

CHILDCARE Sage PocketPC PDA Sync Manual version 2.3

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Introduction:

The Childcare Sage PocketPC PDA Program gives you unprecedented access to your children's data. We even give you the ability to select which contacts are synchronized and also let which appointments are synchronized.

To protect your data, our PocketPC PDA Program only copies data to your PocketPC, you cannot synchronize changes made on your PocketPC to the main system.

Hardware requirements:

The Childcare Sage PocketPC PDA Program works through and requires the Childcare Sage. The system itself is distributed online or with the Childcare Sage, and includes PDA application, Instruction Manual, Main System sync database, and the PDA Conduit. The program has been tested and approved for PocketPC 2002 and 2003.

The recommended system requirements for the Childcare Sage PocketPC PDA Program are:

- a) 133 MHz or higher processor
- b) 8 MB of RAM or higher
- c) PocketPC 2002 or newer

Our systems interface with programs from Microsoft Office, Microsoft Outlook, Email Programs, Group Mail Programs, Web cam Software, and PDA sync programs and applications. Many of our users also set up our systems on networks so that multiple users can use the same system at the same time. We **cannot provide support** for **software** that we did not create, even if our systems can interface and use that software. Further, we **cannot provide support** for setting up **network systems**. Our systems are designed to only pass data to outside programs. Please **direct all support questions** about **outside programs** to the developers of those programs.

Installation

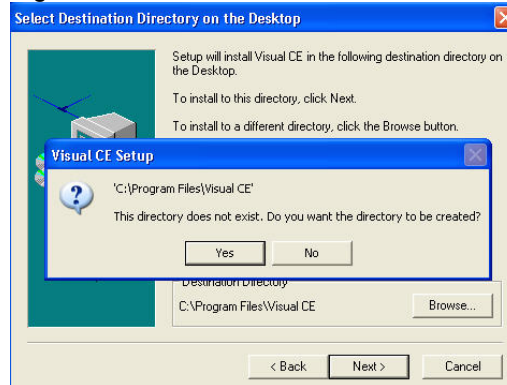
To install the PocketPC PDA Program:

- 1) install the latest version of ActiveSync from Microsoft.com (should be 3.5 or newer)
- 2) plug the sync cable into your PocketPC PDA, or place the PDA into the sync cradle
- 3) if Activesync doesn't start automatically, run Activesync
- 4) run the ccsageppc.exe application in c:\ccsagemailmerge\ccsageppc.exe by going to My Computer, then Disk C: then the c:\ccsagemailmerge\ folder
- 5) click Next until you reach the License screen
- 6) accept the agreement by clicking "I Agree" then Next (Figure 1)
- 7) install to the Default directory and click Yes to create the directory (Figure 2)
- 8) keep clicking Next until the installation finishes

Figure 1:



Figure 2:

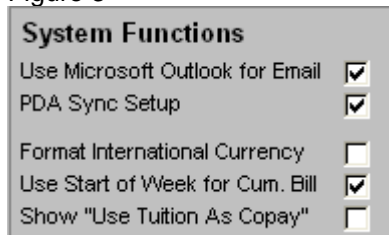


Synchronizing with the PDA

To output data to the Pocket PC, enable the PDA Sync setup on the Setup Screen (Figure 3), then click Output Data to PDA from the Utility Screen (Figure 4). (To open the Setup Screen in the Childcare Sage, click Utilities -> Setup.)

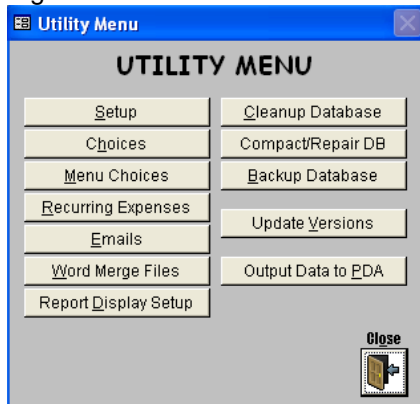
System Function Section on Setup Screen

Figure 3



Utility Menu

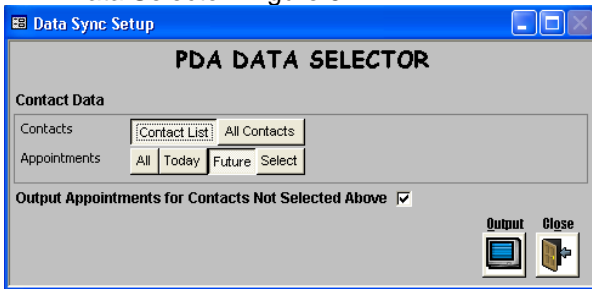
Figure 4



Output Data to PDA: opens the PDA Sync screen

Before you can start using the PocketPC application, you must first select and send data to the PDA.

PDA Data Selector- Figure 5



Because of the limited memory and processor speed of most PDA's, large numbers of contacts and appointments can slow performance and require too much searching to find the right contact or data. You can select which contacts and appointments are synchronized with the PDA.

Output options include:

Contacts: selects whether contacts selected in the list option or all contacts are output.

Appointments: selects which appointments are output, including a date range.

Output Appointments for Contacts Not Selected Above: selects whether you want to transfer appointments to your PDA with contacts you didn't export to the PDA

Output: outputs all of the data selected to the PDA. Once this is done, please click the Childcare Sage PocketPC Sync Icon from the Desktop icon to transfer the data to your PDA.

Close: opens the utility menu.

Using the PDA Application

To run the Childcare Sage on the PocketPC PDA, click the Windows icon on the PDA, then Programs, then ChildcareSage. To view an appointment list, click ChildcareAppt.

Contact Screen- Figure 6

ScreenShotCE 12:29

William N Jacobs M

Bill DOB 1/23/00

ID 12345 PW Child

259 Congressional Lane

City Rockville MD 20852

PickUp

Father John Jacobs RP

W (301)555-1234 Ext 12

H (301)555-9821 C (301)555-9898

B johnj@aol.com

Mother Mary Jacobs RP

Record Edit Option

Appointment Screen- Figure 7

ccappt (1 filtered reco) 12:32

Back to Contacts

Date 5/2/04

Time 10:00:00 AM

Duration 30

Type Parent Conference

Description

Discuss short attention span

Record Edit Option

Pickup Persons Screen- Figure 8

pickuppers (1 filter) 12:31

Back to Contacts

Robert Jacobs

457 Second Ave

City Gaithersburg MD 20941

W Ext

H (301)892-7298 C (301)849-7339

B bobjacobs2@aol.c

Grandfather

Mildred Jacobs

457 Second Ave

Record Edit Option

Figure 6b:

contactdata (2 record) 12:30

Mother Mary Jacobs RP

W (301)555-1235 Ext

H C (301)555-9899

B MaryJacobs@aol.c

Category Child

Class

Affiliation ABC Daycare

Start 7/1/04 End 6/23/04

Shift 1 Start End

Sun	5:11:00 PM	5:11:00 PM
Mon	8:00:00 AM	3:00:00 PM
Tue	8:00:00 AM	3:00:00 PM
Wed	8:00:00 AM	3:00:00 PM

Record Edit Option

Figure 6c:

contactdata (2 record) 12:30

Thu	8:00:00 AM	3:00:00 PM
Fri	8:00:00 AM	3:00:00 PM
Sat	5:11:00 PM	5:12:00 PM

Shift 2

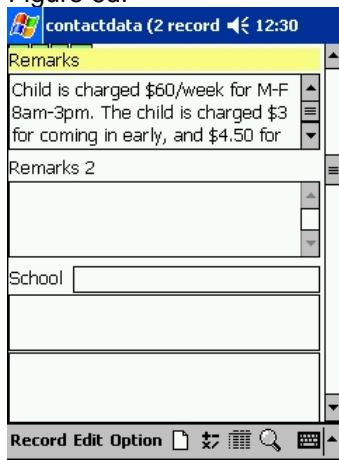
Sun	5:12:00 PM	5:13:00 PM
Mon	5:12:00 PM	5:13:00 PM
Tue	5:12:00 PM	5:13:00 PM
Wed	5:12:00 PM	5:13:00 PM
Thu	5:12:00 PM	5:13:00 PM
Fri	5:12:00 PM	5:13:00 PM
Sat	5:13:00 PM	5:13:00 PM

Remarks

Child is charged \$60/week for M-F 8am-3pm. The child is charged \$3

Record Edit Option

Figure 6d:



You can view a list of the records for each screen by tapping the table icon at the bottom of each screen. To select a specific record to view, double tap it.

