



**Administration for
Children's Services**

CAPS ONLINE QUICK REFERENCE GUIDE:
HOME-BASED PROVIDERS – NEW FEATURES

CONTENTS

Copy/Paste Time-in and Time-out in Daily Time Entry	3
Bulk Copy/Paste (All Visible Records)	3
Individual Copy/Paste (Selected Records Only)	4
Copy/Paste Time-in and Time-out in Weekly Time Entry	6
Page Limit	8

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.

Daily Time Entry

Select Date: 12/14/2022

Legend: Absence, Closure, Not Entered, Attended, Not Enrolled, Submitted

Select	Action	Child Number	Child Name	Age	Case Name	LC	C/V	Start Date	End Date	Time In	Time Out	Absence
<input type="checkbox"/>	Not Entered	XXXXXXXXXX	XXXXXXXXXX	11.02	XXXXXXXXXX	S	V	11/17/21				<input type="checkbox"/>
<input type="checkbox"/>	Not Entered	XXXXXXXXXX	XXXXXXXXXX	1.04	XXXXXXXXXX	I	V	11/17/21				<input type="checkbox"/>
<input type="checkbox"/>	Not Entered	XXXXXXXXXX	XXXXXXXXXX	7.03	XXXXXXXXXX	S	V	11/08/21	11/30/22			<input type="checkbox"/>
<input type="checkbox"/>	Not Entered	XXXXXXXXXX	XXXXXXXXXX	6.02	XXXXXXXXXX	S	V	10/01/22				<input type="checkbox"/>
<input type="checkbox"/>	Not Entered	XXXXXXXXXX	XXXXXXXXXX	4.06	XXXXXXXXXX	P	V	07/01/21				<input type="checkbox"/>

Save Reset

To bulk copy/paste: “Bulk Copy/Paste (All Visible Records)” on Page 3

To copy/paste one row at a time: “Individual Copy/Paste (Selected Records Only)” on Page 4

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 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.”

Daily Time Entry

Select Date: 01/02/2023

Legend: Absence, Closure, Not Entered, Attended, Not Enrolled, Submitted

Select	Action	Child Number	Child Name	Age	Case Name	LC	C/V	Start Date	End Date	Time In	Time Out	Absence
<input checked="" type="checkbox"/>	Not Entered	XXXXXXXXXX	XXXXXXXXXX	11.04	XXXXXXXXXX	S	V	11/17/21		08:00	17:45	<input type="checkbox"/>
<input type="checkbox"/>	Not Entered	XXXXXXXXXX	XXXXXXXXXX	1.05	XXXXXXXXXX	I	V	11/17/21				<input type="checkbox"/>
<input type="checkbox"/>	Not Entered	XXXXXXXXXX	XXXXXXXXXX	7.04	XXXXXXXXXX	S	V	11/08/21	03/31/23			<input type="checkbox"/>
<input type="checkbox"/>	Not Entered	XXXXXXXXXX	XXXXXXXXXX	6.03	XXXXXXXXXX	S	V	10/01/22				<input type="checkbox"/>
<input type="checkbox"/>	Not Entered	XXXXXXXXXX	XXXXXXXXXX	4.07	XXXXXXXXXX	P	V	07/01/21				<input type="checkbox"/>

Save Reset

Copying is done.

- 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 are 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 with the 'Daily Time Entry' screen. The 'Select' checkbox at the top of the table is highlighted in orange. A 'Pasting is done' message is shown in a red box at the bottom of the table area. The table contains five rows of child records with columns for Action, Child Number, Child Name, Age, Case Name, LC, C/V, Start Date, End Date, Time In, Time Out, and Absence.

Select	Action	Child Number	Child Name	Age	Case Name	LC	C/V	Start Date	End Date	Time In	Time Out	Absence
<input checked="" type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	11.04	XXXXXXXXXX	S	V	11/17/21		08:00	17:45	<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	1.05	XXXXXXXXXX	I	V	11/17/21		08:00	17:45	<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	7.04	XXXXXXXXXX	S	V	11/08/21	09/31/23	08:00	17:45	<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	6.03	XXXXXXXXXX	S	V	10/01/22		08:00	17:45	<input type="checkbox"/>
<input checked="" type="checkbox"/>		XXXXXXXXXX	XXXXXXXXXX	4.07	XXXXXXXXXX	P	V	07/01/21		08:00	17:45	<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.

The screenshot shows the CAPS ONLINE interface with a green confirmation message at the top of the screen. The message reads: "XXXXXXXXXX for service date 1/2/2023 time entry was created successfully."

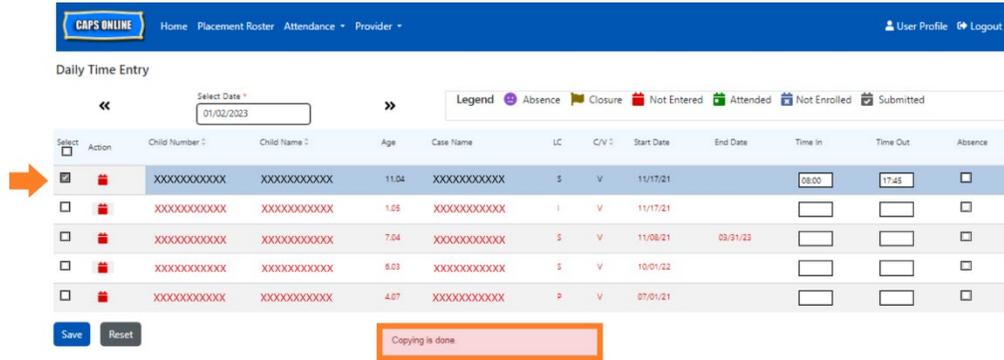
- If you have multiple pages of child records, use the arrow keys at the bottom to move to the next page and repeat the process (bulk copy/paste only impacts the records visible on the page).

Note: If you would like to change the default number of records visible on a page, please refer to **Page Limit** on Page 8.

INDIVIDUAL COPY/PASTE (SELECTED RECORDS ONLY)

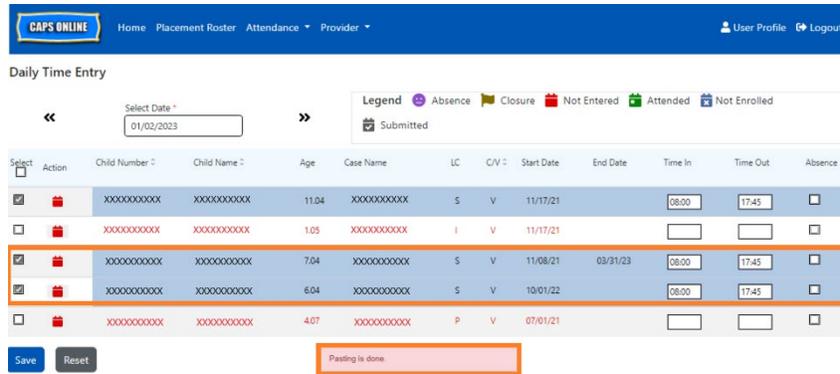
- Enter time-in and time-out attendance for the first child whose attendance you would like to copy/paste, then select the corresponding checkbox in the "Select" column for that row. This will copy the time-in/time-out from that record – the row will be highlighted, and you'll see a small red confirmation 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.

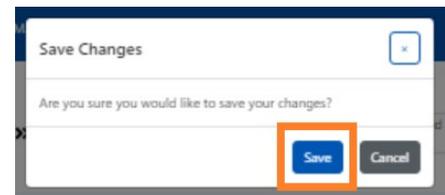
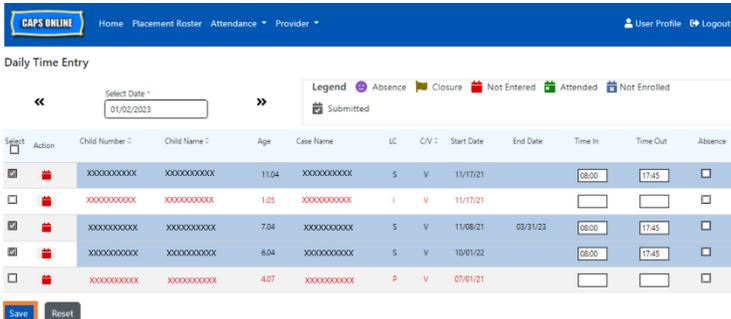


2. Once one row of time-in/time-out has been copied, use the boxes in the “Select” column to select the other records with the same time-in and time-out. When you select each record, the time-in/time-out will immediately be pasted. Each pasted row will be highlighted, and you’ll receive a small red confirmation 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 in blue), then re-enter the correct time-in and time-out for that child in the corresponding boxes.



3. 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.



- 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).

The screenshot shows the CAPS ONLINE interface for Daily Time Entry. At the top, there are navigation links: Home, Placement Roster, Attendance, and Provider. A notification box at the top displays three messages: "XXXXXXXXXX for service date 1/2/2023 time entry was created successfully." Below this is a table with columns: Select, Action, Child Number, Child Name, Age, Case Name, LC, C/V, Start Date, End Date, Time In, Time Out, and Absence. The table contains five rows of data. The first and third rows have green icons and text, indicating they are attended. The second and fourth rows have red icons and text, indicating they are not entered. The fifth row has a red icon and text. At the bottom, there are Save and Reset buttons.

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."

The screenshot shows the CAPS ONLINE interface for Weekly Child Time Entry. At the top, there are navigation links: Home, Placement Roster, Attendance, and Provider. Below this is a form for Case Information with fields for Child Number, Child Name, Case Name, Enroll Start Date, Enroll End Date, and Service Month. Below the form is a weekly grid with columns for each day of the week: Sun 11/6/2022, Mon 11/7/2022, Tue 11/8/2022, Wed 11/9/2022, Thu 11/10/2022, Fri 11/11/2022, and Sat 11/12/2022. The grid has rows for 1st Time In, 1st Time Out, 2nd Time In, and 2nd Time Out. Below each time entry box is a radio button for "ABSENCE" and a "Select" button. The "Select" button for Monday is highlighted with a red box. At the bottom, there are Save and Reset buttons. A red message box at the bottom center 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." *(Note: you will not see the page limit change on attendance pages unless you have more than 10 children enrolled in your care)*

The screenshot shows the CAPS ONLINE user interface. At the top, there is a navigation bar with the CAPS ONLINE logo and links for Home, Placement Roster, Attendance, and Provider. On the right side of the navigation bar, there are links for User Profile and Logout. Below the navigation bar, the page title is "User Profile". The main content area is titled "MY USER PROFILE" and contains a form with several fields: Email Address (XXXXXXXXXX@XXXXX.COM), Last Name (XXXXXXX), First Name (XXXXXX), Telephone Number ((999) 999-9999), and Language (EN - ENGLISH). The Page Limit field is a dropdown menu currently set to 10, and it is highlighted with an orange border. The dropdown menu is open, showing options: 10, 20, 30, 40, and 50. At the bottom left of the form, there are "Save" and "Reset" buttons.