



**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 | C/V | 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




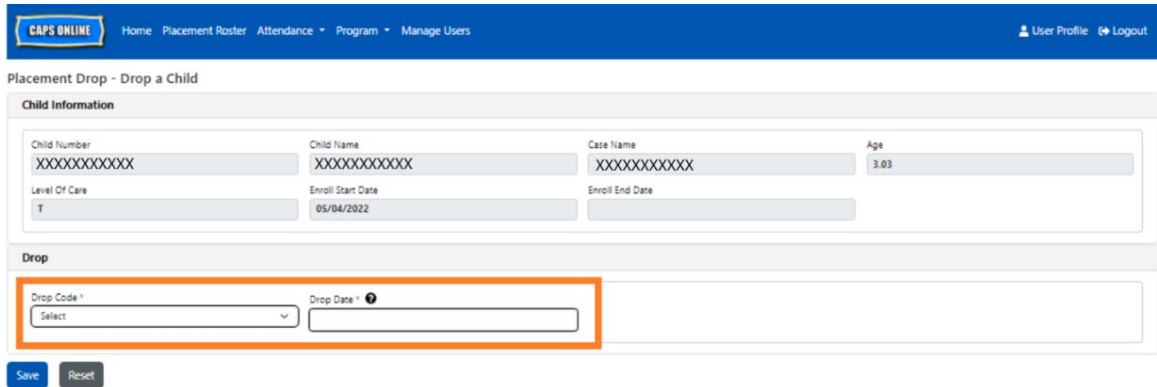
**Daily Time Entry (red calendar icon):** Please refer to the Attendance quick guide or the full CAPS Online Manual for more information.



**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**.



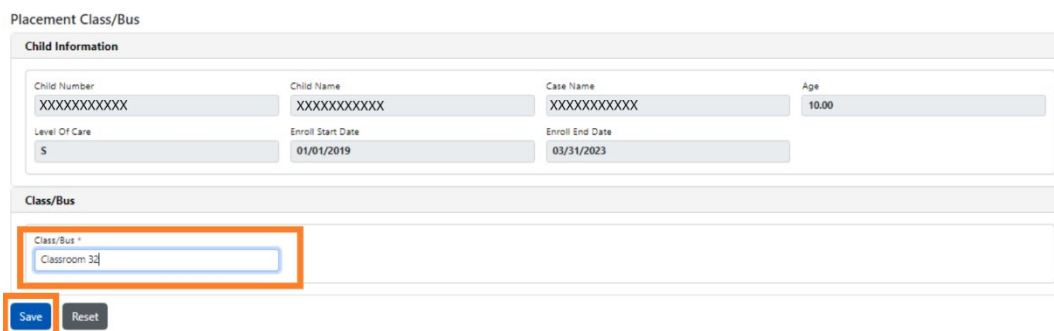
The screenshot shows the 'Placement Drop - Drop a Child' form. The 'Child Information' section contains fields for Child Number, Child Name, Case Name, Age, Level Of Care, Enroll Start Date, and Enroll End Date. The 'Drop' section contains a 'Drop Code' dropdown menu and a 'Drop Date' text input field, both of which are highlighted with an orange border. Below these fields are 'Save' and 'Reset' buttons.

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.)



The screenshot shows the 'Placement Class/Bus' form. The 'Child Information' section contains fields for Child Number, Child Name, Case Name, Age, Level Of Care, Enroll Start Date, and Enroll End Date. The 'Class/Bus' section contains a 'Class/Bus' text input field, which is highlighted with an orange border. Below this field are 'Save' and 'Reset' buttons.

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  
Select

Class/Bus  
CLASSROOM 32

Apply Filter Reset Filter

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

1 total