

05b - CYMS Quick Guide – Bulk Swipe In/Out (10.3 - Updated May 2011)

When to Use: Bulk Swipe In/Out is designed for children who are in a Before and/or After School program where they all leave for school or arrive back from school at the same time (on a bus, walking with escort, etc). Using this method means these children are no longer in your care. (For field trips and other events, use Temp Sign In/Out).

CAUTION: This process should NOT BE USED in place of individual swipe in/out at the beginning or end of the day. Shots, pass validity, other ticklers and financial information are not checked using this method.

To Swipe In Children in Bulk: (Typically the After School Children)



1. Click the **Bulk Visit Posting** button.
2. Select the activity (room) that you want to sign in.
3. Click **Sign In**. You will get a list of all children enrolled in the activity.
4. Use the **CTRL** key to multi-select the children to be signed in or if all children on the roster are present, simply toggle the “**Select All**” box).
5. If you want a hard copy list of the children to be signed in, toggle the “**Print Log**” box.
6. Click **Process**.

To Swipe Out Children in Bulk: (Typically the Before School Children)



1. Click the **Bulk Visit Posting** button.
2. Select the activity (room) that you want to sign out.
3. Click **Sign Out**.
4. Use the **CTRL** key to multi-select the children to be signed out (the list will only show children who actually signed in today for the selected activity) or toggle to **Select All** if they are all leaving.
5. If you want a hard copy list of the children to be signed out, toggle the “**Print Log**” box.
6. Click **Process**.