



CYMS- CYMS Processing

Vermont Systems CYMS 3.1 Training

7/7/2022

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Logging In and Navigation

Signing in to the RecTrac 3.1 CYMS

The newest version of CYMS is a module within the web-based RecTrac 3.1 platform. Vermont Systems recommends using the Chrome or Firefox browser to access RecTrac 3.1.

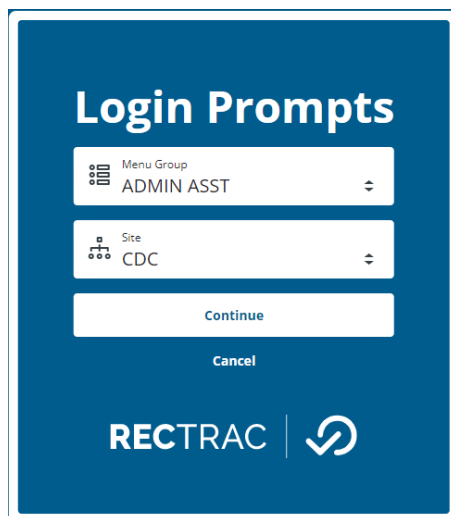
Username: Your Army email alias*

*The alias is everything before the @army.mil

Password: password

***Please Note:** You're welcome to change your password. You'll be able to do this by clicking on the User Details section of the sidebar menu.*

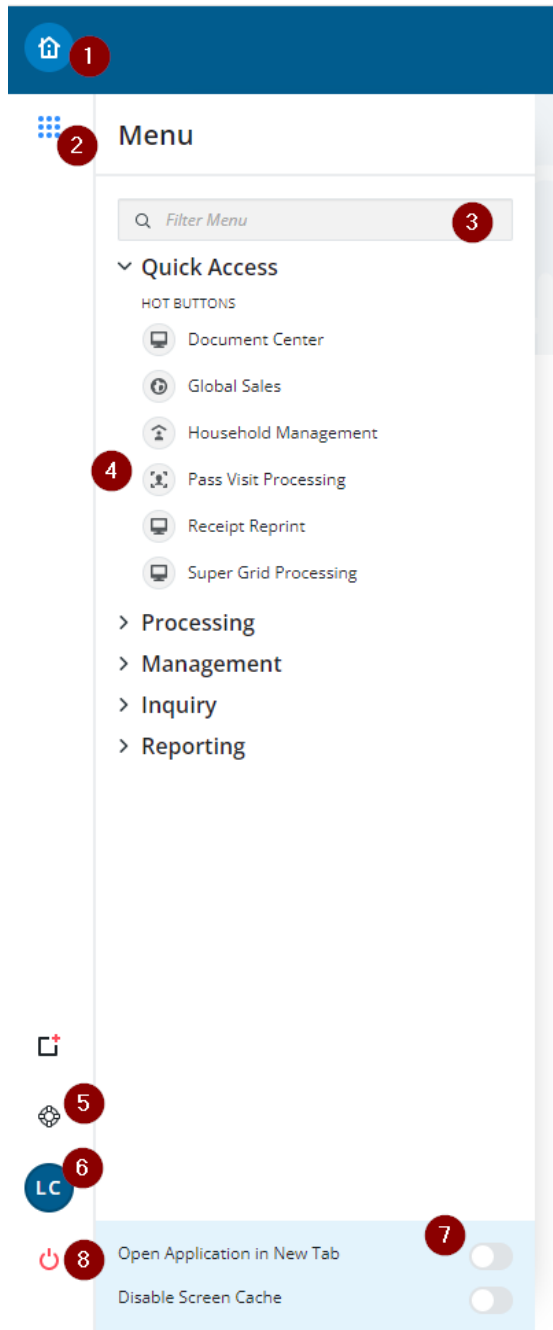
For this training, please sign in using the **ADMIN ASST** user group and **CDC** site.



The Admin Asst user group is configured to start a transaction batch when you log in. If prompted, please leave your starting cash at \$0.00 and continue.

The RecTrac Menu

Access to all RecTrac 3.1 programs and components is done through the menu on the left side of the screen. To open your RecTrac menu, click on the waffle (2) in the upper left.



Menu Components

1 – **Home Button:** Use this button to take you back to the home screen where you can see all of your favorites.

2 – **Waffle:** Use this button to expand the menu and see the menu buttons.

3 – **Menu Search:** Type in the name, or partial name, of any menu button and it will pop up below.

4 – **Menu Buttons:** All the components a user has access to will show as menu buttons. Click the menu button to open the target program.

5 – **Support Button:** Access the in-application help from here.

6 – **Session Information Button:** This button should show your own initials. Click on it to see the Username, User Group, Site, Drawer Number, and Batch you are currently logged into. This is also where you change your password.

7 – **New Tab Slider:** Turn on the slider before clicking a menu button if you already have that program open and you want to open a second instance.

***For Example:** A user can have Household Management open, and using this slider, open a second tab of Household Management so they can work on two households at once.*

8 – **Logout Button:** Click this button to log out. When you do, the system will prompt you to close your batch.

CYMS Free Hours Posting Process

When care is offered outside of the normal hours of operation or a child's swipe is missing for the hourly care process to apply benefit hours; the **CYMS Free Hours Posting** program will allow a benefit entry to be created. This is presuming that the child is eligible for the benefit.

Ensure Household Benefits are Applied

Click on **Household Management** in the RecTrac menu. Use the Menu Search to help locate the button if desired. This will launch **Household Management** in a new panel.

From the **Household Management** screen lookup and highlight the household that is eligible for Benefits (i.e. Total Army Strong). Please use a household created during previous UAT sessions.

Household Management

Lookup

Options Templates (1) Refresh

Last Name	First Name	HH ID	Address 1
<input type="text" value="Testson"/>	<input type="text" value="Dad"/>	<input type="text" value="17"/>	<input type="text" value="123 Any Road"/>

Household Benefits

Click on the **Household Benefits** button this will open the **Household Benefits** tab where benefits can be added, changed, or deleted.

Household Management **Household Benefits**

Household Benefits for Dad Testson (Household # 17)

Options Templates (1) Refresh Household Benefits 1 to 1 of 1

Benefit Code	Benefit Description	Qualifying Family Member	Begin Date
DPC180	Deployed Contingency Operations 180+ Days	Dad Testson	12/16/2022

[Add Benefit](#) [Change Benefit](#) [Delete Benefit](#)

Clicking the **Add Benefit** button or highlighting an existing benefit and clicking **Change Benefit** will open the **Household Benefits – Core Information** window.

Here the proper **Benefit Code**, **Qualifying Family Member**, **Begin Date** and **End Date** must be added, and **Comments** can be added.

Household Benefits

Core Information

Benefit Code * ⓘ
Deployed Contingency Operations 180+ Days

Qualifying Family Member * ⓘ
Dad Testson (Sponsor)

Begin Date * ⓘ
12/16/2022

End Date * ⓘ
12/29/2023

Comments ⓘ
Plain Text Editor

0 of 30000

To choose or change the **Benefit Code** click the dropdown list icon and choose the appropriate code. For our example the **Deployed Contingency Operations 180+ Days** is to be selected.

Benefit Code * ⓘ

Deployed Contingency Operations 180+ Days

--- Not Selected ---

Deployed Contingency Operations 90-179 Days

Deployed Contingency Operations 180+ Days

Deployed Contingency Operations 0-89 Days

To choose or change the **Qualifying Family Member** click the dropdown list icon and choose either the **Sponsor** or the **Spouse**. For our example the **Sponsor** has been selected.

Qualifying Family Member * ⓘ

Dad Testson (Sponsor)

Dad Testson (Sponsor)

Mom Testson (Spouse)

Little Testson (Child)

School Testson (Child)

Middle Testson (Child)

NOTE: The **Qualifying Family Member** must either be the Sponsor or the Spouse

Enter the **Begin Date** and the **End Date** using the date picker function to ensure the data is correct.

Begin Date * ⓘ

12/16/2022

Date Picker

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

End Date * ⓘ

12/29/2023

Date Picker

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

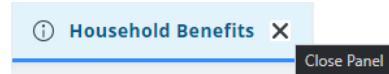
NOTE: The **Begin Date** and **End Date** should be the actual dates on any orders. The **Benefit Code** will have the buffer dates set (i.e. 60 days prior and 30 days after) to apply automatically.

Enter any **Comments** that are needed.

Click the **Save** button

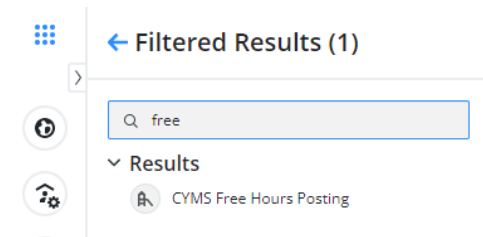


Close the **Household Benefits** panel using the X on the tab of that panel.

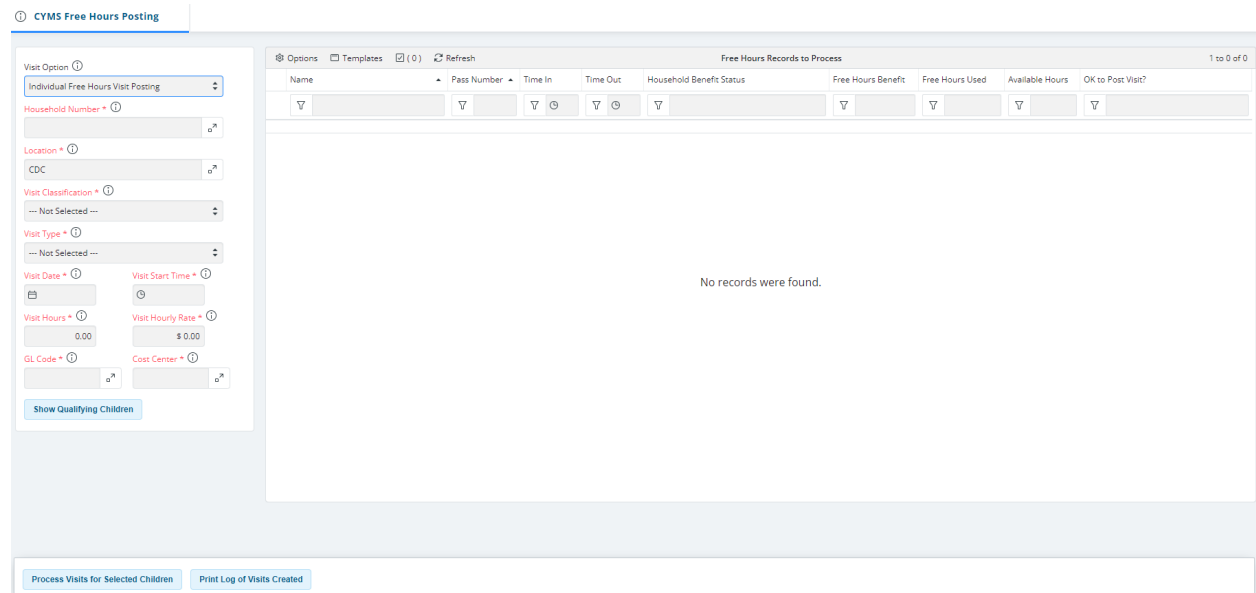


Open CYMS Free Hours Posting

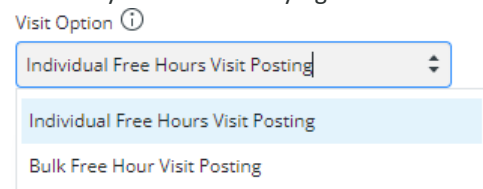
Click on **CYMS Free Hours Posting** in the RecTrac menu. Use the Menu Search to help locate the button if desired. This will launch the CYMS Free Hours program in a new panel. This panel will allow the user to log individual or bulk visits.



Note: For our example we will only be covering the Individual option here. The Bulk option requires an activity to be setup for a Kids on Site type of event and enrollments be processed.



Click the dropdown list icon on the **Visit Option** field to change the default selection from Individual to Bulk if necessary. We will be staying with Individual.



For the **Household Number** field, click the picklist icon to open the **Household Lookup DataGrid**. Lookup, Highlight and Select the household that benefits were ensured to be on in the previous section. The selected household's number will appear in the field.

Household Number * ⓘ

Household Number * ⓘ

For the **Location** field, click the picklist icon to open the **Facility Location Management DataGrid**. Lookup, highlight and select your location. This may already be filled in as seen here. If there options please select CDC.

Location * ⓘ

NOTE: We should only see the locations we have permissions to work with. If there are extras then they need to be addressed.

Click the dropdown list icon on the **Visit Classification** field to a valid selection. Today we are using Facility Based.

Visit Classification * ⓘ

--- Not Selected ---

- Not Selected ---
- Baby Sitter - Adult
- Baby Sitter - Child
- Facility Based
- Provider Based

Click the dropdown list icon on the **Visit Type** field to a valid selection. Today we are using Hourly TAS Respite Care

Visit Type * ⓘ

--- Not Selected ---

- Hourly TAS Medical Appointment Care
- Hourly TAS Memorial Service Care
- Hourly TAS Respite Care
- Hourly TAS Support Group Care

Enter the **Visit Date** using the date picker function to ensure the data is correct. For today select 01/17/2023.

Visit Date * ⓘ Visit Start Time *

Date Picker

Jan 2023

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Enter the **Visit Start Time** by typing in the hour (08) and selecting the appropriate time that appears below. Choose 08:00 for this example.

Visit Start Time * ⓘ

- 07:45
- 08:00**
- 08:15
- 08:30
- 08:45
- 09:00

Note: The times are all 24-Hour Standard so 08:00 is 8 AM and 20:00 is 8 PM


Visit Hours * ⓘ


Enter the **Visit Hours** by typing in the length of the visit (i.e. 4.00)

Visit Hourly Rate * ⓘ


Enter the current **Visit Hourly Rate** by typing in the current hourly rate (i.e. 8.00)


For the **GL Code** field, click the picklist icon to open the **GL Code Management DataGrid**. Lookup, highlight and select the appropriate code. For this example use 501.

GL Code * 

For the **Cost Center** field, click the picklist icon to open the **Cost Center Management DataGrid**. Lookup, highlight and select the appropriate code. For this example use 1-JG-5R-74 (CDC – Hourly Care).


Cost Center * 

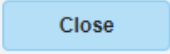
Now that all the data is entered click on the **Show Qualifying Children** button to build the DataGrid on the right.

NOTE: This may have started to build after entering the **Visit Hours**.

NOTE: If an incorrect household was selected (i.e. one without benefits) then the below message box will appear.

An Error Occurred 


The Apfelbaum household has no active benefit for 01/13/2023




The eligible members of the household will appear in the DataGrid. Select the child(ren) who need visits created. You will notice in the screenshot we show what their hourly benefit is per month (**Free Hours Benefit**), how much is used (**Free Hours Used**), and how much remains (**Available Hours**).

Options		Templates	(1)	Refresh	Free Hours Records to Process				1 to 2 of 2
Name	Pass Number	Time In	Time Out	Household Benefit Status	Free Hours Benefit	Free Hours Used	Available Hours	OK to Post Visit?	
<input checked="" type="checkbox"/>	Testson, Little	58 08:00	12:00	Deployed Contingency Operations 180+ Days	16.00	4.00	12.00	Yes	
<input type="checkbox"/>	Testson, School	61 08:00	12:00	Deployed Contingency Operations 180+ Days	16.00	0.00	16.00	Yes	

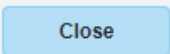
Next click the **Process Visits for Selected Children** button



This prompt will appear, click Close.

Success 

Free Hours Posting Complete. Select to print when finished posting free hours.

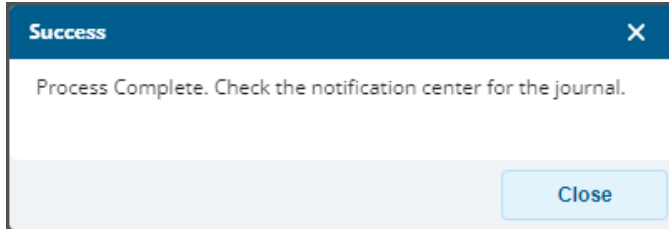


Repeat the process for any other households that need to have free hours logged.

When all the needed visits have been entered click the **Print Log of Visits Created** button



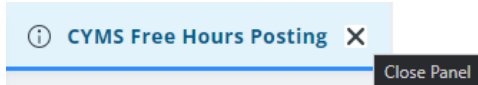
This prompt will appear, click Close.



This is an example of the free hours log:

Page: 1 of 1							
CYMS Free Hours Posting Journal							
Name	Pass Number	Household	Benefit Code	Visit Date	Time In	Free Hours Used	Amount
Little Testson	58	17	DPC180	01/17/2023	08:00	4.00	32.00
Total Visits Processed: 1							
Total Visit Hours: 4.00							
Total Visit Amount: 32.00							

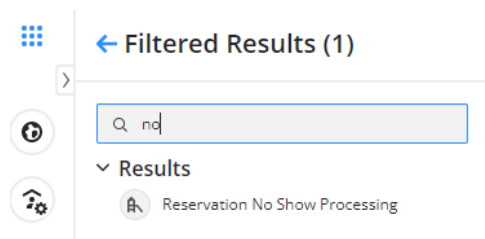
Close the **CYMS Free Hours Posting** panel using the X on the tab of that panel.



Reservation No Show Processing

Note: For this section, please make a new reservation for today's date from 0800-1100 in the morning. Please refer to UAT Test Plan 2 for instructions.

Click on **Reservation No Show Processing** in the RecTrac menu. Use the Menu Search to help locate the button if desired. This will launch the **Reservation No Show Processing** program in a new panel. This panel will allow the user to find all those children that had reservations but never came to the center at the time of their reservation.



Reservation No Show Processing

Reservation Filters

Charge No Show Fees

Begin Reservation Date
Today 0

End Reservation Date
Today 0

Begin Reservation Time
Current Time -80

End Reservation Time
Current Time 80

Search

Remove Selected Records

Process All Records

Facilities										
Fac Class	Fac Loc	Fac Code	Short Description	Status	Type	Subtype	Category	Features	Comment Code	Display Facility
ROOM	CDC	TOD	CDC Hourly Rm Toddler	Active	CDC	Standalone				Purchase Only
ROOM	CDC	PT12	CDC Hourly Rm PT1/PT2	Active	CDC	Standalone				Purchase Only
ROOM	CDC	INF	CDC Hourly Rm Infant	Active	CDC	Standalone				Purchase Only

No Show Reservations										
No Show Fee	Fee Count	Child First Name	Child Last Name	Sponsor First Na...	Sponsor Last Na...	HH Number	Reservation Date	Reservation Begi...	Reservation End ...	Facility Combo Key
No records were found.										

On the right side the Facilities DataGrid is showing all possible hourly reservation facilities based on permissions. These need to all be toggled on, if not already.

Facilities										
Fac Class	Fac Loc	Fac Code	Short Description	Status	Type	Subtype	Category	Features	Comment Code	Display Facility
ROOM	CDC	TOD	CDC Hourly Rm Toddler	Active	CDC	Standalone				Purchase Only
ROOM	CDC	PT12	CDC Hourly Rm PT1/PT2	Active	CDC	Standalone				Purchase Only
ROOM	CDC	INF	CDC Hourly Rm Infant	Active	CDC	Standalone				Purchase Only

Leave the toggle **Charge No Show Fees** turned on. **Charge No Show Fees** ⓘ

While it is generally anticipated that this process will be run the day of the no show reservations; the **Begin Reservation Date** and **End Reservation Date** entries can be set to previous days, or even leave the selection on Today and use a negative value to 'look back' that many days ago.

Begin Reservation Date ⓘ Today ▾ 0	Begin Reservation Date ⓘ Actual Date ▾ 01/13/2023	Begin Reservation Date ⓘ Today ▾ -1
End Reservation Date ⓘ Today ▾ 0	End Reservation Date ⓘ Actual Date ▾ 01/13/2023	End Reservation Date ⓘ Today ▾ -1

In a similar manner the **Begin Reservation Time** and **End Reservation Time** can either be set to search between certain times of day or for certain minutes before the current time with a negative value (-120 = 2 hours before now) in the first field and 0 in the second field.

Begin Reservation Time ⓘ Actual Time ▾ 06:00	Begin Reservation Time ⓘ Current Time ▾ -120
End Reservation Time ⓘ Actual Time ▾ 19:00	End Reservation Time ⓘ Current Time ▾ 0

For today's example set the filters as seen here:

Reservation Filters

Charge No Show Fees ⓘ

Begin Reservation Date ⓘ
Today ▾ 0

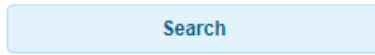
End Reservation Date ⓘ
Today ▾ 0

Begin Reservation Time ⓘ
Actual Time ▾ 06:00

End Reservation Time ⓘ
Actual Time ▾ 19:00

Search

Click on the **Search** button



The No Show Reservations DataGrid will populate if there are any reservations meeting the criteria.

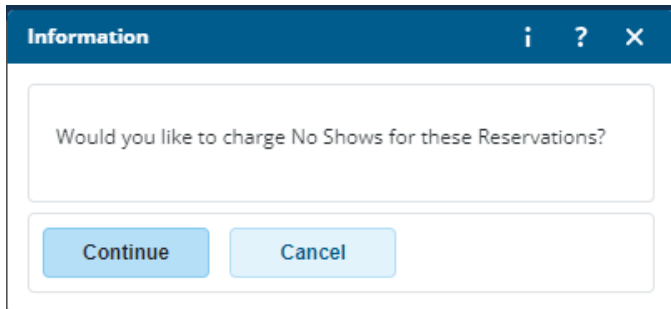
No Show Fee	Fee Count	Child First Name	Child Last Name	Sponsor First Na...	Sponsor Last Na...	HH Number	Reservation Date	Reservation Begi...	Reservation End ...	Facility Combo Key
\$ 16.00	1.00	Little	Testson	Dad	Testson	17	01/18/2023	08:00	11:00	ROOM_CDC_INF

Select the reservation(s) made today at the start of this section.

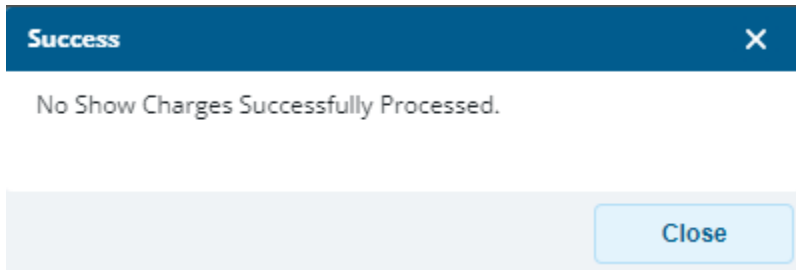
Click on the **Process All Records** button



Click **Continue** on the Information box



Click Close on the Success box



Now the balance is on the household(s) ready for payment through Global Sales.

Global Sales for Testson (17) - Balance: \$9.20

Global Sales
⌵ ⌶

Activity Standard Pass Punch Pass POS Inventory Rental Item Current Rental Visit Purchase History Super Grid League Waitlist Packages In Process

Options Templates (1) Refresh
Purchases 1 to 9 of 9 (Filtered from 9)

Tran Date	Module	Description	First Name	Status	Total Due	Total Paid	Current Receipt	Begin Date
<input type="checkbox"/>	01/18/2023	PMV	Pass Visit for Child Pass on ...	Little	Swiped Out	0.00	0.00	324 01/17/2023
<input checked="" type="checkbox"/>	01/18/2023	PSS	No Show Fee - CDC Hourly ...	Little	Sold	16.00	0.00	326 01/18/2023
<input type="checkbox"/>	01/17/2023	PMV	Pass Visit for Child Pass on ...	Little	Swiped Out	0.00	0.00	319 01/13/2023
<input type="checkbox"/>	01/11/2023	CYMS	CDC Hourly Rm Infant for Li...	Little	Reserved	0.00	0.00	314 01/11/2023
<input type="checkbox"/>	12/16/2022	PMV	Pass Visit for Child Pass on ...	Little	Swiped In	0.00	0.00	227 12/16/2022
<input type="checkbox"/>	11/16/2022	PMV	Pass Visit for Child Pass on ...	Little	Swiped Out	0.00	128.00	179 11/16/2022
<input type="checkbox"/>	11/03/2022	AR	FD (Inf) Rm 5 (5FTC001-01)	Little	Enrolled	0.00	100.00	311 10/01/2022
<input type="checkbox"/>	11/03/2022	PM	Child Pass (58)	Little	Active	0.00	0.00	56 11/03/2022
<input type="checkbox"/>	11/03/2022	PM	School-Age Pass (61)	School	Active	0.00	0.00	71 11/03/2022

Update Fees
Change
Cancel
Pay Balance
Process
Reprint
Notes

Pay Selected Balances

Pay All Old Balances

CYMS Misc Visit Processing

In this section we are looking at the new 3.1 program that replaces the separate 10.3 Bulk Visit Sign In/Out and Temp Visit Sign In/Out programs.

NOTE: There are sub-sections to this section. For this UAT please go through the Bulk Visit Processing – Bulk Visit Sign In sub-section to sign in a group of kids. Then go through the Temporary Visit Processing sections using the kids signed in during the Bulk process. Then return to the Bulk Visit Processing – Bulk Visit Sing Out sub-section to sign the kids out for the day.

Click on **CYMS Misc Visit Processing** in the RecTrac menu. Use the Menu Search to help locate the button if desired. This will launch the **CYMS Misc Visit Processing** program in a new panel. This panel will allow the user to process either Bulk or Temporary visits.

The image shows two parts of the RecTrac interface. The top part is a sidebar menu with a search bar containing the word "visit". Under the "Results" section, "CYMS Misc Visit Processing" is highlighted in blue. Other items include "Activity Visit Report", "Bulk Visit Sign In/Out", "Pass Visit Processing" (with a star), "Pass Visit Report", "Pass Visit Swipe Out", and "Pass Visit Update".

The bottom part is the "CYMS Miscellaneous Visit Processing" application window. It has a left sidebar with filters: "Visit Option" (Bulk Visit Sign In/Out), "Process Option" (Sign In), and "Activity/Section" (empty). There are "Print Log" and "Build Records" buttons. The main area shows a table with columns: Name, Pass Number, Time In, Temp Out, Status, and Purpose. The table is empty, displaying "No records were found." at the bottom. At the top right of the table area, it says "Records to Process 1 to 0 of 0". A "Process" button is at the bottom left of the window.

Bulk Visit Processing

As in 10.3 the purpose of the **Bulk Visit Sign In/Out Visit Option** is to either check in an entire activity section at once, or conversely check them all out at once. With this scenario the children are either entering or leaving center care. Generally this has been used in School Age centers when the bus drops off the groups of kids from school in the afternoon or picks them up in the morning. The kids are usually all in the same activity section (i.e. per bus). With 3.1 multiple sections can now be selected and signed in or out all at once.

Bulk Sign In

To choose the **Bulk Visit Sign In/Out Visit Option** click the dropdown list icon and choose **Bulk Visit Sign In/Out**.

Visit Option ⓘ

Bulk Visit Sign In/Out

Next choose the **Sign In Processing Option** by clicking the dropdown list icon and choose **Sign In**.

Process Option ⓘ

Sign In

For the **Activity/Section** field click the picklist icon to open the **Activity Section Management DataGrid**.

Activity Section Management

Options Templates (6) Refresh

Activity Code	Section	Short Description	Status
5FTC001	01	FD (Inf) Rm 5	Active
5FTC001	03	FD (Inf) Rm 3	Active
5FTC002	02	FD (PT1) Rm 3	Active
5FTC003	02	FD (PT2) Rm 1	Active
5FTC004	03	FD (Tod) Rm 1	Active
5FTC005	03	FD (PS) Rm 2	Active

Select the sections known to have enrollments and then click the **Select** button

Close Select

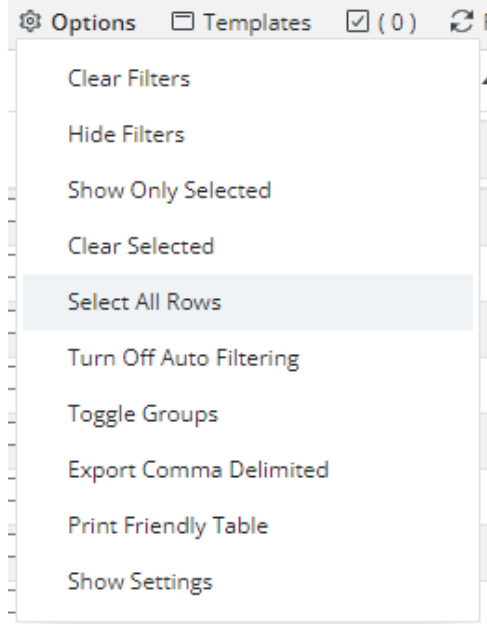
The **Print Log** toggle can remain off for this scenario, however feel free to use it if desired.

Print Log ⓘ

With these criteria now set use the **Build Records** button to populate the DataGrid to the right.

Build Records

Select all the children in the DataGrid using the **Options** button to **Select All Rows**



Note: If this were being used for signing kids in off the bus then using **Select All Rows** and then deselecting the few that are absent will likely be the fastest method here. For Example:

Records to Process						
Name	Pass Number	Time In	Temp Out	Status	Purpose	
<input checked="" type="checkbox"/>	Apfelbaum, Karoline	77	00:00	Active		
<input checked="" type="checkbox"/>	Bryan, Gina	10	00:00	Active		
<input type="checkbox"/>	Carterson, Cameron	35	00:00	Active		
<input checked="" type="checkbox"/>	Jabbour, Jane	56	00:00	Active		
<input checked="" type="checkbox"/>	Jefferson, Billy	38	00:00	Active		
<input type="checkbox"/>	Min, Taehyun	4	00:00	Active		
<input checked="" type="checkbox"/>	Morgendorffer, Daria	73	00:00	Active		

Process

Once the selections are correct click the **Process** button.

All of the selected kids now have the status of Swiped In and are viewable from the CYMS Location Dashboard with that status checked:

Current Attendance									
Name	Pass Number	Class	Room	Age Group	Status	Begin Time	End Time	Temp Out	Purpose
<input type="checkbox"/>	Apfelbaum, Karoline	0 FD (P71) Rm 3	CDC Rm 3	Pre-Toddler (12 Mo - 18 Mo)	Swiped In	15:38	00:00	00:00	
<input type="checkbox"/>	Carterson, Cameron	0 FD (To6) Rm 1	CDC Rm 1	Preschool-Age (3 - 4 Yrs)	Swiped In	15:39	00:00	00:00	
<input type="checkbox"/>	Jabbour, Jane	0 FD (PT2) Rm 1	CDC Rm 1	Toddler (2 - 3 Yrs)	Swiped In	15:39	00:00	00:00	

At this point please skip to the Temporary Visit Processing section.

Bulk Sign Out

Note: Please be sure that the Temporary Visit Processing section of this UAT has been completed prior to completing this section.

Note: We will now sign out all the sections signed in during the **Bulk Sign In** sub-section.

To choose the **Bulk Visit Sign In/Out Visit Option** click the dropdown list icon and choose **Bulk Visit Sign In/Out**.

Visit Option ⓘ

Bulk Visit Sign In/Out

Next choose the necessary **Processing Option** by clicking the dropdown list icon and choose **Sign In**.

Process Option ⓘ

Sign In

For the **Activity/Section** field click the picklist Icon to open the **Activity Section Management DataGrid**.

Activity Section Management				
Options Templates (6) Refresh				
Activity Code	Section	Short Description	Status	
5FTC001	01	FD (Inf) Rm 5	Active	
5FTC001	03	FD (Inf) Rm 3	Active	
5FTC002	02	FD (PT1) Rm 3	Active	
5FTC003	02	FD (PT2) Rm 1	Active	
5FTC004	03	FD (Tod) Rm 1	Active	
5FTC005	03	FD (PS) Rm 2	Active	

Select the section used in the **Bulk Sign In** sub-section above and then click the **Select** button

Close Select

For the Location field be sure it is set to match the site used while logging.

Location ⓘ

CDC

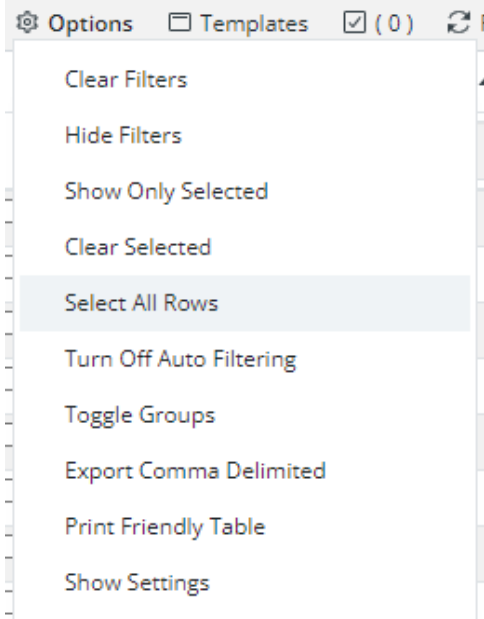
The **Print Log** toggle can remain off for this scenario, however feel free to use it if desired.

Print Log 

With these criteria now set use the **Build Records** button to populate the DataGrid to the right.

Build Records

Select all the children in the DataGrid using the **Options** button to **Select All Rows**



Note: This list will ONLY include the kids that have the statuses of Swiped In or Temp Out.

Process

Once the selections are correct click the **Process** button.

All of the selected kids now have the status of Swiped Out again and are viewable from the CYMS Location Dashboard, with that Status selected.

Current Attendance										1 to 13 of 23 (Filtered from 26)
Name	Pass Number	Class	Room	Age Group	Status	Begin Time	End Time	Temp Out	Purpose	
<input type="checkbox"/>					(1) Swiped Out					
<input type="checkbox"/>	Apfelbaum, Karoline	0 FD (PT1) Rim 3	CDC Rim 3	Pre-Toddler (12 Mo - 18 Mo)	Swiped Out	15:38	16:45	00:00		
<input type="checkbox"/>	Bryan, Gina	0 FD (PS) Rim 2	CDC Rim 2	Preschool-Age (3 - 4 Yrs)	Swiped Out	15:39	16:45	00:00	Pool(16:12 - 16:29)	

Provided that the Temporary Visit Processing section was completed as instructed, this concludes the CYMS Misc Visit Processing section of this UAT.

Temporary Visit Processing

As in 10.3 the purpose of the **Temp Visit Sign In/Out Visit Option** is to either check in an entire activity section at once, or conversely check them all out at once. With this scenario the children are remaining in center care, just entering, or leaving the physical building/grounds. Generally this can be used for when an activity section leaves the building for a walk, or a visit to the pool. As with the bulk process multiple sections can be selected at once. It is useful for maintaining accountability in the event of an incident at the center while the kids are away.

Temp Sign Out

Note: We will now temporarily sign out one section of kids that were signed in during the **Bulk Sign In** sub-section.

To choose the **Temp Visit Sign In/Out Visit Option** click the dropdown list icon and choose **Temp Visit Sign In/Out**.

Visit Option ⓘ

Temp Visit Sign In/Out

Next choose the necessary **Processing Option** by clicking the dropdown list icon and choose **Sign Out**.

Process Option ⓘ

Sign Out

For the **Activity/Section** field click the picklist icon to open the **Activity Section Management DataGrid**.

Activity Section Management				
Options Templates (1) Refresh				
Activity Code	Section	Short Description	Status	
5FTC001	01	FD (Inf) Rm 5	Active	
5FTC001	03	FD (Inf) Rm 3	Active	
5FTC002	02	FD (PT1) Rm 3	Active	
5FTC003	02	FD (PT2) Rm 1	Active	
5FTC004	03	FD (Tod) Rm 1	Active	
<input checked="" type="checkbox"/>	5FTC005	03	FD (PS) Rm 2	Active

Select one of the sections used in the **Bulk Sign In** sub-section above and then click the **Select** button

For the Location field be sure it is set to match the site used while logging.

Location ⓘ

The **Print Log** toggle should be turned on and used for this scenario.

Print Log ⓘ

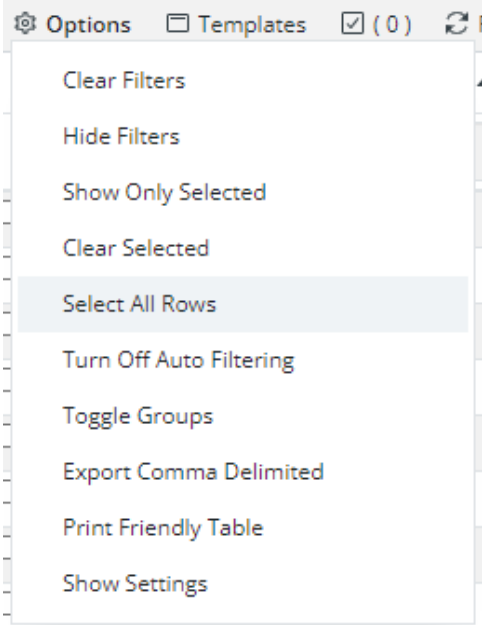
When the toggle is turned on another field appears: **Include On Log**. Here the Allergies, Basic Care, Medical Conditions and Medication options can be selected. If there is corresponding data on the kids it will print on the log. For the UAT please select all of the options.

Include On Log ⓘ

 Check all Uncheck all
 Allergies
 Basic Care
 Medical Conditions
 Medications

With these criteria now set use the **Build Records** button to populate the DataGrid to the right.

Select all the children in the DataGrid using the **Options** button to **Select All Rows**



Note: If for some reason a kid is being kept at the center then deselect them from the list. For Example:

The image shows a DataGrid interface with a 'Process' button. The table has columns: Name, Pass Number, Time In, Temp Out, Status, and Purpose. The following table represents the data shown in the screenshot:

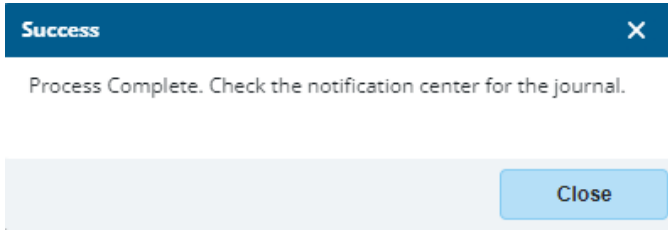
Name	Pass Number	Time In	Temp Out	Status	Purpose
<input checked="" type="checkbox"/> Bryan, Gina	10	15:39	00:00	Active	
<input checked="" type="checkbox"/> Simpson, Erin	24	15:39	00:00	Active	
<input type="checkbox"/> Valdez, Andrew	62	15:39	00:00	Active	
<input checked="" type="checkbox"/> White, Erin	30	15:39	00:00	Active	


Once the selections are correct click the **Process** button.

Enter a purpose (i.e. Pool) in the **Sign Out Purpose** Information box and click **Continue**.

The image shows an 'Information' dialog box titled 'Sign Out Purpose'. It contains a text input field with the text 'Pool' entered. Below the input field are two buttons: 'Continue' and 'Cancel'.

Click the Close button on the Success box that appears



Click on the **Notification Center** icon  to open it and find the **CYMS Miscellaneous Visit Processing Journal** and click on **Preview Document** link

Notifications

[Clear All](#)

● **Finished 01/19/2023 @ 16:12**

CYMS Miscellaneous Visit Processing Journal is Complete.

[Preview Document](#)

The Temp Visit Sign Out journal will open.

Page: 1 of 1

Temp Visit Sign Out

Name	Time Out	Purpose	Emergency Contacts (Sponsor/Spouse In Bold)
Bryan, Gina	16:12	Pool	Trisha Bryan (C): (111)222-3355 David Bryan (C): (111)222-3455 Charles Brooks (H): (111)231-5458 Linda Brooks (C): (111)985-2546
Simpson, Erin	16:12	Pool	Sally Simpson (C): (802)696-9696 Wilma Couples (H): (802)656-8492 Frank Rossi (H): (802)666-6666
White, Erin	16:12	Pool	Jim White (C): (802)656-5665 Jim Little (H): (603)555-5555 Larry Hagerty (H): (802)633-6636
Valdez, Andrew	16:12	Pool	Andrea Valdez (C): (802)333-3333 Charlie Valdez (C): (802)444-4444 Babu Merlin (C): (802)555-5555 Krampus Klaus (H): (802)123-4567
Total Children Signed Out: 4			

All of the selected kids now have the status of Temp Out and are viewable from the CYMS Location Dashboard, with that Status selected. The Purpose column shows the text typed into the Purpose Information box along with the time of the Temp Out.

Options										Current Attendance				1 to 4 of 4 (Filtered from 26)
Name	Pass Number	Class	Room	Age Group	Status	Begin Time	End Time	Temp Out	Purpose					
<input type="checkbox"/> Bryan, Gina		0 FD (PS) Rm 2	CDC Rm 2	Preschool-Age (3 - 4 Yrs)	Temp Out	15:39	00:00	16:12	Pool(16:12 -					

Temp Sign In

Note: We will now sign in the same section of kids that were temporarily signed out during the **Temp Sign Out** sub-section.

To choose the **Temp Visit Sign In/Out Visit Option** click the dropdown list icon and choose **Temp Visit Sign In/Out**.

Visit Option ⓘ

Temp Visit Sign In/Out

Next choose the necessary **Processing Option** by clicking the dropdown list icon and choose **Sign In**.

Process Option ⓘ

Sign In

For the **Activity/Section** field click the picklist Icon to open the **Activity Section Management DataGrid**.

Activity Section Management

Options Templates (1) Refresh

Activity Code	Section	Short Description	Status
5FTC001	01	FD (Inf) Rm 5	Active
5FTC001	03	FD (Inf) Rm 3	Active
5FTC002	02	FD (PT1) Rm 3	Active
5FTC003	02	FD (PT2) Rm 1	Active
5FTC004	03	FD (Tod) Rm 1	Active
<input checked="" type="checkbox"/> 5FTC005	03	FD (PS) Rm 2	Active

Select the section used in the **Temp Sign Out** sub-section above and then click the **Select** button

For the Location field be sure it is set to match the site used while logging.

Location ⓘ

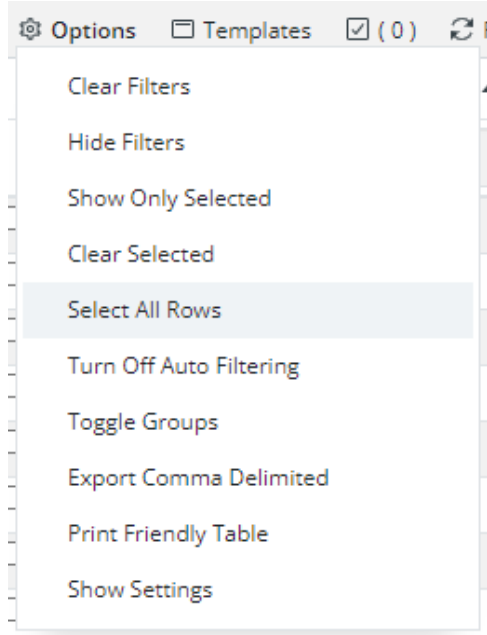
CDC

The **Print Log** toggle can remain off for this scenario, however, feel free to use it if desired.

Print Log ⓘ

With these criteria now set use the **Build Records** button to populate the DataGrid to the right.

Select all the children in the DataGrid using the **Options** button to **Select All Rows**



Process

Once the selections are correct click the **Process** button.

All of the selected kids now have the status of Swiped In again and are viewable from the CYMS Location Dashboard, with that Status selected. The Purpose column shows the text previously typed into the Purpose Information box along with the time of the Temp Out and the time of the Temp In

Options				Current Attendance				1 to 13 of 21 (Filtered from 26)			
Name	Pass Number	Class	Room	Age Group	Status	Begin Time	End Time	Temp Out	Purpose		
<input type="checkbox"/>		FD (PT1) Rm 3	CDC Rm 3	Pre-Toddler (12 Mo - 18 Mo)	Swiped In	15:38	00:00	00:00			
<input type="checkbox"/>		FD (P5) Rm 2	CDC Rm 2	Preschool-Age (3 - 4 Yrs)	Swiped In	15:39	00:00	00:00	Pool(16:12 - 16:29)		

Now that the Temporary Visit Processing section is complete please return to the Bulk Visit Processing – Bulk Sign Out Sub-Section.