



**Administration for  
Children's Services**

CAPS ONLINE QUICK REFERENCE GUIDE:

USER PROFILE

(PROGRAMS)

## USER PROFILE

Select the **User Profile** button in the top-right corner to update your personal contact information.

Last Name, First Name, Language, and Page Limit are required fields. You may add a telephone number if you choose. The only thing you cannot change is your email address.

Once updated, select **Save**.

CAPS ONLINE Home Placement Roster Attendance Program Manage Users User Profile Logout

User Profile

MY USER PROFILE

Email Address  
XXXXXXXX@XXXX.COM

Last Name \* XXXXXXXXXXXX First Name \* XXXXXXXXXXXX Telephone Number (999) 999-9999

Language \* EN - ENGLISH Page Limit \* 10

Save Reset

**IMPORTANT:** CAPS Online is not the system of record for licensed child care programs and registered child care providers. You **MUST** continue to update this information with your licensing/registration agency as required by regulation.

## LANGUAGES

CAPS Online is available in seven different languages – English, Spanish, Arabic, Haitian Creole, Russian, Yiddish, and Simplified Chinese. You can change the language of your CAPS Online profile by clicking on **User Profile**, then selecting your preferred language from the drop-down menu, and clicking **Save**. User guides and videos are also available in these seven languages on the CAPS Online Support website (<https://earlychildhoodny.org/capsonline>).

CAPS ONLINE Home Placement Roster Attendance Program Manage Users User Profile Logout

User Profile

MY USER PROFILE

Email Address  
XXXXXXXX@XXXX.COM

Last Name \* XXXXXXXXXXXX First Name \* XXXXXX Telephone Number (999) 999-9999

Language \* EN - ENGLISH Page Limit \* 50

Select  
EN - ENGLISH  
ES - SPANISH  
AR - ARABIC  
HT - HAITIAN CREOLE  
RU - RUSSIAN  
YI - YIDDISH  
ZH - CHINESE SIMPLIFIED

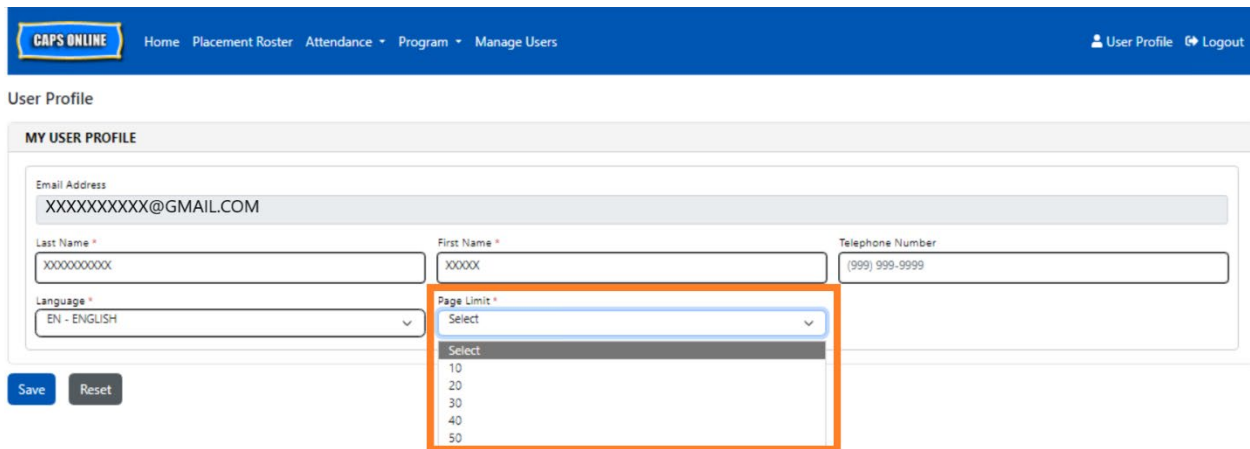
Save

## PAGE LIMIT

The page limit option in User Profile will permanently increase the number of visible records on the screen when you're in Placement Roster, Daily Time Entry, Weekly Time Entry, and Monthly Attendance Submission.

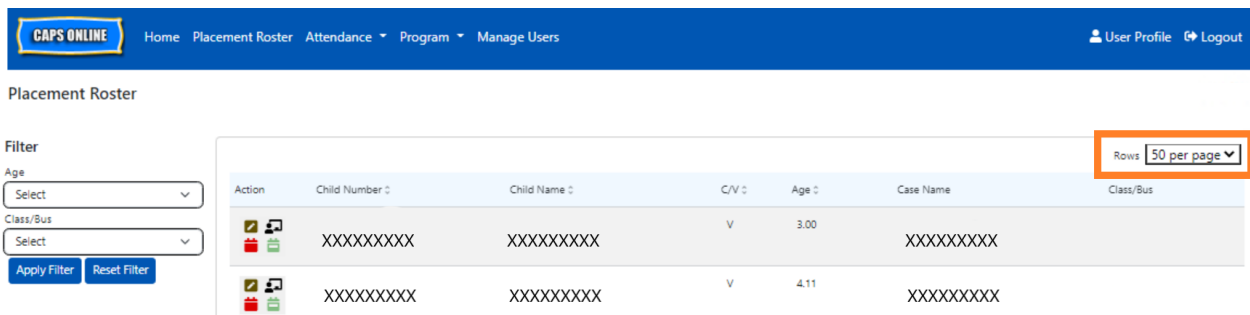
If you have more than 10 children enrolled, you'll be able to increase the number of visible records in increments of 10 – 10, 20, 30, 40, or 50. This can be changed at any time by clicking on **User Profile**, then adjusting the **Page Limit** by selecting a number from the drop-down menu, and clicking **Save**.

(Note: You will not see the page limit change on attendance pages unless you have more than 10 children enrolled in your care.)



The screenshot shows the 'MY USER PROFILE' section of the CAPS ONLINE interface. The 'Page Limit' dropdown menu is open, displaying the following options: Select, 10, 20, 30, 40, and 50. The dropdown is highlighted with an orange box. Other fields visible include Email Address (XXXXXXXXXX@GMAIL.COM), Last Name (XXXXXXXXXX), First Name (XXXXX), Telephone Number ((999) 999-9999), and Language (EN - ENGLISH). There are 'Save' and 'Reset' buttons at the bottom left of the profile form.

As you can see below, if the "Page Limit" is set to 50 in User Profile, all screens will now display up to 50 records on one page. This will occur on Placement Roster, Daily Time Entry, Weekly Time Entry, and Monthly Attendance Submission.



The screenshot shows the 'Placement Roster' section of the CAPS ONLINE interface. The 'Rows per page' dropdown menu is set to 50, highlighted with an orange box. The table below shows two rows of data:

Action	Child Number	Child Name	C/V	Age	Case Name	Class/Bus
	XXXXXXXXXX	XXXXXXXXXX	V	3.00	XXXXXXXXXX	
	XXXXXXXXXX	XXXXXXXXXX	V	4.11	XXXXXXXXXX	