



**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**.

The screenshot shows the CAPS ONLINE interface. The top navigation bar includes 'CAPS ONLINE', 'Home', 'Placement Roster', 'Attendance', 'Program', and 'Manage Users'. On the right, there is a 'User Profile' button with a person icon and a 'Logout' button. Below the navigation bar, the page title is 'User Profile'. The main content area is titled 'MY USER PROFILE' and contains a form with the following fields: 'Email Address' (XXXXXXXX@XXXX.COM), 'Last Name *' (XXXXXXXXXXXX), 'First Name *' (XXXXXXXXXXXX), 'Telephone Number' ((999) 999-9999), 'Language *' (EN - ENGLISH), and 'Page Limit *' (10). At the bottom left of the form, there are 'Save' and 'Reset' buttons. The 'Save' button is highlighted with an orange box.

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>).

This screenshot is similar to the previous one but shows the 'Language *' dropdown menu open. The menu lists the following options: 'EN - ENGLISH', 'ES - SPANISH', 'AR - ARABIC', 'HT - HAITIAN CREOLE', 'RU - RUSSIAN', 'YI - YIDDISH', and 'ZH - CHINESE SIMPLIFIED'. The 'User Profile' button in the top right navigation bar and the entire Language dropdown menu are highlighted with orange boxes.

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, Monthly Attendance Submission, and Monthly Attendance View.

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. It includes fields for Email Address (XXXXXXXXX@GMAIL.COM), Last Name (XXXXXXXX), First Name (XXXXX), Telephone Number ((999) 999-9999), and Language (EN - ENGLISH). A 'Page Limit' dropdown menu is open, displaying options: Select, 10, 20, 30, 40, and 50. The 'Save' button is highlighted in blue.

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, Monthly Attendance Submission, and Monthly Attendance View.

The screenshot shows the 'Placement Roster' section of the CAPS ONLINE interface. On the left, there are filter options for Age and Class/Bus. On the right, a table displays child records. The 'Rows per page' dropdown menu is set to 50. The table has columns for Action, Child Number, Child Name, C/V, Age, Case Name, and Class/Bus.

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