



**Administration for
Children's Services**

CAPS ONLINE QUICK REFERENCE GUIDE:
CENTER-BASED PROGRAMS – NEW FEATURES

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CLASS/BUS



The second icon on the **Placement Roster** screen brings up a Placement Class/Bus screen, which allows you to enter text in the class/bus filter option. Once this field is filled in, it will allow you to filter attendance records by class/bus groups, which can make entering attendance more streamlined and easier.

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Placement Roster

Filter

Age: Select

Class/Bus: Select

Apply Filter Reset Filter

Action	Child Number	Child Name	C/V	Age	Case Name	Class/Bus
	XXXXXXXXXX	XXXXXXXXXX	V	3.03	XXXXXXXXXX	
	XXXXXXXXXX	XXXXXXXXXX	V	5.10	XXXXXXXXXX	
	XXXXXXXXXX	XXXXXXXXXX	V	8.02	XXXXXXXXXX	CLASSROOM 31
	XXXXXXXXXX	XXXXXXXXXX	V	7.05	XXXXXXXXXX	

Rows: 10 per page

1. When the Placement Class/Bus screen appears, click in the empty box under “Class/Bus,” and enter the classroom or bus information, then click **Save**. *Note: you’ll have to do this individually for each child’s record, but once it’s saved, it will be there forever until you change it.*

Placement Class/Bus

Child Information

Child Number: XXXXXXXXXXXX

Child Name: XXXXXXXXXXXX

Case Name: XXXXXXXXXXXX

Age: 10.00

Level Of Care: S

Enroll Start Date: 01/01/2019

Enroll End Date: 03/31/2023

Class/Bus

Class/Bus: Classroom 32

Save Reset

2. Once you click **Save**, you will see a green confirmation message at the top of the screen, verifying that the class/bus information has been filled in. (*Note: after adding a class/bus group, the Placement Roster page will automatically filter by that class/bus. Click “Reset Filter” to return to the full Placement Roster page.*)

• Case #/Child XXXXXXX : Class/Bus Assigned was successfully processed.

Placement Roster

Filter

Age: Select

Class/Bus: CLASSROOM 32

Apply Filter Reset Filter

Action	Child Number	Child Name	C/V	Age	Case Name	Class/Bus
	XXXXXXXXXX	XXXXXXXXXX	V	10.00	XXXXXXXXXX	CLASSROOM 32

1 total

COPY/PASTE TIME-IN AND TIME-OUT IN DAILY TIME ENTRY

In both Daily and Weekly Time Entry, you can copy and paste time-in and time-out for children who arrived and left at the same time. You can copy and paste up to 50 records at a time, after typing in the time-in and time-out for one child.

On the **Daily Time Entry** screen, you will see a column that says “Select,” to the left of the “Action” column. The checkboxes in this column, when selected, can be used to copy and paste entered time-in/time-out.

To bulk copy/paste: “Bulk Copy/Paste (All Visible Records)” on Page 4

To copy/paste one row at a time: “Individual Copy/Paste (Selected Records Only)” on Page 6

BULK COPY/PASTE (ALL VISIBLE RECORDS)

The below steps will allow you to quickly save the same time-in/time-out value for all records on the screen. To perform this function for a specific Age, Level of Care, or Class/Bus group, select one of the filter dropdowns on the left side of the page, select a filter value, and click on **Apply Filter**. (Note: To use the Class/Bus filter, you must first enter and save Class/Bus values on the Placement Roster page. Please see Page 3 for more information.)

1. To copy and paste the same time for **all** the records on the page (up to 50 records), enter the time-in and/or time-out for the first child on the screen. Then click on the checkbox in the “Select” column for that row. This will copy the time-in/time-out from that record – the row will be highlighted, and you’ll see a small red confirmation at the bottom of the screen that says “Copying is done.”

The screenshot shows the CAPS ONLINE interface for Daily Time Entry. The top navigation bar includes 'CAPS ONLINE', 'Home', 'Placement Roster', 'Attendance', 'Program', and 'Manage Users'. A 'User Profile' and 'Logout' link are on the right. The main area has a 'Select Date' dropdown set to '12/08/2022'. Below this is a 'Filter' section with dropdowns for 'Age', 'Level Of Care', and 'Class/Bus', and buttons for 'Apply Filter' and 'Reset Filter'. The main table has columns: 'Select', 'Action', 'Child Number', 'Child Name', 'Class/Bus', 'Age', 'Case Name', 'LC', 'C/V', 'Start Date', 'End Date', 'Time In', 'Time Out', and 'Absence'. The first row is highlighted in blue, and a red message box at the bottom says 'Copying is done.'.

Select	Action	Child Number	Child Name	Class/Bus	Age	Case Name	LC	C/V	Start Date	End Date	Time In	Time Out	Absence
<input checked="" type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	BUS 3072	8.06	XXXXXXXXXX	S	V	05/01/21		15:00	18:00	<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	CLASSROOM 31	8.06	XXXXXXXXXX	S	V	05/01/21				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	CLASSROOM 32	10.00	XXXXXXXXXX	S	V	01/01/19	09/01/20			<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	CLASSROOM 32	10.07	XXXXXXXXXX	S	V	09/01/18	10/01/22			<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	BUS 3072	12.03	XXXXXXXXXX	S	V	12/05/16				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	CLASSROOM 32	8.05	XXXXXXXXXX	S	V	05/01/21				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	CLASSROOM 30	8.02	XXXXXXXXXX	S	V	07/05/22				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	CLASSROOM 31	8.02	XXXXXXXXXX	S	V	07/05/22				<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	CLASSROOM 30	2.09	XXXXXXXXXX	T	V	02/17/22	02/08/23			<input type="checkbox"/>
<input type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	CLASSROOM 31	8.02	XXXXXXXXXX	S	V	05/01/21				<input type="checkbox"/>

2. To paste the copied time-in/time-out for all of the records on the screen, click on the master checkbox at the top of the column, immediately under the word “Select.” All the rows on the page will now have the same time-in/time-out and be highlighted, and you’ll receive a small red confirmation message at the bottom of the screen that says “Pasting is done.”

Note: When you click the master “Select” checkbox, it will overwrite any entered attendance. Only use the checkbox at the top (pictured below) if all visible records should have the same time-in and time-out.

The screenshot shows the CAPS ONLINE interface for Daily Time Entry. The top navigation bar includes 'CAPS ONLINE', 'Home', 'Placement Roster', 'Attendance', 'Program', and 'Manage Users'. A 'User Profile' and 'Logout' link are on the right. The main area has a 'Select Date' dropdown set to '12/08/2022'. Below this is a 'Filter' section with dropdowns for 'Age', 'Level Of Care', and 'Class/Bus', and buttons for 'Apply Filter' and 'Reset Filter'. The main table has columns: 'Select', 'Action', 'Child Number', 'Child Name', 'Class/Bus', 'Age', 'Case Name', 'LC', 'C/V', 'Start Date', 'End Date', 'Time In', 'Time Out', and 'Absence'. The first row is highlighted in blue, and a red message box at the bottom says 'Pasting is done.'.

Select	Action	Child Number	Child Name	Class/Bus	Age	Case Name	LC	C/V	Start Date	End Date	Time In	Time Out	Absence
<input checked="" type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	BUS 3072	8.06	XXXXXXXXXX	S	V	05/01/21		15:00	18:00	<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	CLASSROOM 31	8.06	XXXXXXXXXX	S	V	05/01/21		15:00	18:00	<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	CLASSROOM 32	10.00	XXXXXXXXXX	S	V	01/01/19	09/01/20	15:00	18:00	<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	CLASSROOM 32	10.07	XXXXXXXXXX	S	V	09/01/18	10/01/22	15:00	18:00	<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	BUS 3072	12.03	XXXXXXXXXX	S	V	12/05/16		15:00	18:00	<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	CLASSROOM 32	8.05	XXXXXXXXXX	S	V	05/01/21		15:00	18:00	<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	CLASSROOM 30	8.02	XXXXXXXXXX	S	V	07/05/22		15:00	18:00	<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	CLASSROOM 31	8.02	XXXXXXXXXX	S	V	07/05/22		15:00	18:00	<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	CLASSROOM 30	2.09	XXXXXXXXXX	T	V	02/17/22	02/08/23	15:00	18:00	<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	CLASSROOM 31	8.02	XXXXXXXXXX	S	V	05/01/21		15:00	18:00	<input type="checkbox"/>

- Click **Save** when you are finished and click **Save** again on the pop-up that appears. You will see a green confirmation message at the top of the screen confirming which records have been successfully saved with time-in and/or time-out.



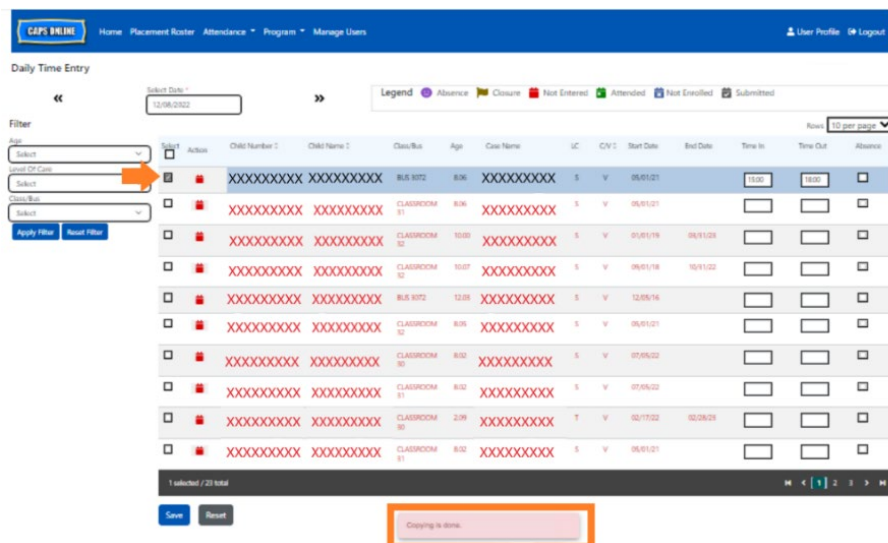
- If you have multiple pages of child records, use the arrow keys at the bottom to move to the next page and repeat the process (bulk copy/paste only impacts the records visible on the page).

Note: If you would like to change the default number of records visible on a page, please refer to **Page Limit** on Page 10.

INDIVIDUAL COPY/PASTE (SELECTED RECORDS ONLY)

- Enter time-in and time-out attendance for the first child whose attendance you would like to copy/paste, then select the corresponding checkbox in the “Select” column for that row. This will copy the time-in/time-out from that record – the row will be highlighted, and you’ll see a small red confirmation at the bottom of the screen that says “Copying is done.”

Note: The copied record does not have to be the first row on the screen. Whichever record is selected and highlighted first will be copied.



- Once one row of time-in/time-out has been copied, use the boxes in the “Select” column to select the other records with the same time-in and time-out. When you select each record, the time-in/time-out will immediately be pasted. Each pasted row will be highlighted, and you’ll receive a small red confirmation message at the bottom of the screen that says “Pasting is done” each time.

Note: As soon as you click on a checkbox, the copied time-in/time-out will be pasted into the time-in/time-out boxes for that record, overwriting any entered attendance. This action cannot be undone. If you mistakenly overwrite attendance for a child record, click on the checkbox for that record to deselect it (it will no longer be highlighted), then re-enter the correct time-in and time-out for that child in the corresponding boxes.

The screenshot shows the 'Daily Time Entry' page in the CAPS ONLINE system. The top navigation bar includes 'CAPS ONLINE', 'Home', 'Placement Roster', 'Attendance', 'Program', and 'Manage Users'. A 'User Profile' and 'Logout' link are on the right. Below the navigation bar, there's a 'Daily Time Entry' section with a 'Select Date' dropdown set to '12/09/2022'. A 'Legend' shows icons for Absence (purple circle), Closure (yellow square), Not Entered (red square), Attended (green square), Not Enrolled (blue square), and Submitted (grey square). On the left, there's a 'Filter' section with dropdowns for 'Age', 'Level of Care', 'Class/Bus', and 'Status'. The main table has columns: Select, Action, Child Number 1, Child Name 1, Class/Bus, Age, Case Name, UC, CN 1, Start Date, End Date, Time In, Time Out, and Absence. Several rows are highlighted in orange, indicating they have been selected. At the bottom, there's a 'Save' button and a 'Pasting is done' message.

- Once you have pasted the records you want to paste on this page, click **Save** at the bottom of the screen. A pop-up will then appear, asking if you’re sure you want to save your changes. Click **Save** again.

The screenshot shows the 'Daily Time Entry' page with a 'Save Changes' pop-up dialog. The dialog has a title bar with a close button (X). The main text asks 'Are you sure you would like to save your changes?'. Below the text are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with an orange box. The background shows the same table as the previous screenshot, but the 'Pasting is done' message is no longer visible.

- Once you click **Save**, confirmation messages will appear at the top of the screen for the child records with newly saved time-in/time-out. In the table below, the icons and text for those records will switch from red (not entered) to green (attended).

After saving your attendance, repeat Steps 1-4 to copy and paste a different set of time-in/time-out values.

COPY/PASTE TIME-IN AND TIME-OUT IN WEEKLY TIME ENTRY

On the **Weekly Time Entry** page, you can copy and paste a full week of time-in/time-out attendance for one specific child, after typing in the time-in and time-out for one day.

- Enter time-in and time-out for one day of the week, then click on the “Select” box underneath the time-in and time-out boxes. You’ll receive a red message at the bottom of the screen that says “Copying is done.”

Once the time is copied, click on each of the “Select” boxes for the other days that you want to paste the attendance for. When you click on each check box, the time-in/time-out values will immediately be pasted, and a red message will appear at the bottom of the screen that says “Pasting is done.”

- When you're done copying and pasting the attendance, click **Save** at the bottom of the screen, then click **Save** again on the pop-up that appears asking “Are you sure you would like to save your changes?”

- A green confirmation message will appear at the top of the page for each day that attendance was entered and saved successfully. You can now move on to the next week or go back to Weekly Time Entry and start with another child's attendance.

PAGE LIMIT

The page limit option in **User Profile** will permanently increase the number of visible records on the screen when you're in Placement Roster, Daily Time Entry, Weekly Time Entry, and Monthly Attendance Submission. If you have more than 10 children enrolled, you'll be able to increase the number of visible records in increments of 10 – 10, 20, 30, 40, or 50. This can be changed at any time by clicking on "User Profile," then adjusting the "Page Limit" by selecting a number from the drop-down menu, and clicking "Save."

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User Profile

MY USER PROFILE

Email Address: GREENDAYCARE1988@GMAIL.COM

Last Name: XXXXXXXXXX First Name: XXXXXX Telephone Number: (999) 999-9999

Language: EN - ENGLISH

Page Limit: **50**

Save Reset

As you can see below, if the "Page Limit" is set to 50 in User Profile, all screens will now display up to 50 records on one page. This will occur on Placement Roster, Daily Time Entry, and Monthly Attendance Submission.

CAPS ONLINE Home Placement Roster Attendance Program Manage Users User Profile Logout

Placement Roster

Filter: Age: Select Class/Bus: Select Apply Filter Reset Filter

Rows: **50 per page**

Action	Child Number	Child Name	C/V	Age	Case Name	Class/Bus
	XXXXXXXXXX	XXXXXXXXXX	V	3.00	XXXXXXXXXX	
	XXXXXXXXXX	XXXXXXXXXX	V	4.11	XXXXXXXXXX	

CAPS ONLINE Home Placement Roster Attendance Program Manage Users User Profile Logout

Daily Time Entry

Select Date: 01/18/2023

Legend: Absence Closure Not Entered Attended Not Enrolled Submitted

Filter: Age: Select

Rows: **50 per page**

Select	Action	Child Number	Child Name	Class/Bus	Age	Case Name	LC	C/V	Start Date	End Date	Time In	Time Out	Absence
<input type="checkbox"/>													

Weekly Time Entry

Select a category to search by:

Case Information

Attendance Month

Search Criteria

Attendance Month

12/2022

Search

Filter

Age

Select

Rows

50 per page

Action	Child Number	Child Name	Class/Bus	Age	Case Name	LC	C/V	Start Date	End Date
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Monthly Attendance Submission

Current Service Month : December

Incomplete Records : 31 Completed Records : 0 Submitted Records : 5

Others

Prior Months Completed Records : 0 Non Submittable Records : 0

If any of your records display in "non-submittable" status please try to submit again on the next business day

Filter

Status

Select

Rows

50 per page

Action	Child Name	Child Number	Class/Bus	L/C	Start Date	End Date	Max OPD	Num OPD	C/V	Max Days	Att Days	Max Wks	Wks
--------	------------	--------------	-----------	-----	------------	----------	---------	---------	-----	----------	----------	---------	-----