

#05a - CYMS Quick Guide – Temporary Sign In/Out (10.3 - Updated May 2011)

When to Use: When children are leaving the facility but are still in your care. For example, you might take the children on a field trip or to the pool for a few hours during the day.

To Temporarily Sign Out Children:



1. Click the **Temporary Visit Posting** button.
2. Select the activity (room) or hourly location you want to temporarily sign children out of.
3. Click "**Signed In List**"
4. Use your **CTRL** key and multi-select the children you wish to be temporarily signed out or choose **Select All**.
5. Click **Process** (or **Process/Journal** if you want a list of the children with emergency contact and sponsor/spouse information).
6. Type in the **Sign Out Purpose** for the children being temporarily signed out. It is often beneficial to put the scheduled time away as part of this title (Ex - Zoo 1300-1500).
7. Click **OK**.

To Sign The Children Back In:



1. Click the **Temporary Visit Posting** button
2. Select the activity (room) or hourly location you want to sign the children back into.
3. Click "**Signed Out List**."
4. Toggle **Select All** to sign ALL of the children back in.

Note: All children should be brought back in, even if the parents picked up the child at the event. The Temp posting puts the children back into the facility. You then have to do a regular/manual swipe out to swipe them out for the day.

5. Click **Process** (or **Process/Journal** if you want a list of the children with emergency contact and sponsor/spouse information).