

Closing a Site in ChildWare 2.0

To promote accurate record keeping it is important to add your site closures to ChildWare. By adding your learning center's scheduled and emergency closures, you are creating accurate attendance records.

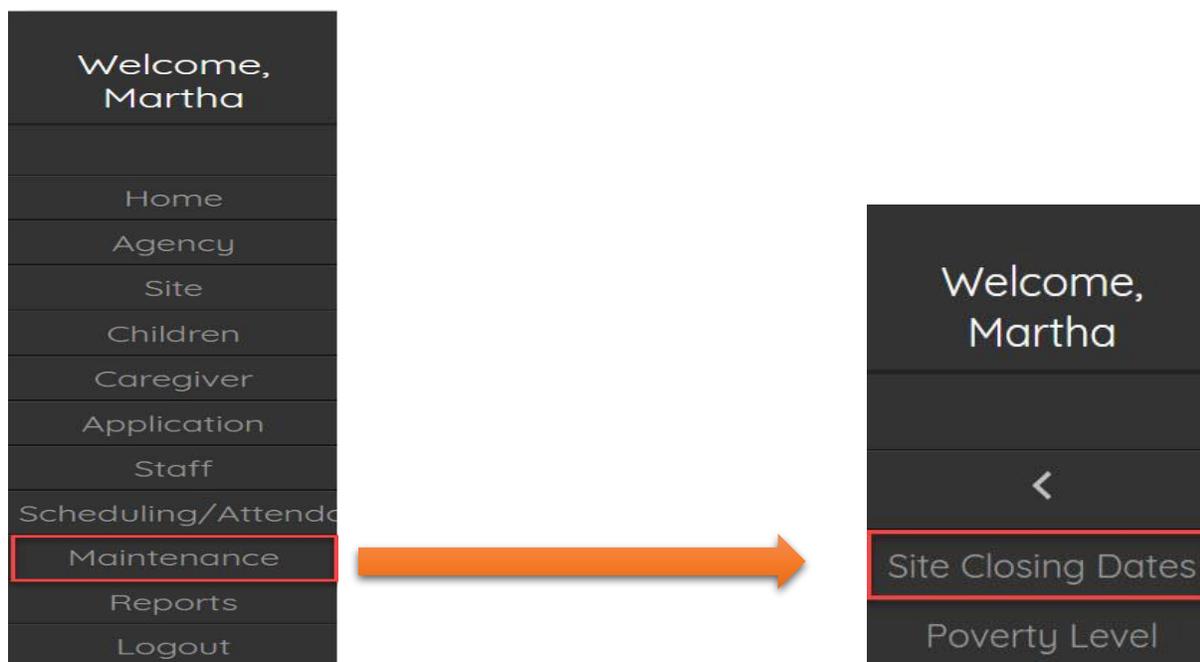
Closing a Site:

There are two types of site closings

- **Emergency** – No power, flooding, street blockage, weather related and more.
- **Scheduled** – Holidays, vacation, and professional development.

Steps to Closing your Site:

1. Open your Chrome Browser – type childware.phmc.org in the address bar.
2. On the next screen type in your ChildWare 2.0 **username and password**.
3. **Click on the word ChildWare** in the upper left corner to access your navigation menu.
4. Scroll down to **Maintenance**.
5. Click on **Site Closing Dates**.



If you experience difficulty while completing the process above, please use the bug report feature, or contact us at helpdesk@phmc.org for assistance and additional support....

Setting Up a Closure:

1. Pick a Site
2. Pick a Closing Date
3. Pick a type of Site Closure (Emergency or Scheduled)
4. Give a brief description
5. Click Add

Site Closing Dates

1 Pick the site

2 Pick a Date

3 Pick type of closing

4 Type a Description

5 Click Add

ID.	Date Closing	Type	Description	Action
52	09/17/2018	Scheduled	Professional Deve...	Edit View Delete
21	09/03/2018	Scheduled	Labor Day	Edit View Delete
1	07/04/2018	Scheduled	Holiday	Edit View Delete

A list of scheduled days for the Center

When you close a site for multiple days, you will need to follow this procedure for EACH DAY that you are closed.

Example: You are closing on Thanksgiving and the day after (Black Friday). You will need to create a site closing for each day. *One site closure for 11/22/18, and one for 11/23/18.*

Editing a Site Closure:

There are times when you may need to edit your site closings.

To edit your site closing schedule.

1. Open your Chrome Browser – type childware.phmc.org in the address bar.
2. On the next screen type in your ChildWare 2.0 [username and password](#).

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3. Click on the word **ChildWare** in the upper left corner to access your navigation menu.
4. Scroll down to **Maintenance**.
5. Click on **Site Closing Dates**.
6. Select **Site**.
7. **Review Schedule** – locate date you want to **Edit or Delete**

ID.	Date Closing	Type	Description	Action
85	11/22/2018	Scheduled	Thanksgiving Holiday	Edit View Delete
52	09/17/2018	Scheduled	Professional Deve...	Edit View Delete
21	09/03/2018	Scheduled	Labor Day	Edit View Delete
1	07/04/2018	Scheduled	Holiday	Edit View Delete

To Edit a Scheduled Site Closing:

1. Click on the Edit button and make the necessary edits.
2. Click Save.

To Delete a Scheduled Site Closing:

1. Locate the date closing you want to delete.

ID.	Date Closing	Type	Description	Action
85	11/22/2018	Scheduled	Thanksgiving Holiday	Edit View Delete
52	09/17/2018	Scheduled	Professional Deve...	Edit View Delete
21	09/03/2018	Scheduled	Labor Day	Edit View Delete
1	07/04/2018	Scheduled	Holiday	Edit View Delete

2. Click on the Delete button at the end of the row.



3. A success message will appear

4. The Deleted Date is no longer on your list of scheduled closings:

ID.	Date Closing	Type	Description	Action
85	11/22/2018	Scheduled	Thanksgiving Holiday	Edit View Delete
21	09/03/2018	Scheduled	Labor Day	Edit View Delete
1	07/04/2018	Scheduled	Holiday	Edit View Delete

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