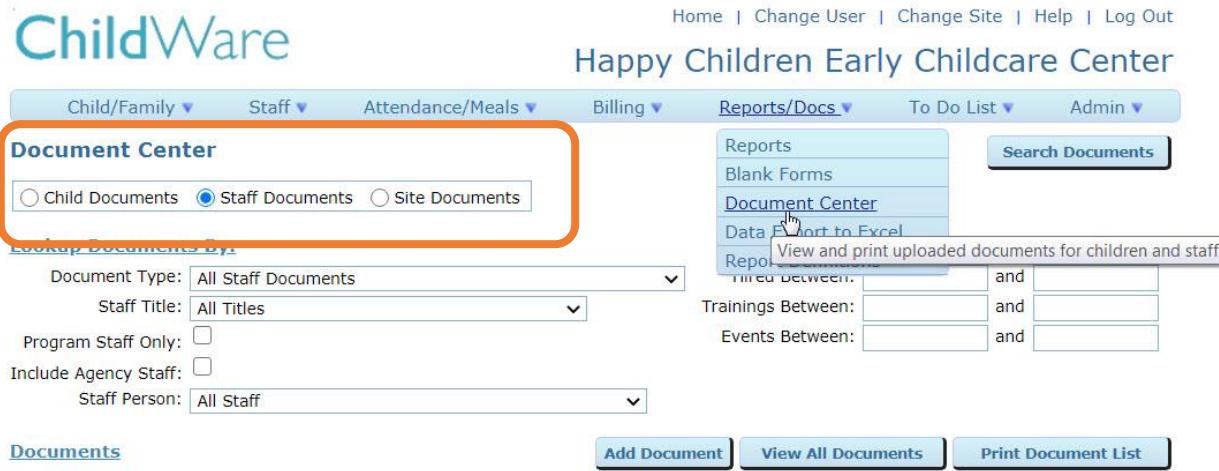


# DOCUMENT UPLOADS

To quickly view and add a large variety of documents (PDFs) to your ChildWare account, navigate to the **Reports/Docs** on the blue bar and scroll down to **Document Center**. You can choose to upload documents for a child, staff, or site.



ChildWare

Home | Change User | Change Site | Help | Log Out

Happy Children Early Childcare Center

Child/Family ▾ Staff ▾ Attendance/Meals ▾ Billing ▾ Reports/Docs ▾ To Do List ▾ Admin ▾

**Document Center**

Child Documents  Staff Documents  Site Documents

Lookup Documents By:

Document Type: All Staff Documents  
Staff Title: All Titles  
Program Staff Only:   
Include Agency Staff:   
Staff Person: All Staff

Reports

Blank Forms

Document Center

Data Export to Excel

View and print uploaded documents for children and staff

Reports

Print Document List

Search Documents

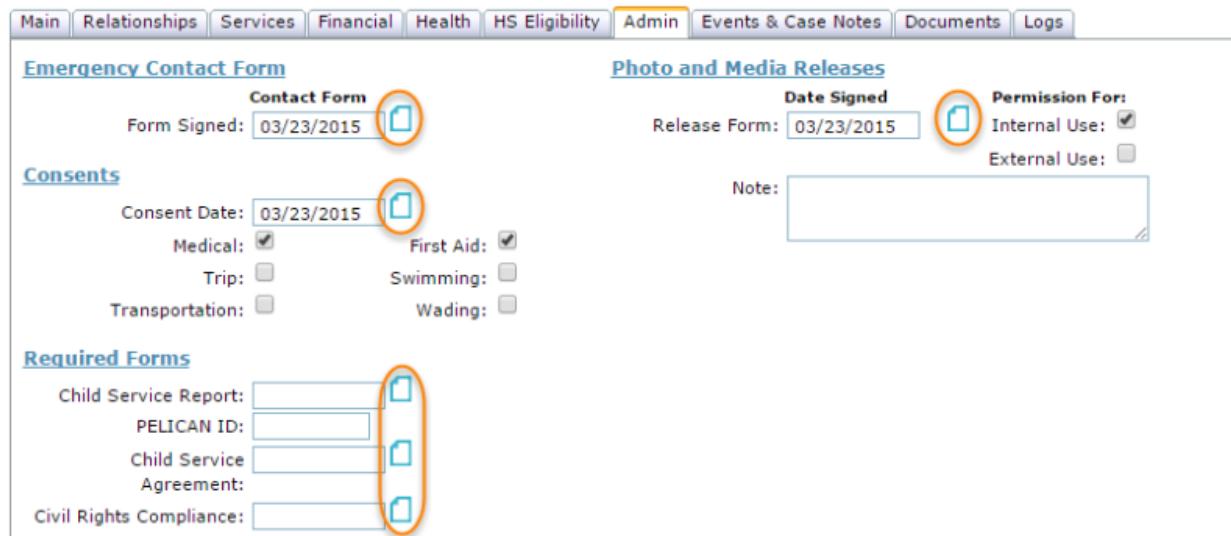
Documents

Add Document

View All Documents

Print Document List

In addition to the Documents Tab, several files can be found on the Admin Tab of a child's record. Documents are represented by **the blue page icon**.



Main Relationships Services Financial Health HS Eligibility Admin Events & Case Notes Documents Logs

**Emergency Contact Form**

Contact Form

Form Signed: 03/23/2015

**Consents**

Consent Date: 03/23/2015

Medical:  First Aid:   
Trip:  Swimming:   
Transportation:  Wading:

**Required Forms**

Child Service Report:   
PELICAN ID:   
Child Service Agreement:   
Civil Rights Compliance:

**Photo and Media Releases**

Date Signed

Release Form: 03/23/2015

Permission For:

Internal Use:   
External Use:

Note:

## CHILD DOCUMENTS

From the Child's Documents tab, you can:

- add a new document (using the 'Add Child Document' button); and
- print a report of all documents for a child (using the 'Print Document List' button)

# ADDING A CHILD DOCUMENT

1. Open a Child's Record.
2. Click on the Documents Tab
3. Review Existing Documents
4. Click on Add Child Document

Child: Captain America ()

Child Due: \$55.00 Family Due: \$55.00 Deposit Required: \$0.00 Deposit On File: \$0.00

Main Relationships Services Financial Health HS Eligibility Admin Events & Case Notes Documents Logs

**Child Documents** **Add Child Document** **Print Document List**

View or Search By: All Documents **No matches**



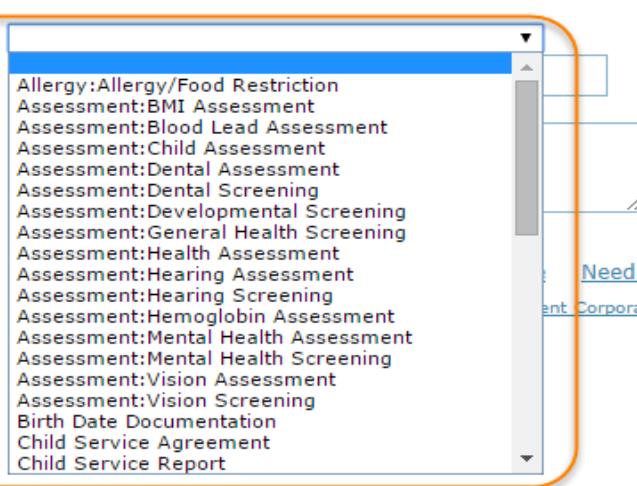
The Document Type menu contains many options listed in alphabetical order to help find the document you want to add. Single data fields, such as the Child Service Agreement, do not require further specification. Data found in grids, such as General Health Assessments, will require you to select the specific health assessment. After selecting a document type, upload your document (see [instructions for uploading files here](#)).

## Child Document: Daveon Battis

5 Document Type:

Upload Document:

Comments:



Need Help?

Ent Corporation - Copyright 2006-2015

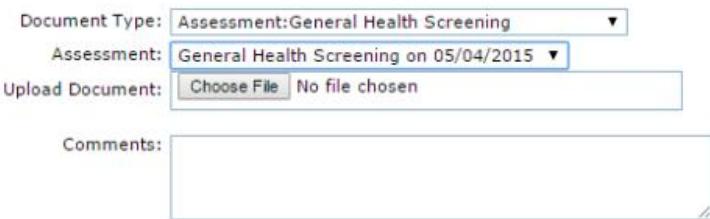
## Child Document: Daveon Battis

Document Type: Assessment:General Health Screening

Assessment: General Health Screening on 05/04/2015

Upload Document: Choose File No file chosen

Comments:



### Child Document: Daveon Battis

**OK** **Cancel**

6 Document Type: Consent Form

Upload Document: Choose File Consent form\_Daveon Battis.pdf

Comments:

Press 'OK' when you are ready to save the new document.

The Documents tab allows you to print a report of all saved documents for a child with the 'Print Document List' button. The report will open as a new tab or window in your browser and can be reviewed or printed, as needed.

### Child: Daveon Battis (Ducklings)

**OK** **Cancel**

Child Due: \$0.00 Family Due: \$0.00 Deposit Required: \$0.00 Deposit On File: \$0.00

Main Relationships Services Financial Health HS Eligibility Admin Events & Case Notes **Documents** **Logs**

**Child Documents** **Add Child Document** **Print Document List** 7

View or Search By: All Documents

Document Type	Comment	Entered	By	
Select Child Service Agreement		04/01/2015	AHANNAN	Delete
Select Consent Form		04/24/2015	AHANNAN	Delete
Select Emergency Contact Form		04/17/2015	AHANNAN	Delete

← → C ⌂ <https://cwapp.phmc.org/ReportViewer.aspx?Out=4>

1 of 1 Export

ABC Day Care  
Happy Children Early Childcare Center

**Document List**  
All Documents  
Report Date: 4/24/2015

Name	Document Type	Entered	By
Battis, Daveon	Child Service Agreement	4/1/2015 3:53 PM	AHANNAN
Battis, Daveon	Consent Form	4/24/2015 12:11 PM	AHANNAN
Battis, Daveon	Emergency Contact Form	4/17/2015 2:04 PM	AHANNAN

# EDITING AN EXISTING ENTRY

Child: Daveon Battis (Ducklings)

Child Due: \$0.00 Family Due: \$0.00 Deposit Required: \$0.00 Deposit On File: \$0.00

Main Relationships Services Financial Health HS Eligibility Admin Events & Case Notes **1 Documents Logs**

**Child Documents**

View or Search By: All Documents

Document Type	Comment	Entered	By
Select Child Service Agreement		04/01/2015	AHANNAN Delete
Select Emergency Contact Form		04/17/2015	AHANNAN Delete

Add Child Document Print Document List

OK Cancel

To view or add a comment to an existing document, click 'Select' next to the document you would like to edit.

Child: Daveon Battis (Ducklings)

Child Due: \$0.00 Family Due: \$0.00 Deposit Required: \$0.00 Deposit On File: \$0.00

Main Relationships Services Financial Health HS Eligibility Admin Events & Case Notes **Documents Logs**

**Child Documents**

View or Search By: All Documents

Document Type	Comment	Entered	By
Select Child Service Agreement		04/01/2015	AHANNAN Delete
Select Emergency Contact Form		04/17/2015	AHANNAN Delete

Add Child Document Print Document List

OK Cancel

You can view the uploaded document by clicking 'View Document' or record a comment for this document. Remember to press 'OK' if you've added a comment in the text field.

Child Document: Daveon Battis

Document Type: Child Service Agreement Child: Battis, Daveon

Comments: **3**

OK Cancel View Document

## STAFF DOCUMENTS

Note: The Staff Documents tab will only appear for agencies subscribed to ChildWare PLUS. To learn more about the additional system features available through an expanded subscription, visit the [ChildWare PLUS page](#).

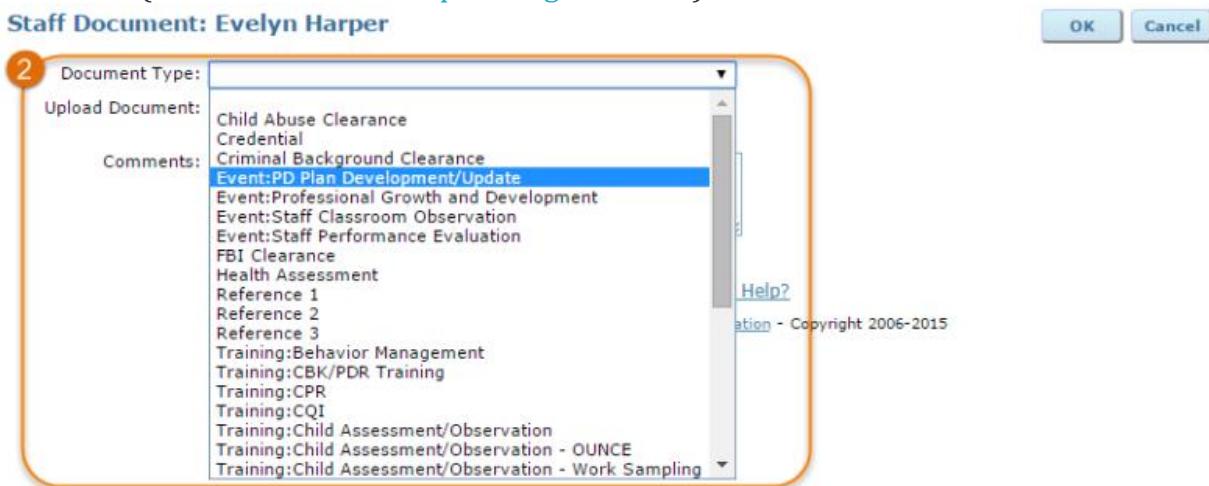
To quickly view and add a variety of documents for each employee, navigate to the Documents tab. This tab compiles documents uploaded here and on several other tabs in the staff member's record.

From the Documents tab you can:

- add a new document (using the 'Add Staff Document' button); and
- print a report of all employee documents (using the 'Print Document List' button).



The Document Type menu contains many options listed in alphabetical order to help find the document you want to add. After selecting a document type, upload your document (see [instructions for uploading files here](#)).



Press 'OK' to save the new document.

The Documents tab also allows you to print a report of all saved documents for a staff member with the 'Print Document List' button. The report will open as a new tab or window in your browser and can be reviewed or printed, as needed.