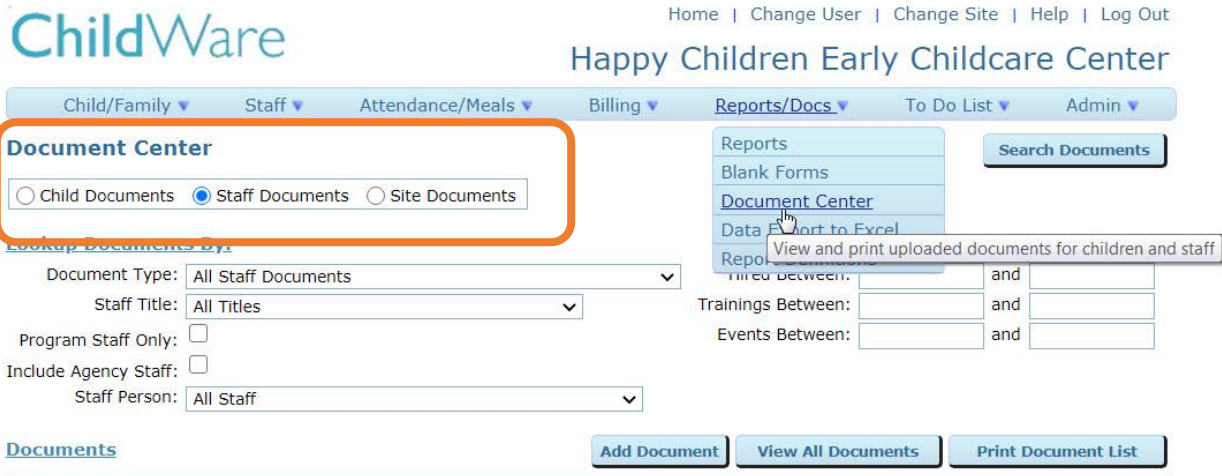
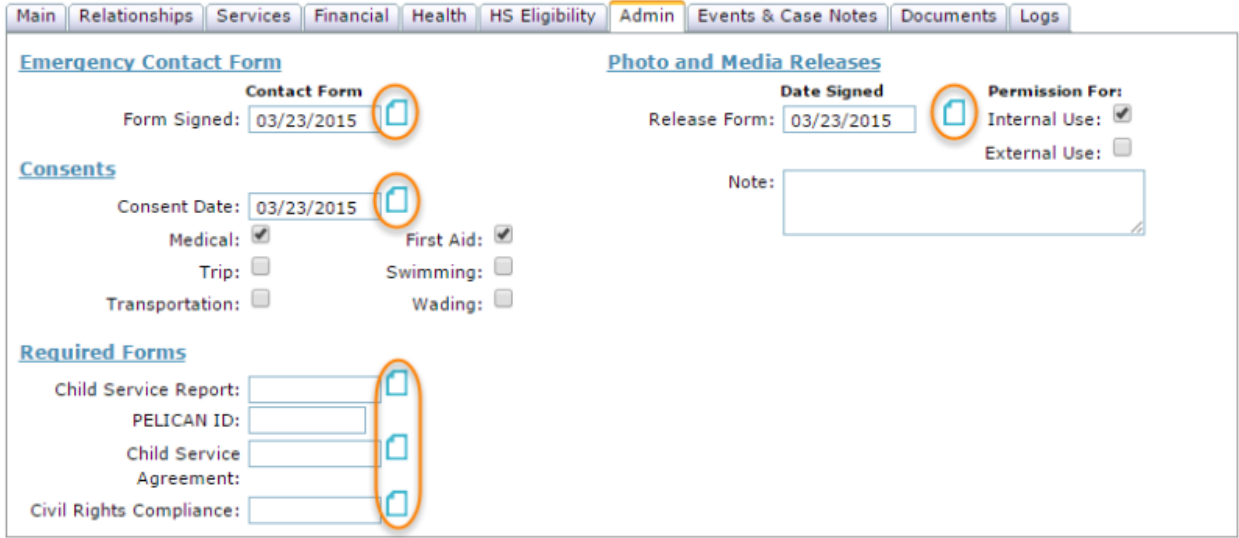


# DOCUMENT UPLOADS

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.



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](#).



# 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:

- 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:

Upload Document:  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

View or Search By: All Documents

Select	Document Type	Comment	Entered	By	Delete
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

← → ↻ 🏠 <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

# 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** 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

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) 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

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 to 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 OK Cancel View Document

Document Type: Child Service Agreement

Child: Battis, Daveon

3 Comments:

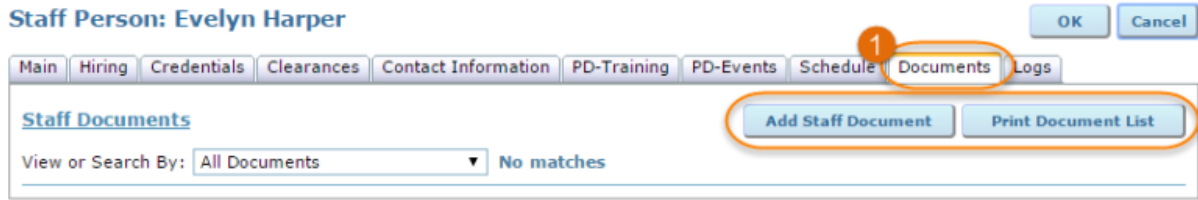
# STAFF DOCUMENTS

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](#).

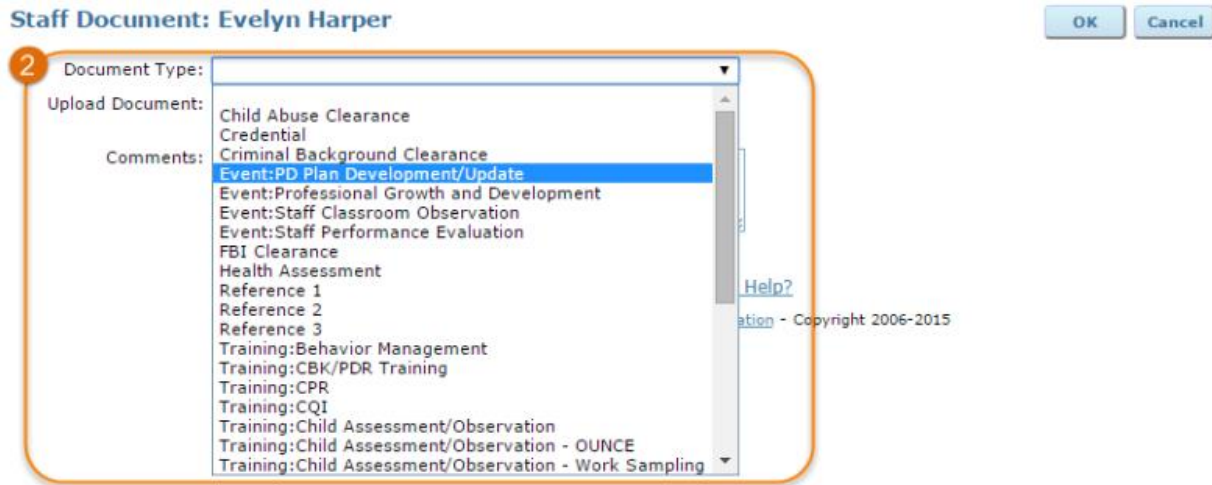
To quickly view and add a variety of documents for each employee, navigate to the Documents tab. This tab compiles documents uploaded here and on several other tabs in the staff member's record.

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.