



**Administration for
Children's Services**





































CAPS ONLINE QUICK REFERENCE GUIDE:
PLACEMENT ROSTER
(PROGRAMS)

PLACEMENT ROSTER

The placement roster shows you all the children currently enrolled in your care. (Note: If there are children enrolled with you who do not appear on your Placement Roster, please contact CFWB Enrollment.)



If you care for more than 10 children, a filter option will appear on the left side of the screen, allowing you to filter by child age or class/bus. Clicking each column header with up/down arrows will allow you to sort the data in ascending or descending order.

Action	Child Number	Child Name	CV	Age	Case Name	Class/Bus
   	XXXXXXXXXX	XXXXXXXXXX	V	3.03	XXXXXXXXXX	
   	XXXXXXXXXX	XXXXXXXXXX	V	5.10	XXXXXXXXXX	
   	XXXXXXXXXX	XXXXXXXXXX	V	8.02	XXXXXXXXXX	CLASSROOM 31
   	XXXXXXXXXX	XXXXXXXXXX	V	7.05	XXXXXXXXXX	
   	XXXXXXXXXX	XXXXXXXXXX	V	8.02	XXXXXXXXXX	CLASSROOM 30
   	XXXXXXXXXX	XXXXXXXXXX	V	8.02	XXXXXXXXXX	CLASSROOM 31
   	XXXXXXXXXX	XXXXXXXXXX	V	6.07	XXXXXXXXXX	
   	XXXXXXXXXX	XXXXXXXXXX	V	3.03	XXXXXXXXXX	
   	XXXXXXXXXX	XXXXXXXXXX	V	5.07	XXXXXXXXXX	

Hovering over each icon in the **Action** column will let you know what that icon does. For further information on each of the functions, please refer to the corresponding page number.



Drop a Child (pencil icon): Page 3



Class/Bus (person with whiteboard icon): Page 3




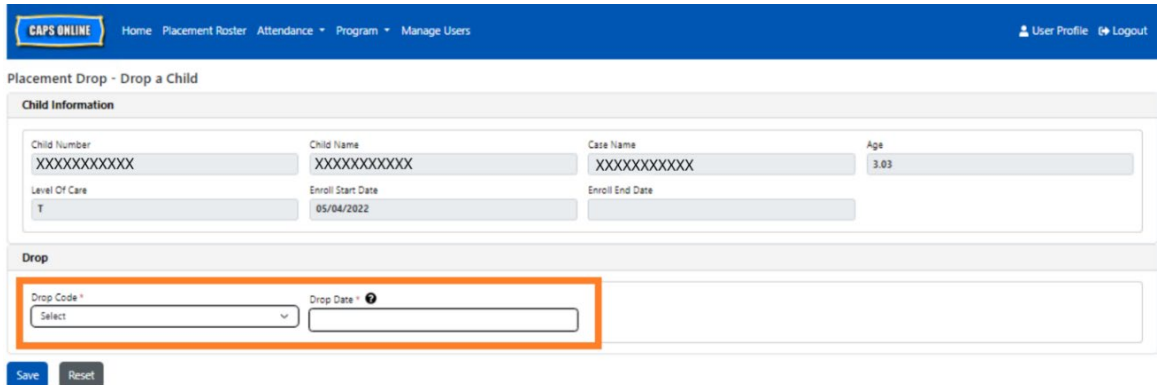
Daily Time Entry (red calendar icon): Please refer to the Attendance quick guide or the full CAPS Online Manual for more information.



Weekly Time Entry (green calendar icon): Please refer to the Attendance quick guide or the full CAPS Online Manual for more information.


DROP A CHILD

 The first icon (pencil) on the Placement Roster page allows you to “drop” or unenroll a child from your care. Clicking on it will take you to the Placement Drop page for that child (see below). You must choose a **Drop Code** (this is the reason for the unenrollment) and a **Drop Date** (last day the child attended) and then click **Save**.

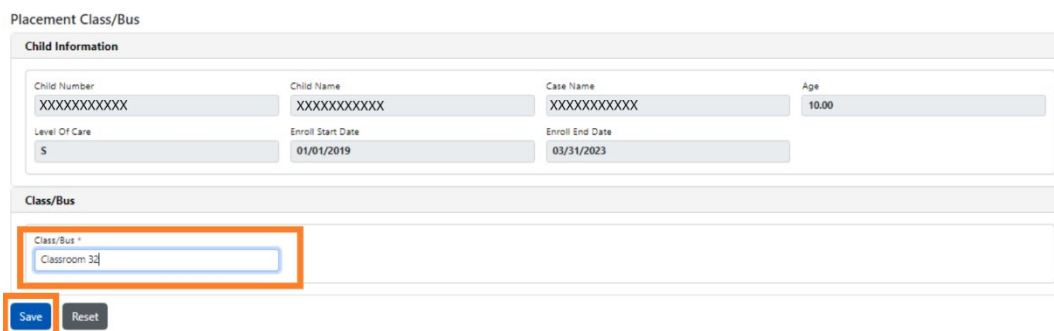


If you cannot drop the child, a warning message will pop up after you click Save. To exit the warning, select Placement Roster from the navigation bar at the top and go back to the main listing.

CLASS/BUS

 The second icon (person with whiteboard) on the Placement Roster page brings up a Placement Class/Bus screen, which allows you to enter text in the class/bus filter option. Once this field is filled in, it will allow you to filter attendance records by class/bus groups, which can make entering attendance easier and more streamlined.

1. When the Placement Class/Bus screen appears, click on the empty **Class/Bus** field and enter the classroom or bus name, then click **Save**. (Note: You’ll have to do this individually for each child’s record, but once it’s saved, it will be there forever until you change it.)



2. Once you click **Save**, you will see a green confirmation message at the top of the screen, verifying that the class/bus information has been filled in. (Note: After adding a class/bus group, the Placement Roster page will automatically filter by that class/bus. Click **Reset Filter** on the left to return to the full Placement Roster page.)



• Case #/Child XXXXXXXX : Class/Bus Assigned was successfully processed. ✕

Placement Roster

Filter

Age

Class/Bus

Action	Child Number	Child Name	C/V	Age	Case Name	Class/Bus
 	XXXXXXXXXXXX	XXXXXXXXXXXX	V	10.00	XXXXXXXXXXXX	CLASSROOM 32

1 total