

DOCUMENT CENTER UPLOADS

In ChildWare, there is a main depository where you can upload, and store documents related to Site, Staff, and Children called the Document Center. Click on Reports/Docs on your blue bar and scroll down to Document Center. **ONLY PDF DOCUMENTS** can be uploaded in the document center.

Document Format

The preferred format for documents in ChildWare is PDF. Formats other than a PDF may not be able to be uploaded as they are generally too large. This includes pictures from your phone.

- WORD documents can be saved to PDF by selecting “SAVE AS” a PDF
- Many printers allow you to scan a document which saves it as a PDF; which can be sent to your computer or email
- You can download an application (free or cost) for your phone to change images into PDFs. You can then upload the PDF's on your phone or send the PDF image to your computer to upload in the Document Center.

Scanning Software and Phone Apps Options

*Disclaimer: these are recommended scanning options to assist with providers having scanning capabilities. PHLpreK is NOT requiring any of these options.

PDF Scanner App for iPhone and iPad

App Name	Description
Scanner Pro	Scanner Pro is one of the greatest scanning apps for iPhone and iPad. It has powerful scanning features and apart from scanning the PDFs, it quickly scans any document on your iPhone and iPad. It scans the document with the camera of your iPad or iPhone, and you can send them to Google Drive, Dropbox, Evernote, iCloud and One Drive, or you can save them on your IOS device.
Prizmo 5	Prizmo is a powerful scanning app for iPad and iPhone that lets you scan any documents and save them as Text, PDF, vCard, JPEG, and PNG. The app can scan PDF files, and you can save the scanned files on your camera roll or your online storage accounts such as Evernote, Dropbox, Google Drive and much more. The application lets you scan the documents quickly and at high speed.

JotNot Pro	<p>JotNot Pro offers you an easy and powerful way to scan your documents. JotNot Pro is a password protected scanner app that scans your PDFs at high speed. More so it scans receipts, notes, sheet music, sketches, contracts, recipes, photos, business cards and much more. The app scans these documents from your iOS device and saves them as JPEG or PDF. It offers a quicker way of scanning your files without a hassle.</p>
TinyScan Pro	<p>TinyScan Pro is a simple to use scanning app for iPad and iPhone. It uses your iOS device's camera to scan documents. It helps scan PDFs, notes, and receipts and lets you save them to Dropbox, Camera Roll, Box, Evernote and Google Drive using email. You can also print them using AirPrint, fax through Tiny Fax and share them to your PC via Wi-Fi. It also lets you protect your documents using a passcode.</p>

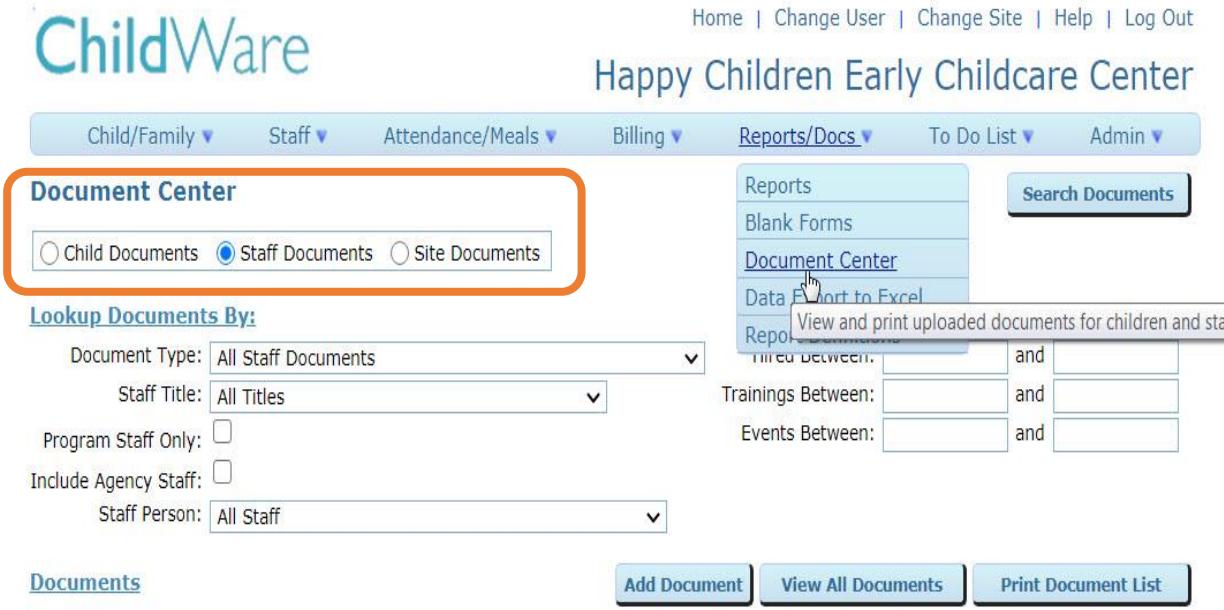
PDF Scanner App for Android Devices

App Name	Description
Genius Scan	<p>Genius Scan is an Android scanning app that supports both JPG and PDF. It also supports multiple scanning. Besides, it supports different page layouts such as A5, A4, A3, business card, and legal letter. It also comes with some technology such as perspective correction, smart page detection and various enhancements of high-quality scans. More so, it can backup and restores scan data. It is compatible with Android, iOS, and Windows.</p>
Mobile Doc Scanner	<p>Mobile Doc Scanner comes with great features such as the batch mode, which allows the users to scan documents quickly, after the other. It has some gestures to navigate it with ease. More so, it comes in a Lite and a full version. Besides, it supports a variety of page layouts such as Tabloid, Executive, A5, A4, A3, B5, Business Card, Letter Legal, and Envelope. It supports Androids from 2.3 and above.</p>
Handy Scanner	<p>Handy scanner brings some advanced features to make sure that your PDF scan is good enough. It also supports batch scan so that one can scan multiple documents at a go. Additionally, it has a handy backup and a restore feature, and it lets you upload the scanned file to Google Drive, Dropbox, and other popular cloud services. The pro version brings high-quality scans, unlimited camera shots, and ability to fine-tune images.</p>
CamScanner	<p>CamScanner is the best PDF scanner for androids and other platforms such as iOS. It allows the scanning of PDFs, receipts, notes on a whiteboard, business cards, contracts, ID and much more. It can enhance scans, extract text from images, and annotate them. It also has a search feature that lets you search past documents. Furthermore, it supports various cloud storage services such as Box, Dropbox, Evernote, Google Drive and One Drive.</p>
TurboScan	<p>Apart from the usual scanning features, TurboScan has "SureScan3x" feature, which makes the app to stand out. The tool takes three pictures of the same page for higher quality results. Along with that, it helps you email the scanned files to your account automatically. Other features include the</p>

ability to save scans as JPG, PDF, and PNG, automatic correction of scans and Cloud Print. It supports Android from 4.0 and above and iOS devices.

Accessing the Document Center

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

Report

View and print uploaded documents for children and staff

Hired Between: and

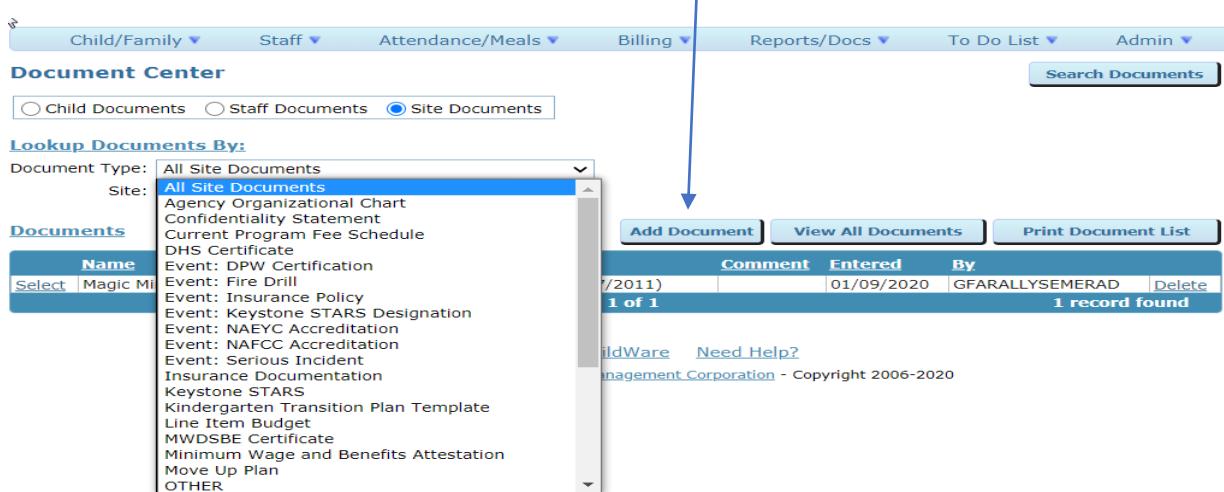
Trainings Between: and

Events Between: and

Documents

Add Document View All Documents Print Document List

Click on the down arrow at “All Site Documents” to view the list of documents that can be uploaded. If you do not see the name of the document, you are uploading – choose OTHER. Once you choose a document , click on the ADD DOCUMENT button.



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 Site Documents

Site: All Site Documents

Agency Organizational Chart

Confidentiality Statement

Current Program Fee Schedule

DHS Certificate

Event: DPW Certification

Event: Fire Drill

Event: Insurance Policy

Event: Keystone STARS Designation

Event: NAEYC Accreditation

Event: NAFC Accreditation

Event: Serious Incident

Insurance Documentation

Keystone STARS

Kindergarten Transition Plan Template

Line Item Budget

MWDSBE Certificate

Minimum Wage and Benefits Attestation

Move Up Plan

OTHER

Documents

Name	Comment	Entered	By	Actions
Select	1/2011)	01/09/2020	GFARALLYSEMERAD	Delete

1 record found

ChildWare Need Help?
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Program Assessment-CLASS
Program Assessment-ERS
Program Assessment-FCCERS
Program Attendance Policy
Program Calendar
Program Daily schedule
Program Enrollment/Waitlist Policy
Program Family Grievance Policy
Program Recruitment Plan
Program Suspension and Expulsion Policy
STAR 3 Waiver
Tax and Regulatory Status Clearance Statement
Workforce Diversity Report

When you click ADD DOCUMENT a new window appears. Choose the Site and “Choose File,” add comment if desired, then click OK.

AgencySite Document

Document Type: DHS Certificate
Site: Magic Minds Child Care
Upload Document: Choose File No file chosen

Comments:

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Event or Training Documents

*If a Document type has the text **Event: or Training: before the name of the document** – you need to be sure that you have **uploaded the file in the Event or Training section of ChildWare FIRST** – before trying to upload the document in the Document Center.*

Uploading Site Event Documents

EX: Insurance Policy Upload

If you **DO NOT** have the document already uploaded in the event section of your site, you will not be able to complete the upload – notice the Site Event drop-down is not operational.

AgencySite Document

Document Type: Event:Insurance Policy
Site: Happy Children Early Childcare Center
Site Event: (Red arrow pointing to the dropdown menu)
Upload Document: Choose File No file chosen

Comments:

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To upload files in your Site, Click on Admin and scroll down to Agency/Site on the blue bar.

1. Select the Site.
2. Click on the Events Tab
3. Add Site Event

Need PHLpreK assistance (policy/procedure) - email PHLreK@phmc.org or contact your Contract Specialist
Need ChildWare technical assistance - email helpdesk@phmc.org or click on the BUG icon . Visit www.childware.org > **Providers Support>PHLpreK Providers for additional documentation**

Site: Happy Children Early Childcare Center

[OK](#) [Cancel](#)
[Main](#) [Events](#) [Rooms](#) [Care](#) [Meals](#) [Transportation](#) [Other Charges](#) [Subsidies](#) [Discounts](#) [Other](#) [Settings](#) [Log](#)
[Accreditations](#)

Site Events

[Add Site Event](#)

Event Type	SubType	Event Date	Expiration	Entered	Note	By
Select	DHS Certification	Regular	09/15/2020	09/15/2021	09/15/2020	GFARALLYSEMERAD

4. Select Event Type, Add note, if necessary.

5. Click OK

Site Event

[OK](#) [Cancel](#)

Event Type:

Effective Date:

Expiration/Renewal Date:

Type:

Staff:

Insurer:

Note:

Set Reminder

Remind
On:
Note:

Remind:
Email
Reminder?
Action
Complete?

6. Complete adding additional information

7. Click OK

Site Event

[OK](#) [Cancel](#)

Event Type:

Effective Date:

Expiration/Renewal Date:

Type:

Staff:

Insurer:

Note:

Set Reminder

Remind
On:
Note:

Remind:
Email
Reminder?
Action
Complete?

You now have an **Event in ChildWare** and can proceed to upload coordinating document in the document center.

Site: Happy Children Early Childcare Center

[OK](#) [Cancel](#)
[Main](#) [Events](#) [Rooms](#) [Care](#) [Meals](#) [Transportation](#) [Other Charges](#) [Subsidies](#) [Discounts](#) [Other](#) [Settings](#) [Log](#)
[Accreditations](#)

Site Events

[Add Site Event](#)

Event Type	SubType	Event Date	Expiration	Entered	Note	By
Select	DHS Certification	Regular	09/15/2020	09/15/2021	09/15/2020	GFARALLYSEMERAD
Select	Insurance Policy	General Liability	10/23/2020	10/23/2020	Policy #1234567	GFARALLYSEMERAD

Now when you go to the Document Center – you will be able to upload the document

AgencySite Document

Document Type: Event:Insurance Policy

Site: Happy Children Early Childcare Center

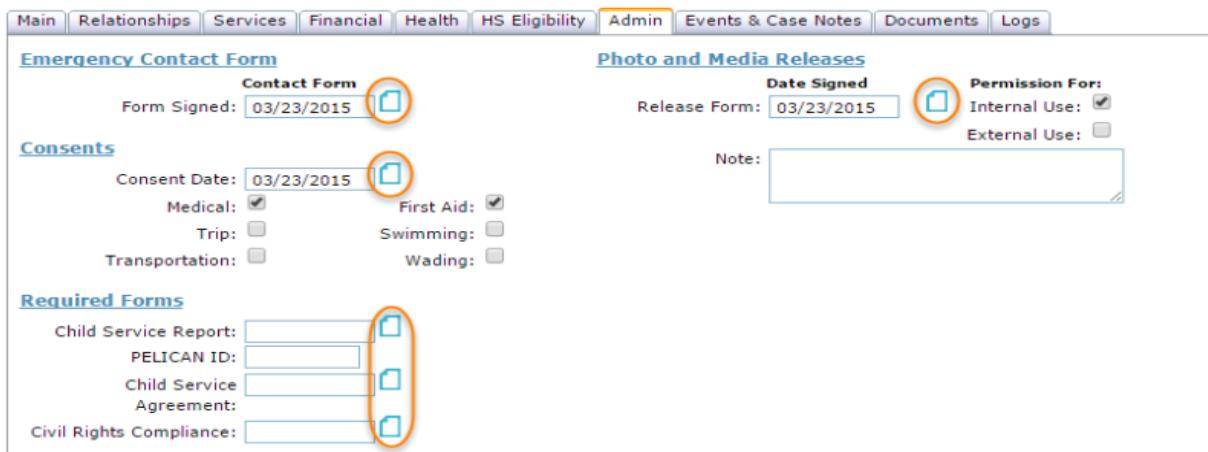
Site Event: Insurance Policy/General Liability on 10/23/2020

Upload Document: Choose File No file chosen

Comments:

Admin Tab

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:

Photo and Media Releases

Date Signed
Release Form: 03/23/2015 

Permission For:
Internal Use: External Use:

Note: 

Required Forms

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

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 ()

OK **Cancel**

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:

- Allergy:Allergy/Food Restriction
- Assessment:BMI Assessment
- Assessment:Blood Lead Assessment
- Assessment:Child Assessment
- Assessment:Dental Assessment
- Assessment:Dental Screening
- Assessment:Developmental Screening
- Assessment:General Health Screening
- Assessment:Health Assessment
- Assessment:Hearing Assessment
- Assessment:Hearing Screening
- Assessment:Hemoglobin Assessment
- Assessment:Mental Health Assessment
- Assessment:Mental Health Screening
- Assessment:Vision Assessment
- Assessment:Vision Screening
- Birth Date Documentation
- Child Service Agreement
- Child Service Report

Need Help?

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Child Document: Daveon Battis

OK **Cancel**

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 <div style="text-align: right;"> 7 Add Child Document Print Document List </div>																			
View or Search By: All Documents																			
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Document Type</th> <th style="width: 30%;">Comment</th> <th style="width: 20%;">Entered</th> <th style="width: 40%;">By</th> </tr> </thead> <tbody> <tr> <td>Select Child Service Agreement</td> <td></td> <td>04/01/2015</td> <td>AHANNAN Delete</td> </tr> <tr> <td>Select Consent Form</td> <td></td> <td>04/24/2015</td> <td>AHANNAN Delete</td> </tr> <tr> <td>Select Emergency Contact Form</td> <td></td> <td>04/17/2015</td> <td>AHANNAN Delete</td> </tr> </tbody> </table>				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
Document Type	Comment	Entered	By																
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Select Consent Form		04/24/2015	AHANNAN Delete																
Select Emergency Contact Form		04/17/2015	AHANNAN Delete																

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

1 of 1

Select a format [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

4/24/2015 12:13:25 PM / Page 1 of 1

EDITING AN EXISTING ENTRY

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 <div style="text-align: right;"> 1 Add Child Document Print Document List </div>															
View or Search By: All Documents															
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Document Type	Comment	Entered	By												
Select Child Service Agreement		04/01/2015	AHANNAN Delete												
Select Emergency Contact Form		04/17/2015	AHANNAN Delete												

Need PHLpreK assistance (policy/procedure) - email PHLreK@phmc.org or contact your Contract Specialist
Need ChildWare technical assistance - email helpdesk@phmc.org or click on the BUG icon . Visit www.childware.org > **Providers Support>PHLpreK Providers for additional documentation**

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 Add Child Document Print Document List

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

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:

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).

Staff Person: Evelyn Harper

Main Hiring Credentials Clearances Contact Information PD-Training PD-Events Schedule **Documents** Logs

Staff Documents Add Staff 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. After selecting a document type, upload your document (see [instructions for uploading files here](#)). **Please review Uploading Event Site files section above (pg.5) for instructions on adding an Event in ChildWare prior to uploading a document in the Document Center.**

Staff Document: Evelyn Harper

OK Cancel

2 Document Type:

Upload Document:

Comments:

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.