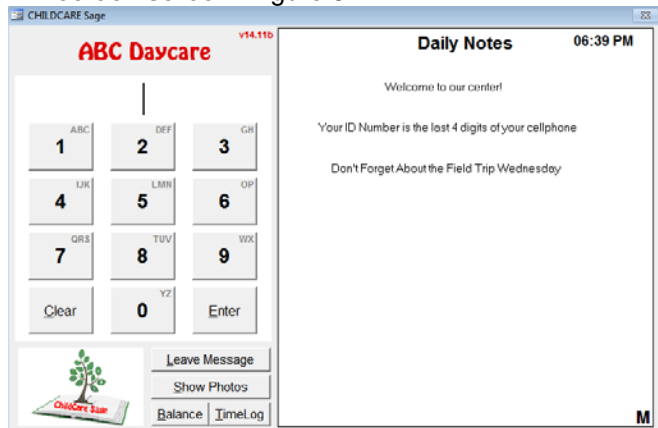
This is the keypad screen in the timeclock program.

This screen is used to sign children and staff in and out. Children can be signed in and out by their parents and up to 8 additional pickup persons per child (including 4 pickup persons and 4 emergency contacts,) each with their own **unique 3-5 digit ID number**. The system stores the ID numbers entered which are then used to track who dropped off and who picked up the child.

The id codes can also be entered to view photos, leave messages, check account balances, and view timelogs.

Codes can be entered by clicking the number buttons with a mouse then clicking Enter, using a touchscreen monitor, or by entering the number on the keyboard or keypad and pressing enter. Keep in mind that users 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.

In the ChildCare Sage, you setup the child, staff, and parent/pickup person id numbers. To keep things simple, we suggest the following:
a) child master id numbers- use the last 4 digits of the child's home phone plus a digit for each sibling
   (if there are 2 siblings and the last 4 of the sibling's home phone is 1234, make the master id numbers 12341 for the sibling 1, and 12342 for sibling 2.)
b) staff master id numbers- use the last 4 digits of the staff's cell phone number
c) parent and pickup person id numbers- use the last 4 digits of that person's cell phone number

For staff with children that attend the center, you should setup 2 id numbers, one for the child and one for the staff member. The reason for this is so that the staff member can sign in/out for breaks, appointments, etc, without having to also sign their child in/out.

All of the timeclock functions are opened by clicking the ChildCare Sage logo at the bottom left and entering a password. You can change these passwords on the TimeClock Setup screen.

Timeclock Passwords:

	Default Passwords (Passwords can be changed on the Setup Screen)	Screen Opened	Screen Functions
	open	edit child/staff timesheets	edit timesheets, open setup/batch functions
	child	edit child timesheets only	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	
	ssignout	batch signout children/staff	
	signout	batch signout children only	
	List	fire drill list	

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

Sibling Sign In/Out screen: Figure 7
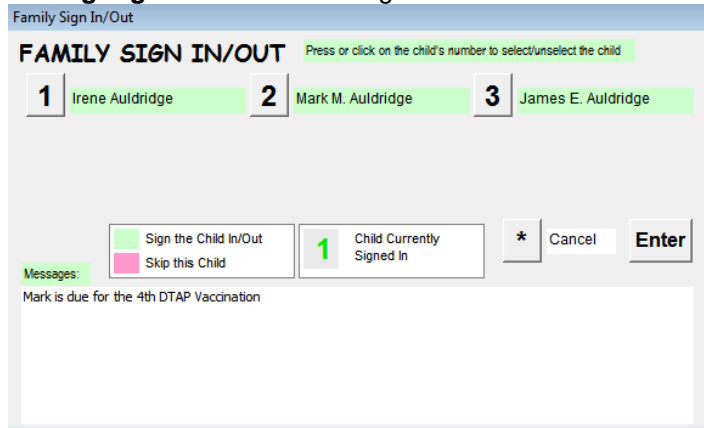
If the id entered is either for a child that has siblings that attend the center, or is a common id for multiple children, the Family Sign In/Out screen (figure 7) will appear. You can select and unselect any of the siblings by pressing or clicking on their slot number. Once you have finished making the selections, press or click Enter.

If you are NOT using Common ID's in the timeclock, and you check the No Siblings with Master ID checkbox on the setup screen, the Sibling Sign In/Out screen will only appear for siblings if a parent or pickup person ID number is entered. It will not appear if a child's master id number is entered.

After a child is signed in/out, one of the confirmation messages in figure 8 will appear. You can select whether photos are shown at sign-in and/or sign-out on the Setup screen.

Figure 8a: Child Signed In (Show Photos unchecked)
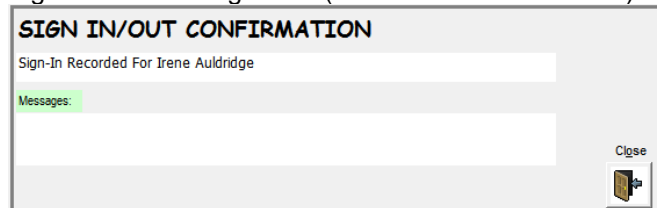
Figure 8b: Child Signed Out (Show Photos unchecked)
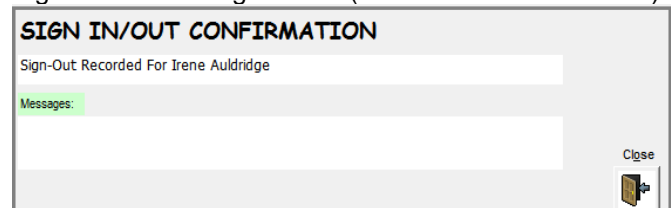
Figure 8c: Child Signed In
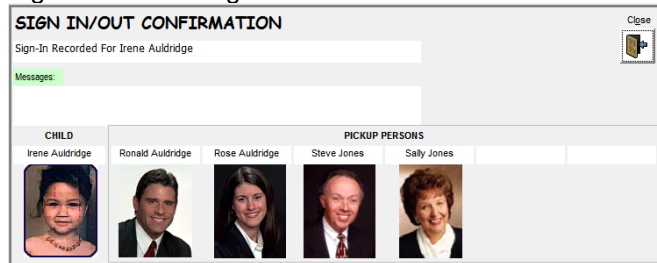
Figure 8d: Child Signed Out
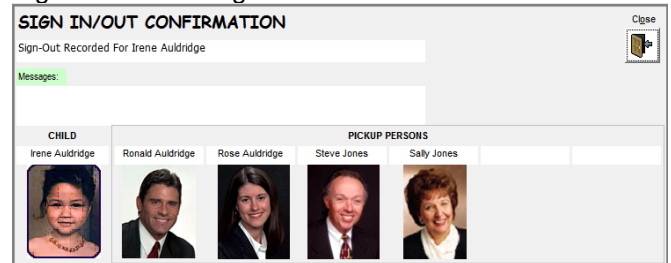
You can also view child and pickup person photos (figure 8c,d) for any child by entering that child's id and then clicking **Show Child Photos**.

A pickup person or staff member can leave a message for the center staff by entering the child or staff id and then clicking Leave Message (figure 9.)

Figure 9

If a message is left for the staff, an "M" will appear at the bottom right of the keypad screen.

Edit Timesheets Screen: Figure 10
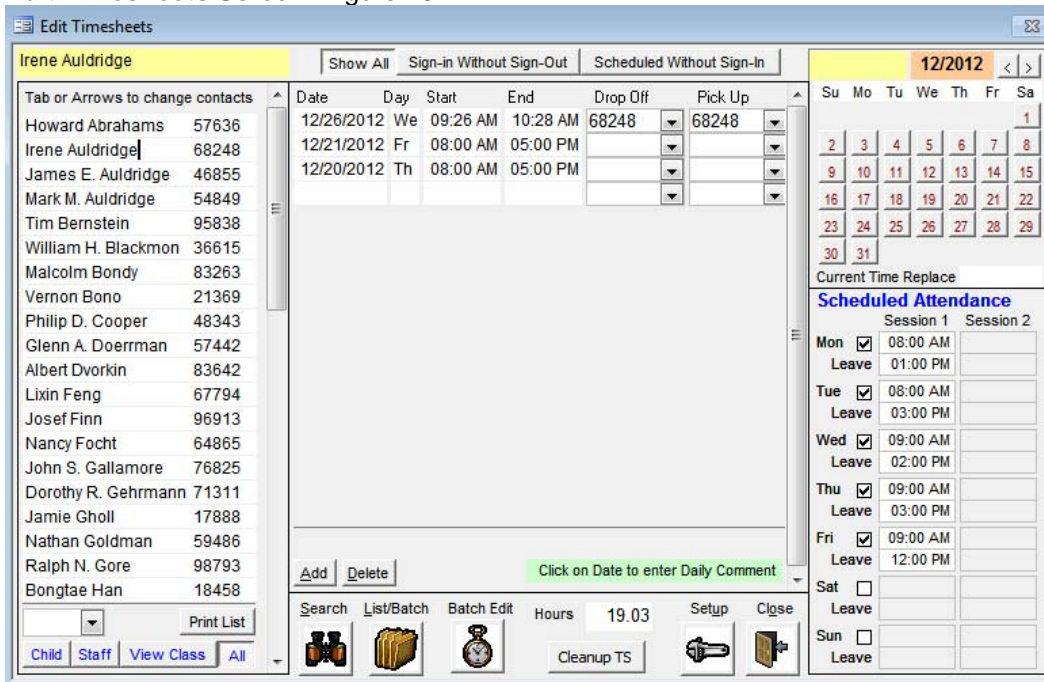
To view the timesheet entries for a child or staff member, click a contact on the left side of the screen. You can edit any of the timesheet entries by typing directly into the Date, Start, End, or drop off/pick up boxes in the middle of the screen. To add new entries, click Add or enter a new date. 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 Hours box above the Cleanup TS 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 10a, 10b.)

Figure 10a

Figure 10b

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.

<u>Cleanup TS:</u> 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

<u>Search:</u> opens the Find Contact screen
<u>List/Batch:</u> opens the Contact List/Batch Functions screen
<u>Batch Edit:</u> opens the Batch Timesheet Editor screen
<u>Setup:</u> opens the Setup screen

Batch TimeSheet Editor
Figure 11:
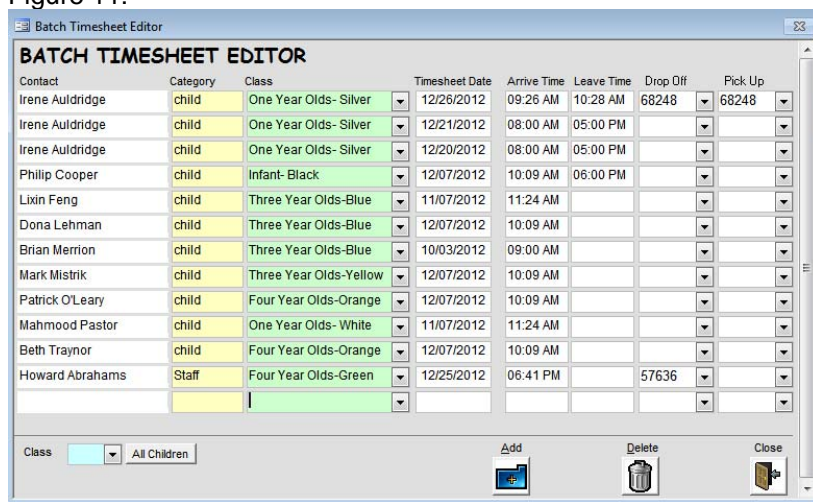
This screen lets you edit all of the timesheets in the timeclock at one time. Timesheets are organized by person, by date (in reverse chronological order.) To change timesheet rows, simply type into the columns.

To add new timesheets, click <u>Add</u>.

Figure 11a:
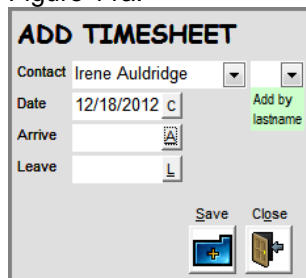
Figure 11b:

Simly fill in the timesheet and click Save. Time selectors (figure 11b) lets you pick a time of a timeline versus typing it in.

<u>Delete:</u> deletes the current timesheet row
<u>Class:</u> only shows children in the selected class

Batch Child TimeSheet Editor
Figure 12:
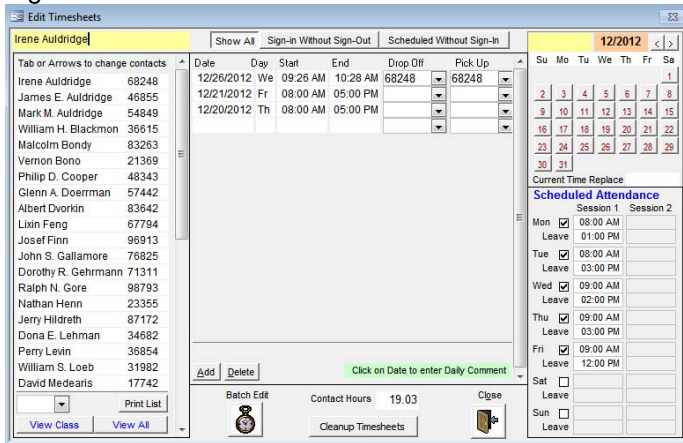
This is the same as the Edit Timesheets screen, except that it only lets you edit child timesheets and doesn't give access to the setup or batch functions screens.

Batch SignOut Editor
Figure 13:
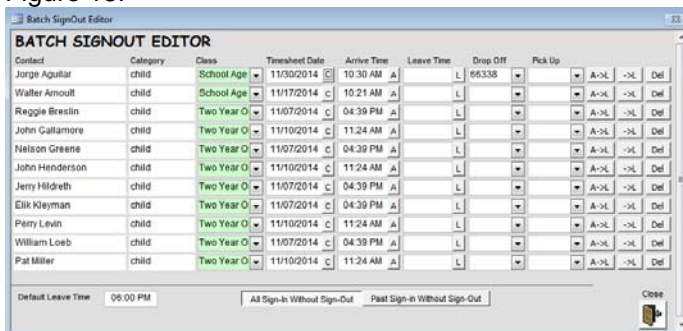
The Batch Signout Editor lets you view incomplete timesheets (sign in without sign out,) and sign children/staff out in batch.

<u>All Sign-In Without Sign-Out:</u> shows all incomplete timesheets in the system
<u>Past Sign-In Without Sign-Out:</u> only shows incomplete timesheets for prior days

If you looking for incomplete timesheets when the center is closed, click All Sign-In…., when the center is open, click Past Sign-In…. (If you are editing incomplete timesheets, you don't want to see today's timesheets while the center is open.)

Child Batch SignOut Editor
Figure 14:
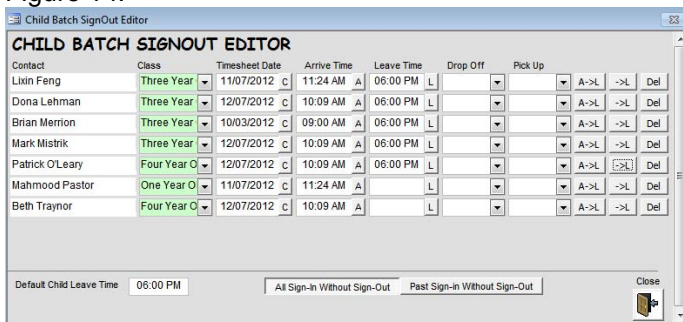
This is the same as the Batch SignOut Editor screen, except that it only lets you edit child timesheets.

Setup Screen
Figure 15

The setup screen lets you customize the timeclock program.

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

The FingerPrint functions at the bottom of the screen set up the fingerprint package that works with the timeclock. Please see the Childcare Sage BioPlugin Fingerprint 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.

TimeClock Options:
Hide ID Number: Selects whether to show the id number as it is entered, or show * instead of the numbers
Show Balance: Selects whether to show the Balance button to let parents check their account balance
Add Balance to Confirmation: Selects whether to add the account balance to the sign in/out confirmation screen
Allow Sign-In w/o Sign-Out: Selects whether users should be able to sign in if they forgot to sign out on a previous day
Show Photos on Sign-In: Selects if photos of the child, parents, and pickup persons are displayed on child sign-in
Show Photos on Sign-Out: Selects if photos of the child, parents, and pickup persons are displayed on child sign-out
Reset Keypad Screen: Selects if the cursor should always go back to the id entry box after something is done on the main timeclock screen (check this if the cursor doesn't always go back to the id entry box)
No Siblings with Master ID: selects whether siblings appear if a child's master ID number is entered (siblings will appear if a parent or pickup person's id is entered)
Skip Confirmation Check: selects whether a user must click enter on the Sign In / Sign Out Recorded confirmation screen
    Confirmation Time: selects how long the confirmation message is displayed if the confirmation check is skipped
Error Display Time: selects how long the error message is displayed
Beep on Sign In/Out:
Batch Sign Out Times: sets the default sign out times for the Child Sign Out screen
Use Common ID for Siblings: selects whether the timeclock will use common ids to identify siblings/children when a parent or pickup person enters their ID into the timeclock

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.

Utility Functions:
Childcare Sage Website User ID: your user id to access your account on the childcare sage website
Backup Data to ChildCare Sage server: selects whether you want your data to backup to our ChildCare Sage server
Backup Data to Your server: selects whether you want your data to backup to your server
    FTP: enter your FTP account information
    Backup Frequency: selects how often you want to backup to your server

Contact List / Batch Functions Screen
Figure 16
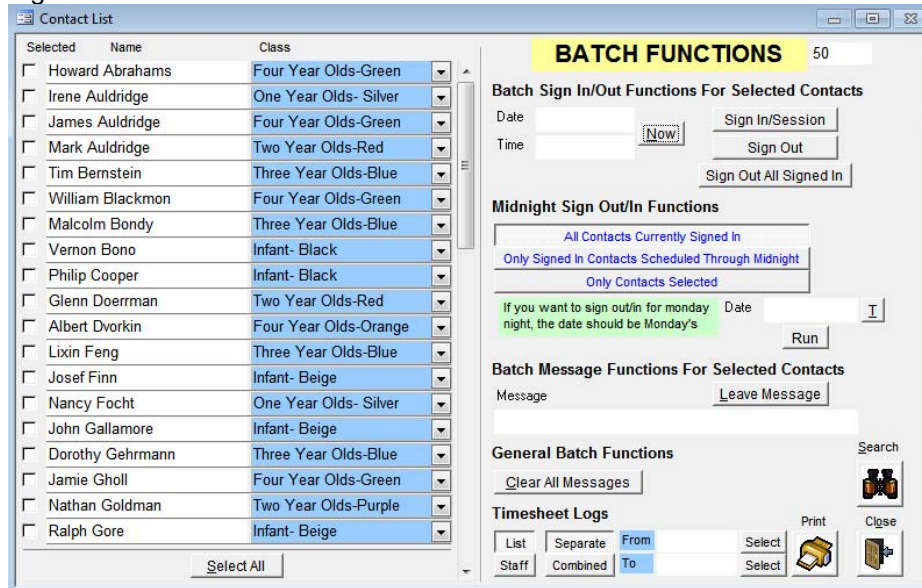
The batch functions screen can be opened by entering the batch password on the keypad screen or from the Edit Timesheet screen. If the batch functions screen is opened by password from the keypad screen, clicking Close on the Find Contacts or Batch Functions screens will open the keypad screen. However, 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.

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: midnight cycle all contacts who are currently signed in for the date entered
b) All Signed In Contacts Scheduled Through Midnight: 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: 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)

Find Contacts Screen: Figure 17

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)

Edit Notes Screen: Figure 18

Edit Messages Screen: Figure 19

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

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 20

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.

Windows 8 Tablet Mode

Many users prefer to use a tablet with our TimeClock program. A tablet is small, portable, and relatively inexpensive. Please keep in mind that you need a Windows 8 tablet for our software. An Ipad, or Android tablet will not work.

If you want to use a tablet with our timeclock, we recommend the Dell Venue 8 Pro 8" tablet. It is fairly durable, and the small size makes it perfect if space is limited.

The ChildCare Sage TimeClock has a tablet mode that resizes the screen for use with an 8" tablet. To toggle between the modes, simply click the center name at the top left of the keypad screen.

Normal mode: figure 21

Tablet Mode: figure 22
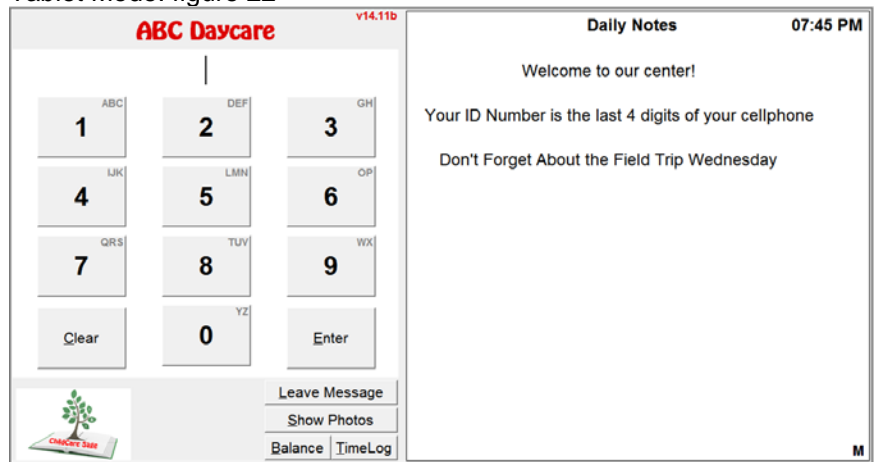
Appendix A: TimeClock Networking Guide

Most childcare centers use a separate windows computer (desktop, laptop, or tablet,) for the timeclock to let parents and staff sign in and out. The timeclock computer is usually located by the entrance or in a central location. If the main and the timeclock computers are both at the center, they can share information over the existing network at the center that lets each computer go online. This network can be wired or wireless.

If possible, we always suggest wired networks, which involve running an Ethernet cable between each computer and the router. In general, wired networks are much faster, more stable, and more reliable. There are numerous ways to setup a wired network if the router is not close to the computers you will use for the childcare sage, including connecting a wired switch to the router, then wiring each computer to the switch, or connecting a wireless bridge to the router, then wiring each computer to the bridge.

Many of the support calls we get concern the main computer not being able to see the timeclock computer in a wireless network. Our support policy includes connecting the computers at your center together into a wired or wireless network. After the network is setup, we can only trouble shoot WIRED networks. Please keep in mind that our software uses the existing network at your center; It is not the network.

This guide shows how to setup and troubleshoot the network between the computers. This guide applies equally to both wired and wireless networks. To keep things simple, this guide assumes a center has 1 main computer in the office, and 1 timeclock computer by the entrance or in a central location in the center. If your setup is more complex (more computers,) the process is similar but simply involves more steps for any computers outside of the 2 this guide assumes.

To setup a separate timeclock computer, do the following:
1) make sure that Microsoft Access 2002/XP or newer is installed on the timeclock computer.
2) install the Childcare Sage Timeclock onto the timeclock computer and make sure it opens
3) install the Setup Network Timeclock Computer onto the main computer
4) follow the steps in A) to determine the version of windows on the timeclock computer
5) follow the steps in B) or C) (depending on the version of windows on the timeclock computer) to add a new user to the timeclock computer (we suggest you use "timeclock" for the username and password)
6) follow the steps in D) to share the "ccsagetimeclock" folder on the timeclock computer with the network
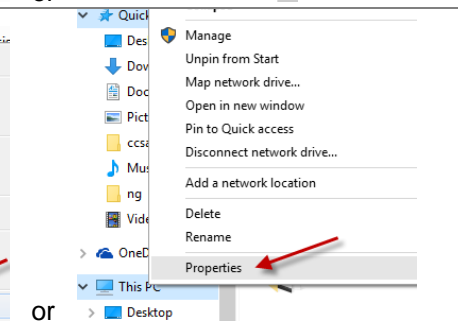7) follow the steps in E) to map a drive from the main computer to the timeclock computer
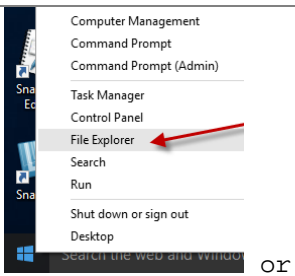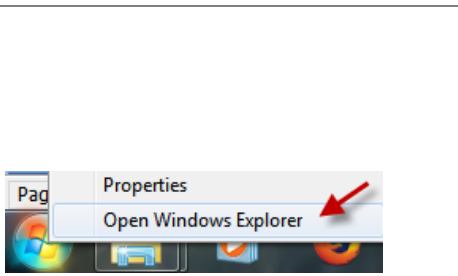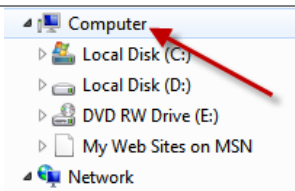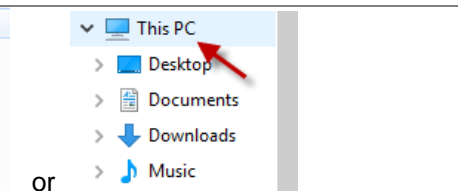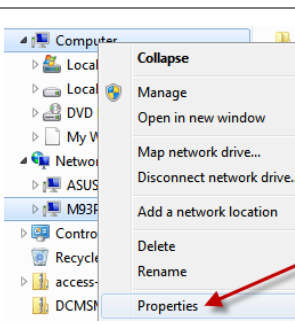
After you have completed the steps above, do the following:

1) point the timeclock on the main computer to the timeclock computer by:
• open the Timeclock on the main computer
• click Ok when it says it cannot find the timesheets_be.mdb file
• on the left side of the box that opens, click This PC or Computer, then click the z: drive and then click the timesheets_be.mdb file
• click Open

2) point the childcare sage to the timeclock computer by:
• open the Childcare Sage on the main computer
• on the main menu, click Setup Menu (bottom right), then System Setup (top left)
• click on the TimeClock Loader tab
• in the TimeClock Dir row, enter "z:\" (nothing else)

If you have any questions, or need help, please contact us.

A) <u>Which version of Windows is on my computer and what is my Computer's Name</u>

To determine the version of windows on a computer, please follow the steps below:

1) Right click on the Windows start button,	
2) Click File Explorer or Open Windows Explorer	
3) Right click Computer or This PC on the left side of the menu,	
4) Click Properties	

The information you need is pointed out below.

View basic information about your computer

Windows edition

Windows 7 Ultimate

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Service Pack 1

System

Rating:	5.9 Windows Experience Index
Processor:	Intel(R) Core(TM) i7 CPU 920 @ 2.67GHz 2.67 GHz
Installed memory (RAM):	9.00 GB
System type:	64-bit Operating System
Pen and Touch:	No Pen or Touch Input is available for this Display

Computer name, domain, and workgroup settings

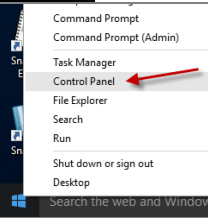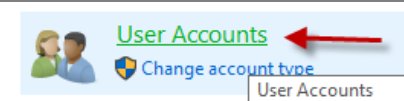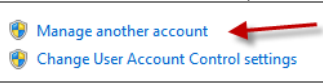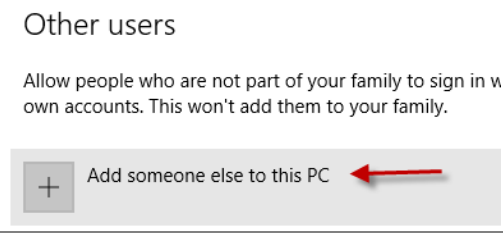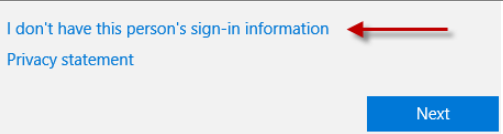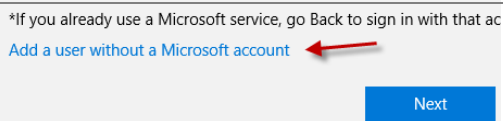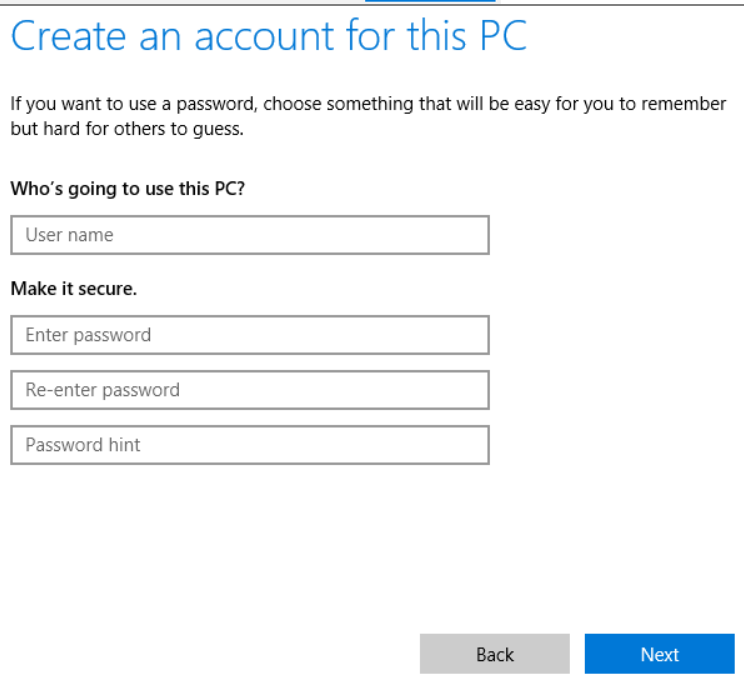| Computer name:	ASUS5290	Change settings
Full computer name:	ASUS5290	
Computer description:		
Workgroup:	WORKGROUP	
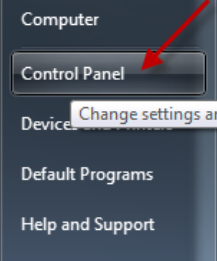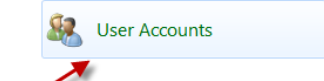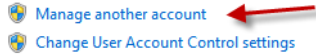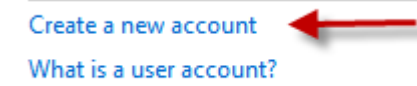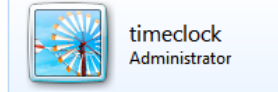
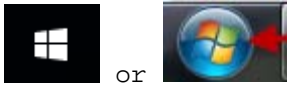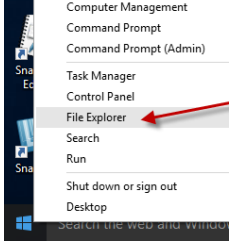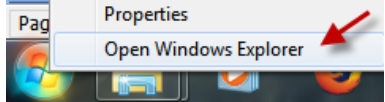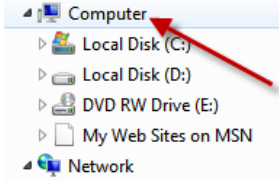Write down the version of windows and the Computer name.
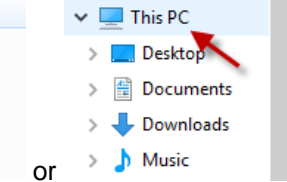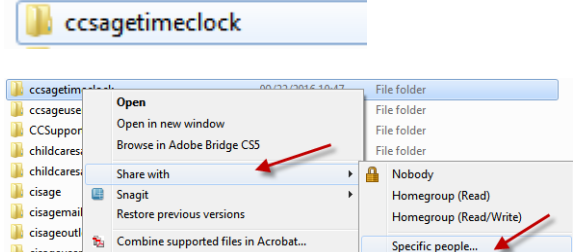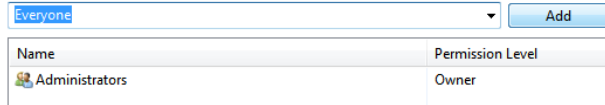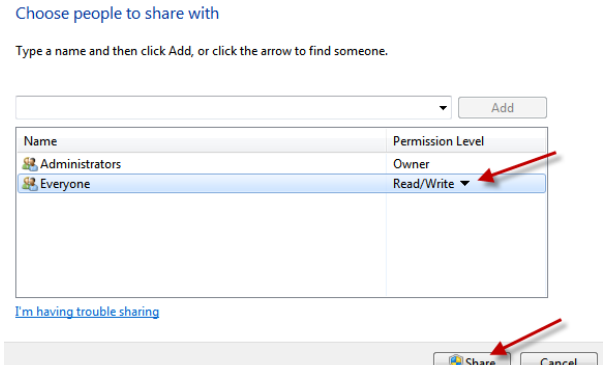
B) Adding a New User to Windows 7

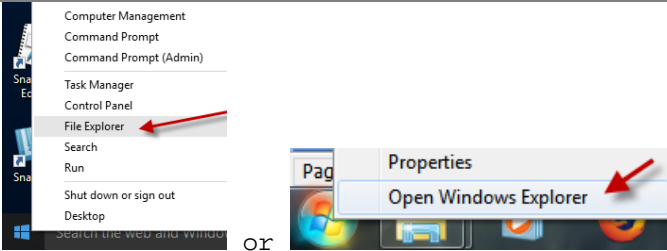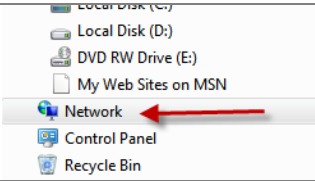| Step	Image
1) click the windows start button,	
2) then click Control Panel.	Computer Control Panel Device Change settings an... Default Programs Help and Support
3) click User Accounts	User Accounts
4) click Manage another account	Manage another account Change User Account Control settings
5) click Create a new account	Create a new account What is a user account?
6) enter the name of the new account, select Administrator, then click Create Account	Name the account and choose an account type This name will appear on the Welcome screen and on the Start menu. timeclock ○ Standard user Standard account users can use most software and change system settings that do not affect other users or the security of the computer. ● Administrator Administrators have complete access to the computer and can make any desired changes. Based on notification settings, administrators may be asked to provide their password or confirmation before making changes that affect other users. We recommend that you protect every account with a strong password. Why is a standard account recommended? Create Account Cancel
7) click the new Account	timeclock Administrator
8) click Create a Password	Change the account name Create a password Change the picture
9) enter the password twice, then enter a hint (we suggest: program), and click Create Password	Create a password for timeclock's account timeclock Administrator You are creating a password for timeclock. If you do this, timeclock will lose all EFS-encrypted files, personal certificates and stored p. Web sites or network resources. To avoid losing data in the future, ask timeclock to make a password reset floppy disk. New password Confirm new password If the password contains capital letters, they must be typed the same way every time. How to create a strong password Type a password hint The password hint will be visible to everyone who uses this computer. What is a password hint? Create password
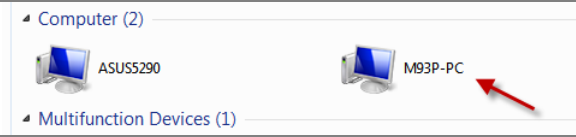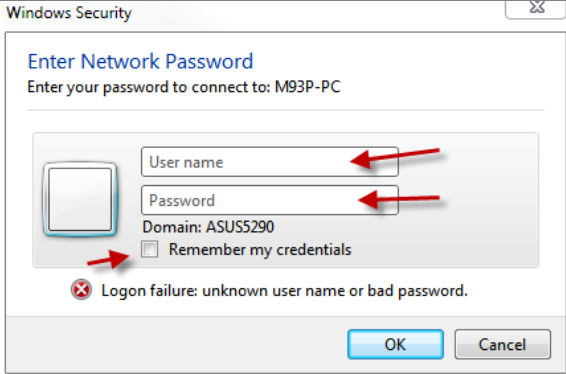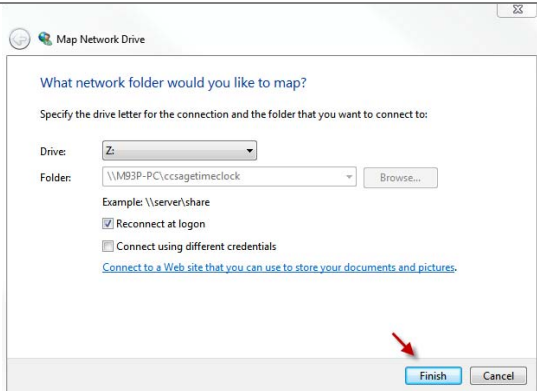
C) Adding a New User To Windows 8/10

1) right click the windows start button,	
2) then click Control Panel.	Command Prompt Command Prompt (Admin) Task Manager Control Panel File Explorer Search Run Shut down or sign out Desktop Search the web and Window
3) click User Accounts	User Accounts Change account type User Accounts
4) click Manage another account	Manage another account Change User Account Control settings
5) click Add a new user in PC settings	Add a new user in PC settings
6) click Add Someone else to this PC	Other users Allow people who are not part of your family to sign in w own accounts. This won't add them to your family. ＋ Add someone else to this PC
7) click I don't have this person's sign-in information	I don't have this person's sign-in information Privacy statement Next
8) click Add a user withour a Microsoft account	*If you already use a Microsoft service, go Back to sign in with that ac Add a user without a Microsoft account Next
9) fill in the information for the account a) enter the name, b) enter the password twice, c) enter a hint (we suggest: program), d) click Next	Create an account for this PC If you want to use a password, choose something that will be easy for you to remember but hard for others to guess. Who's going to use this PC? User name Make it secure. Enter password Re-enter password Password hint Back Next

D) <u>Sharing a Folder with the Network</u>
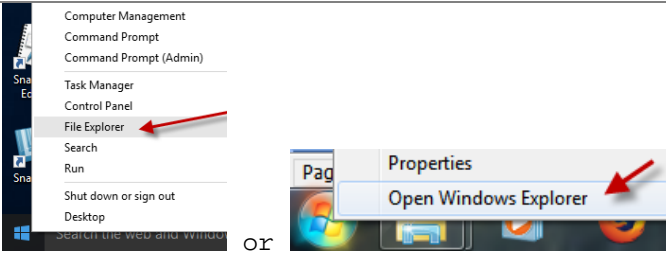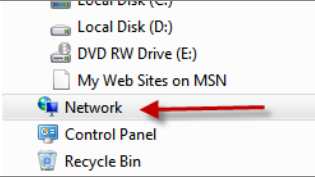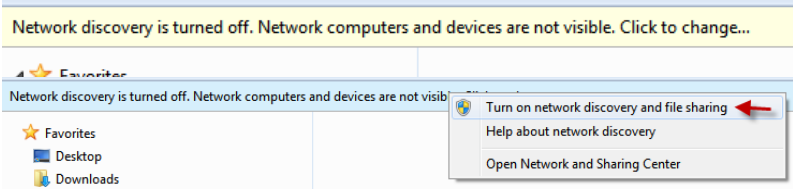
1) Right click on the Windows start button,	or
2) Click File Explorer or Open Windows Explorer	Computer Management Command Prompt Command Prompt (Admin) Task Manager Control Panel File Explorer Search Run Shut down or sign out Desktop Properties Open Windows Explorer or

3) Click Computer or This PC on the left side of the menu,	▲ 💻 Computer
	  ▷ 💽 Local Disk (C:)
	  ▷ 💽 Local Disk (D:)
	  ▷ 💽 DVD RW Drive (E:)
	  ▷ 📄 My Web Sites on MSN
	▲ 🖧 Network
	
	✔ 💻 This PC
	  > 🖥 Desktop
	  > 📑 Documents
	  > ⬇ Downloads
	  > 🎵 Music
	or

4) Click Local Disk (C:)	
5) Right click on the ccsagetimeclock folder, then click Share With, then Specific People	📁 ccsagetimeclock ccsagetim File folder ccsageuse Open File folder CCSuppor Open in new window File folder childcares Browse in Adobe Bridge CS5 File folder childcares Share with ▶ 🔒 Nobody cisage Snagit ▶ Homegroup (Read) cisagemail Restore previous versions Homegroup (Read/Write) cisageoutl Combine supported files in Acrobat... Specific people...
6) From the top select Everyone in the dropbox, then click Add	Everyone ▼ Add Name Permission Level 👥 Administrators Owner

7) When you see everyone in the name column, change the Permission Level to: Read/Write and click Share	Choose people to share with
	
	Type a name and then click Add, or click the arrow to find someone.
	
	                 ▼ Add
	
	Name Permission Level
	👥 Administrators Owner
	👥 Everyone Read/Write ▼
	
	I'm having trouble sharing
	
	                🔗 Share Cancel

E) Mapping a Drive on the Network

1) Right click on the Windows start button,	⊞ or [Windows 7 start button]
2) Click File Explorer or Open Windows Explorer	Computer Management Command Prompt Command Prompt (Admin) Task Manager Control Panel **File Explorer** ← Search Run Shut down or sign out Desktop or Pag **Properties** **Open Windows Explorer** ←
3) Click Network,	Local Disk (C:) Local Disk (D:) DVD RW Drive (E:) My Web Sites on MSN **Network** ← Control Panel Recycle Bin
4) Double click the Computer you want to connect to (if you don't see the computer listed, go to the next page)	▲ Computer (2) ASUS5290 M93P-PC ← ▲ Multifunction Devices (1)
5) Enter the Username and Password that you setup on the computer, check Remember my Credentials and then click OK. If you enter the username and password and the same box reappears, add the name of the computer before the user name: M93P-PC\timeclock	Windows Security **Enter Network Password** Enter your password to connect to: M93P-PC User name ← Password ← Domain: ASUS5290 ☐ Remember my credentials ❌ Logon failure: unknown user name or bad password. OK Cancel
6) Right Click on CCSageTimeClock, then click Map Network Drive	ccsagetimeclock Share then **Map network drive...** ← Copy Create shortcut Properties
7) Click Finish	Map Network Drive **What network folder would you like to map?** Specify the drive letter for the connection and the folder that you want to connect to: Drive: Z: Folder: \\M93P-PC\ccsagetimeclock Browse... Example: \\server\share ☑ Reconnect at logon ☐ Connect using different credentials Connect to a Web site that you can use to store your documents and pictures. Finish Cancel

F) <u>Windows Doesn't Show the Other Computer</u>

1) make sure network discovery is on for both computers

| 1) Make sure Network Discovery is on for both computer	
2) Click File Explorer or Open Windows Explorer	
3) Click Network,	
4) If you see Network Discovery Notice at the top of the screen, click it, then click Turn On Network Discovery	

Appendix B: Using the TimeClock Link

The Timeclock program is usually setup on a separate computer, located centrally or by the entrance. If the main and timeclock computers cannot be networked together (if they are in different buildings or too far apart,) you can transfer information between them by using the TimeClock Link program on a USB flash drive.

Setting Up the TimeClockLink

The TimeClockLink is automatically installed with the TimeClock. The TimeClock Link program is 1 file (timeclocklink.mdb) that is saved into the c:\ccsagetimeclock\ folder on your computer's hard drive. The best way to use the link is to copy the timeclocklink.mdb file onto a USB flash drive and then plug the flash drive into the main and timeclock computers to use it. You use the TimeClockLink to load new children and staff into the timeclock, and to transfer timesheets from the timeclock back into the ChildCare Sage. (Timesheets are usually transferred weekly.)

Setup Screen
Figure 1:
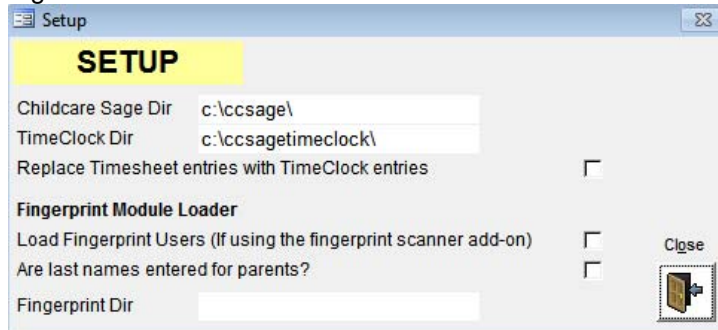
This screen is opened by clicking Setup in the TimeClockLink.

ChildCare Sage Dir: points to the Childcare Sage (ccsage_be.mdb) on the main computer. The default path is: c:\ccsage\
TimeClock Dir: points to TimeClock (timesheets_be.mdb) on the timeclock computer. The default path is: c:\ccsagetimeclock\
Replace Timesheet entries with Timeclock Entries: selects whether you want overwrite existing timesheet hours in the childcare sage with timeclock hours. This prevents double billing of hours.

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: did you enter last names for the parents and pickup people?
FingerPrint Dir: points to the Fingerprint file (ccsagefp.mdb) on the timeclock computer. The default path is: c:\ccsagetimeclock\

Using the TimeclockLink program

To Load Contacts or Update Balances in the TimeClockLink:
   a) plug the usb flash drive into the main ChildCareSage Computer
   b) double click the timeclocklink file to open the TimeClock Link
   c) click Import Contacts

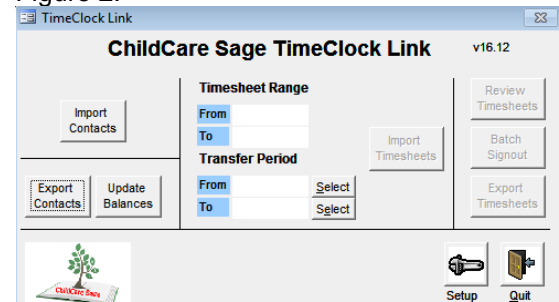To Load Contacts into the TimeClock:
   a) plug the usb flash drive into the timeclock computer
   b) double click the timeclocklink file to open the TimeClock Link
   c) click Export Contacts

To Update Balances in the TimeClock:
   a) plug the usb flash drive into the timeclock computer
   b) double click the timeclocklink file to open the TimeClock Link
   c) click Update Balances
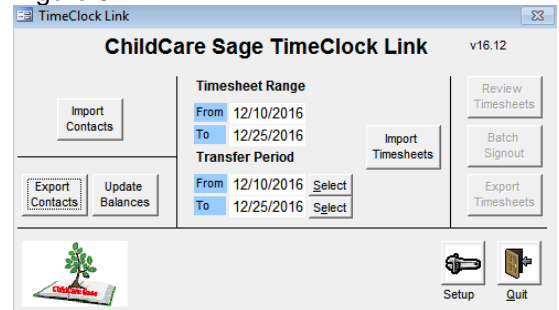
Timeclock Link
Figure 2:

Timeclock Link

Figure 3:

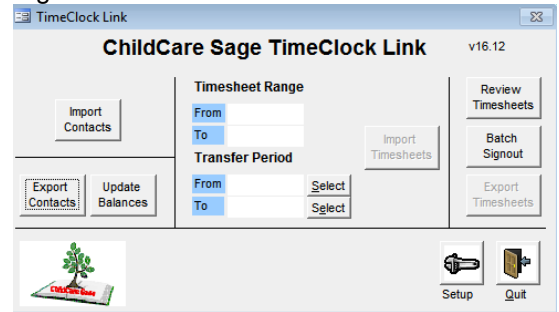To Import Timesheets into the TimeclockLink:
   a) plug the usb flash drive into the timeclock computer
   b) double click the timeclocklink file to open the TimeClock Link
   c) change the transfer period if you want to only import certain dates from the timeclock
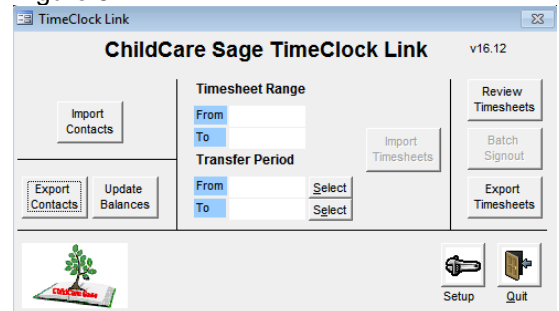   d) click Import Timesheets

Timeclock Link
Figure 4:

To Review and Edit Timesheets in the TimeclockLink:
   a) plug the usb flash drive into the main ChildCareSage Computer
   b) double click the timeclocklink file to open the TimeClock Link
   c) click Batch Signout to see the incomplete timesheets (figure 6)
   d) to see all of the timesheets, click Review Timesheets (figure 7)

**Timeclock Link**
Figure 5:

To Transfer Timesheets from TimeclockLink into the Childcare Sage:
   a) plug the usb flash drive into the main ChildCareSage Computer
   b) click Export Timesheets

If you receive a message that says there are timesheets without a start/stop time, click the Batch Signout button and fill in the incomplete timesheets.

Batch SignOut Editor
Figure 6:
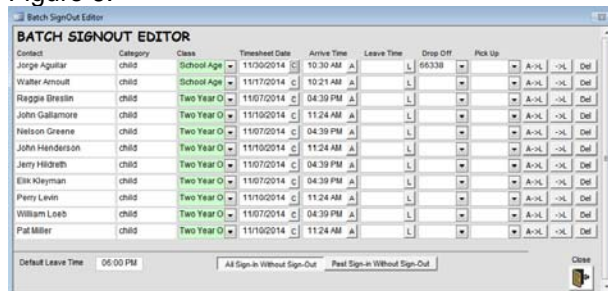
All timesheets must be complete (have a start and end time) before you can export timesheets into the ChildCare Sage. This screen lets you quickly fill in incomplete timesheets.

A: Select an arrive time
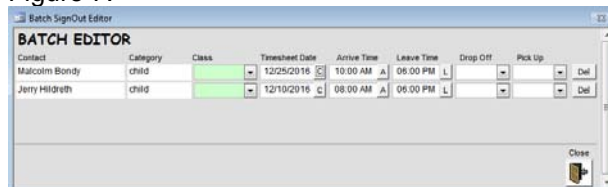L: Select a leave time
A->L: move the arrive time into the leave time column
->L: fill the leave time with the default leave time at the bottom left
Del: delete the timesheet row

Batch Editor
Figure 7:

This screen lets you edit all of the timesheets in the timeclock at one time. Timesheets are organized by person, by date (in reverse chronological order.) To change timesheet rows, simply type into the columns.