

ChildWare

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.

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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	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.
TinyScan Pro	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.

PDF Scanner App for Android Devices

App Name	Description
Genius Scan	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.
Mobile Doc Scanner	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.
Handy Scanner	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.
CamScanner	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.
TurboScan	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 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.

Need ChildWare technical assistance? Email helpdesk@phmc.org

Have questions about the PHLpreK program or policies? Email phlprek@phmc.org.

Document Center

Child Documents
 Staff Documents
 Site Documents

[Reports](#)
[Blank Forms](#)
[Document Center](#)
[Data Export to Excel](#)

and

and

and

Search Documents

Lookup Documents By:

Document Type: ▾

Staff Title: ▾

Program Staff Only:

Include Agency Staff:

Staff Person: ▾

Hired between: and

Trainings Between: and

Events Between: and

View and print uploaded documents for children and staff

Documents

[Add Document](#)
[View All Documents](#)
[Print Document List](#)

Site Documents

When you click on Reports/Docs on the blue bar, scroll down to Document Center and click on the Site Documents button.

Document Center

Search Documents

Child Documents
 Staff Documents
 Site Documents

Lookup Documents By:

Document Type: ▾

Site: ▾

Documents

[Add Document](#)
[View All Documents](#)
[Print Document List](#)

Name	Document Type	Comment	Entered	By
Select Magic Minds Child Care	Event: DPW Certification (on 12/17/2011)		01/09/2020	GFARALLYSEMERAD Delete

Page 1 of 1 1 record found

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.

The screenshot shows the 'Document Center' interface. At the top, there are navigation tabs: Child/Family, Staff, Attendance/Meals, Billing, Reports/Docs, To Do List, and Admin. Below these is a 'Document Center' section with a 'Search Documents' button and radio buttons for 'Child Documents', 'Staff Documents', and 'Site Documents' (which is selected). Under 'Lookup Documents By:', there is a 'Document Type:' dropdown set to 'All Site Documents' and a 'Site:' dropdown set to 'All Site Documents'. A large dropdown menu is open, listing various document types such as '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: NAFCC 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', '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', and 'Workforce Diversity Report'. To the right, there are buttons for 'Add Document', 'View All Documents', and 'Print Document List'. Below these is a table with columns 'Comment', 'Entered', and 'By'. The table shows one record: a comment starting with '/2011)', entered on 01/09/2020 by GFARALLYSEMERAD, with a 'Delete' link. The table footer indicates '1 of 1' and '1 record found'. At the bottom, there are links for 'ChildWare' and 'Need Help?', and a copyright notice for 'Public Health Management Corporation - Copyright 2006-2020'.

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:

Site:

Upload Document: 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](#).

The screenshot shows the 'Admin' tab selected in a child's record. The 'Emergency Contact Form' section includes a 'Form Signed' date of 03/23/2015 with a blue page icon. The 'Consents' section shows a 'Consent Date' of 03/23/2015 with a blue page icon, and checkboxes for Medical, Trip, Transportation, First Aid, Swimming, and Wading. The 'Required Forms' section lists 'Child Service Report', 'PELICAN ID', 'Child Service Agreement', and 'Civil Rights Compliance', each with a blue page icon. The 'Photo and Media Releases' section includes a 'Release Form' date of 03/23/2015 with a blue page icon, and checkboxes for 'Internal Use' and 'External Use'. A 'Note' field is also present.

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

The screenshot shows the 'Child Documents' tab for a child named 'Captain America'. The 'Add Child Document' button is highlighted with a red box. The 'Print Document List' button is also visible. The 'View or Search By' dropdown is set to 'All Documents' and shows 'No matches'. The 'Child Due' is \$55.00, 'Family Due' is \$55.00, 'Deposit Required' is \$0.00, and 'Deposit On File' is \$0.00.

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](#)).

Need ChildWare technical assistance? Email helpdesk@phmc.org
Have questions about the PHLpreK program or policies? Email phlprek@phmc.org.

Child Document: Daveon Battis

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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:

Upload Document: No file chosen

Comments:

Child Document: Daveon Battis

OK Cancel

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Document Type:

Upload Document: 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

View or Search By:

	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

Need ChildWare technical assistance? Email helpdesk@phmc.org
Have questions about the PHLpreK program or policies? Email phlprek@phmc.org.

← → ↻ 🏠 <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 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

Document Type: OK Cancel View Document

Child:

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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 1 Documents Logs OK Cancel

Staff Documents

View or Search By: No matches Add Staff Document Print Document List

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](#)).

Staff Document: Evelyn Harper

OK Cancel

2

Upload Document:

Comments:

[Help?](#)

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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.