

## **New Center Checklist (to-do list for CYMS in order to bring a new center online)**

Please contact VSI two-three months out from projected opening date of new center. Certain information may be input into CYMS database by VSI or CNIC. Other information will be input by your installation C&YP team.

### **Financial Set-up**

1. Create new Cost Centers if appropriate (Files, System, Finance Codes). Please indicate which cost centers your revenue goes to (full-day, part-day, hourly, late pick-up, etc.). Acquire this information from Region Accounting or CNIC CYMS Support team.
2. What is the new center's Site number (for SAP)?
3. Create new Bill Codes if appropriate for regular program fees (Files, System, Finance Codes)
4. Input the full-day, part-day, before-school, after-school, camp (depending on type of center opening) rates for the site. This only comes into play if your installation has always had CDC and no SAC, or vice-versa.
5. Create New Program Rates ***ONLY IF*** the new center has a new program not offered at any other center. Navy has standard rates across the board – so if you think you need something additional, contact CNIC or VSI for further guidance. For instance, the new center will offer PDPS-5 Day and no other center offers that. Use Detailed Guide CTG-81 CDC + SA Activity Fees. (Files, CYS, CYS Financial, CYS Rates).

### **Facility (Building and Rooms) Set-up**

6. Create new Facility Location – typically new building number (Files, Facility, Facility Location)
7. Create new Facility IDs (these are your classrooms) (Files, Facility, Facility ID)
8. Create a new Permissions Code for the new Center (Files, System, Other, User Code)
9. Create Court Facilities if new center will have an hourly program – typically one for infants, one for pre-toddlers, one for toddlers, and one for Pre-schoolers (Files, Facility, Facility ID)
10. Create Hourly Slots (Period End, Court, Court Slot Generator)
11. Create Hourly Buttons for Monday-Friday for each court/age group you created in item 9 (Func, Edit Desktop, Hot Button Maint)

### **Activity Set-up**

12. Create new Activities and Sections following prescribed numbering scheme, fitting the new center into the proper numeric slot. Use detailed Guide CTG-85 CDC + SA Activity (Files, Activity, Activity Maintenance). If you have part-day programs – what are the hours, days, etc? For example, what age group, is it a 2 Day, 3 Day, 5 Day program, and is it am or pm? What are the exact days and time s of the program? Details are necessary for correct set-up.

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13. Max number of each age group allowed in each room. For example, in Infant room #113, how many infants are allowed (does the room hold, 4, 8, 16 infants?). Are rooms age-group dedicated, meaning, are infants (age 6 weeks to 12 months) the only age group placed in rooms (for example) 113, 115, 117, 119, 121, 123, and 125? Or do rooms have mixed age groups, i.e., infants & pre-toddlers share rooms?

### **HH and Child File Set-up**

14. Household and Family Member screens will need to be completed in CYMS – shots, emergency contacts, Family Care Plan, Total Family Income, and so on. This can be done by your staff now.

### **Passes Set-up**

15. Children will need to be issued their passes – meaning their paperwork/file is up-to-date. This can be done by your staff now.
16. Process key fob XRefs for new children. Children currently attending one center and moving into the new center will continue to use their current key fob.

### **Roster Management**

17. If you have children moving to one center to another center, get them ready to process out of old center and into new center once open date is firm. Remember to transfer them to history from their old center rosters once they've moved over to the new center.
18. Enroll Children into new Activities (Global Sales).

### **System Set-up (menus, users, devices)**

19. Create New Menu Groups – At least one for Clerks and one for Managers at the new center. Might also consider a unique Swipe Menu. (Files, System, Users/Menus, Menu Group Maint)
20. Create new User IDs for staff working in new facility (Files, System, Users/Menus, Security Maintenance). In order to create CYMS User IDs, we need a comprehensive list of all your people who will use CYMS at the new center – and it's important to know who is a manager/director, and who is an ops clerk/admin assistant, etc.
21. Create a new Visit Device for the new location (Files, System, Device Maint, Printer/Device Maint)
22. Create new Pass Visit Fees Maintenance based on the new visit device – you cannot skip this step! (Files, Pass, Pass Visit Fees Maintenance)
23. Create a new Location Device (this controls the users export file location and the address location information that prints in the top left side of reports)(Files, System, Device Maint, Printer/Device Maint)

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24. Create New Drawer Devices (If using end of shift you should call VSI for assistance) (Files, System, Device Maint, Printer/Device Maint)
25. Create new End of Shift Devices only if using End of Shift (Call VSI for assistance)
26. Create new Peripheral Devices that are machine specific (differing hardware need different codes) (Files, System, Device Maint, Printer/Device Maint)
27. Create new Permission Devices (Files, System, Device Maint, Printer/Device Maint)
28. Create a new Receipt Printer if appropriate (Files, System, Device Maint, Printer/Device Maint)
29. Link Devices created in steps 13, and 15-24 to **either** the user, menu group or workstation level using Device Assignments (Files, System, Device Maintenance, Device Assignments)
30. Other Devices that **might** need to be linked to either the user, menu group or workstation level depending on what is already linked at the Default level: Report Device, Pass Device, Photo Device, Daily Device. (Files, System, Device Maintenance, Device Assignments)

### **Hardware Deployment & Testing**

- ✓ POS and SWIPE workstations will be imaged, added to the POS domain, and CYMS deployed
- ✓ At the swipe stations, ensure that screens are facing the CYP staff, not patrons.
- ✓ Make sure there is at least one POS per Front Desk area.
- ✓ Test credit card transactions using MX830 terminal.
- ✓ Make sure that each POS has at least one physical cash drawer and that it will pop on sale.
- ✓ Verify that the Report and Receipt printers are working by running test transactions and reports.
- ✓ ALL workstations should be on Adobe 9 or higher.

### **Other**

1. Every person who will use CYMS needs a Citrix account so they can log into and use CYMS when they are not working at a POS workstation, for example, running reports from their NMCI workstation. This is arranged via form request to CNIC Millington.