

## 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
<b>Scanner Pro</b>	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.
<b>Prizmo 5</b>	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.

<b>JotNot Pro</b>	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.
<b>TinyScan Pro</b>	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
<b>Genius Scan</b>	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.
<b>Mobile Doc Scanner</b>	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.
<b>Handy Scanner</b>	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.
<b>CamScanner</b>	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.
<b>TurboScan</b>	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.

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  
Trained 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**

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.

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 Site Documents ▾  
Site: [ ]

**Documents**

Name	Comment	Entered	By
Select Magic Mi		01/09/2020	GFARALLYSEMERAD

1 of 1 1 record found

**Add Document** **View All Documents** **Print Document List**

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** OK Cancel

Document Type:

Site:

Upload Document:  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** OK

Document Type:

Site:

Site Event:


Upload Document:  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](mailto:PHLreK@phmc.org) or contact your Contract Specialist  
 ChildWare technical assistance - email [helpdesk@phmc.org](mailto:helpdesk@phmc.org) or click on the BUG icon . Visit [www.childware.org](http://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

Select	Event Type	SubType	Event Date	Expiration	Entered	Note	By	Delete
<input type="checkbox"/>	DHS Certification	Regular	09/15/2020	09/15/2021	09/15/2020		GFARALLYSEMERAD	<input type="checkbox"/>

- Select Event Type, Add note, if necessary.
- Click OK

Site Event OK Cancel

Event Type: Insurance Policy

Effective Date: 10/23/2020

Expiration/Renewal Date:

Type:

Staff:

Insurer:

Note:

**Set Reminder**

Remind On:

Note:

Remind:

Email Reminder?

Action Complete?

- Complete adding additional information
- Click OK

Site Event OK Cancel

Event Type: Insurance Policy

Effective Date: 10/23/2020

Expiration/Renewal Date:

Type: General Liability

Staff: Farally-Semerad, Gail (AGEN)

Insurer: Aetna

Note: Policy #1234567

**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

Select	Event Type	SubType	Event Date	Expiration	Entered	Note	By	Delete
<input type="checkbox"/>	DHS Certification	Regular	09/15/2020	09/15/2021	09/15/2020		GFARALLYSEMERAD	<input type="checkbox"/>
<input type="checkbox"/>	Insurance Policy	General Liability	10/23/2020		10/23/2020	Policy #1234567	GFARALLYSEMERAD	<input type="checkbox"/>

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

### AgencySite Document

Document Type:

Site:

Site Event:

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**.

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

**Emergency Contact Form**

Form Signed:

**Consents**

Consent Date:

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

**Required Forms**

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

**Photo and Media Releases**

Release Form:

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 ( )

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: [Dropdown menu]

Upload Document: [Text area]

Comments: [Text area]

- 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: [Text area]

Child Document: Daveon Battis

OK Cancel

6 Document Type: Consent Form

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

Comments: [Text area]

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

	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

← → ↻ 🏠 <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

Need PHLpreK assistance (policy/procedure) - email [PHLreK@phmc.org](mailto:PHLreK@phmc.org) or contact your Contract Specialist  
 ChildWare technical assistance - email [helpdesk@phmc.org](mailto:helpdesk@phmc.org) or click on the BUG icon . Visit [www.childware.org](http://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)** 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	
2 <b>Select</b>	Child Service Agreement		04/01/2015	AHANNAN	Delete
<b>Select</b>	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).

**Staff Person: Evelyn Harper** OK Cancel

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:

- Child Abuse Clearance
- Credential
- Criminal Background Clearance
- Event:PD Plan Development/Update
- Event:Professional Growth and Development
- Event:Staff Classroom Observation
- Event:Staff Performance Evaluation
- FBI Clearance
- Health Assessment
- Reference 1
- Reference 2
- Reference 3
- Training:Behavior Management
- Training:CBK/PDR Training
- Training:CPR
- Training:CQI
- Training:Child Assessment/Observation
- Training:Child Assessment/Observation - OUNCE
- Training:Child Assessment/Observation - Work Sampling

[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.