

SERVICE SETUP

There may be certain fields within your software you wish to customise to suit your service needs.

This tip sheet will walk you through the different areas within the [setup](#) and the options you have:

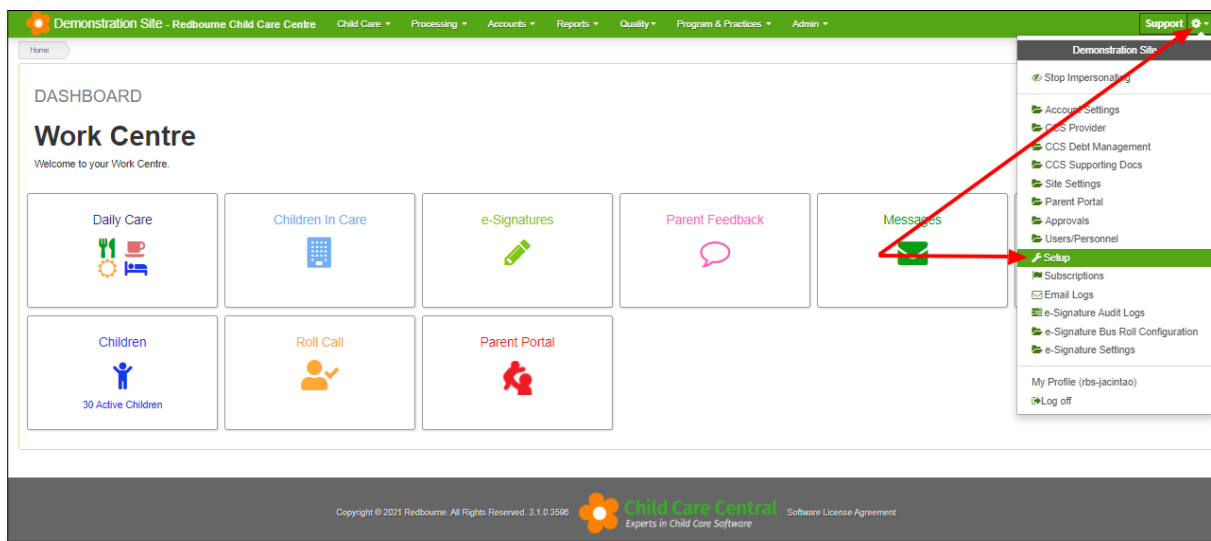
- [Banks](#)
- [Child Needs](#)
- [Guardian Reminder Categories](#)
- [Roles](#)
- [Groups](#) (*currently being developed*)
- [Public Holidays](#)
- [Family Contact Types](#)
- [Priority of Access](#) (*we will generally set this up when you commence*)
- [Rounding](#)
- [Email templates](#)
- [BPay Settings](#) (*speak to Child Care Central who will assist with this set up*)
- [Transport Locations](#)
- [RedPAY Settings](#) (*speak to Child Care Central who will assist with this set up*)
- [Holiday Periods](#)
- [Wait List Priorities](#)
- [Wait List Location](#)

SERVICE SETUP

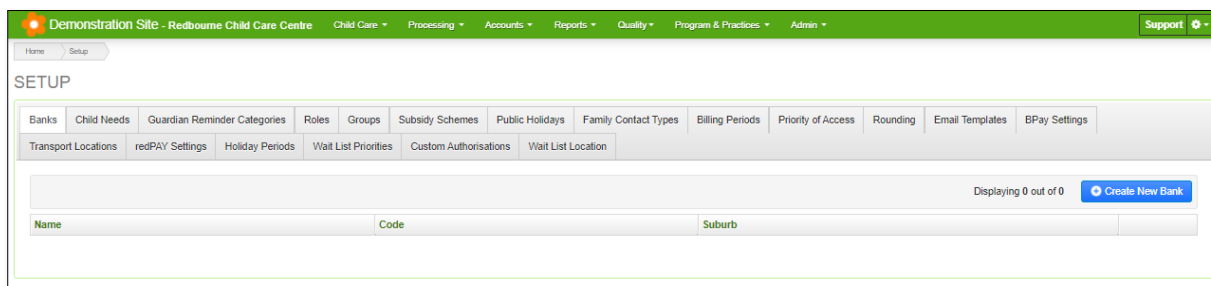
Detailed

Accessing Set Up

Click the **Settings** cog and select **Setup**.



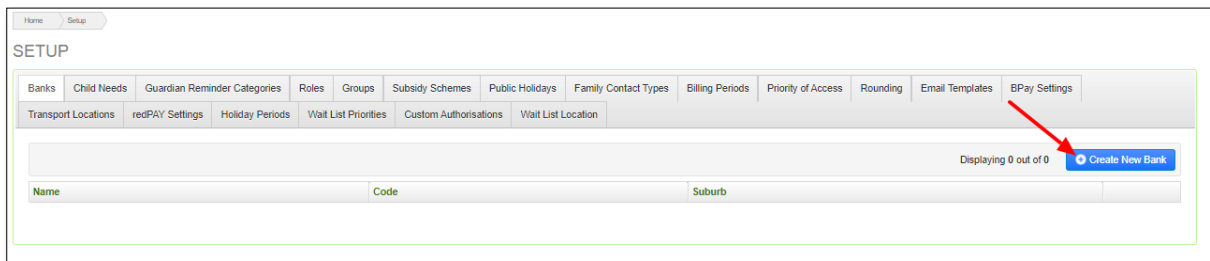
The following page will appear:



Enter the relevant details in each of the tabs.

Banks

Click the Create New Bank button:



The following window will appear:

Create Bank
✕

Bank Details

Name

Address Line 1 Address Line 2

Suburb State

Postcode

Electronic Details

Create ABA File Create Debit Entry

User Bank (Bank Code) User Name User Number

Entry Description BSB (Format 999-999) Account Number

Remitter Name ABA File Name

-YYYY-MM-DD.ABA (Where YYYY-MM-DD is the period end date)

Helpful Hint:

Bank Details (This is for your service's bank).

Name – Enter the name of the bank.

Address – Enter the Address for the Bank.

Electronic Details

Use this section if you wish to create an ABA file when the Bank Deposit Advice is created.

Create ABA File – Tick this option to tell the system to create an ABA file when the Bank Deposit Advice is created.

Create Debit Entry - You should only click on this option box to create a Debit Entry if you have been instructed to generate such an entry by your bank.

User Bank – Enter a 3 character bank abbreviation. e.g. WBC for Westpac Banking Corporation. You should check with your bank for the correct abbreviation.

User Name – Enter the account name responsible for the deposit.

User Number – Enter the Identification Number allocated by the bank to identify the User.

Entry Description – Enter the general description of the entries that will be contained in the deposit file. This description will be printed against the deposit on the Educators Bank Statement e.g. FDC Payments.

BSB – Enter the Bank/State/Branch number of the User Account. In the format ###-###

Account Number – Enter the account number of the User Account.

Remitter Name – Enter the name of the remitter or originator of the entry.

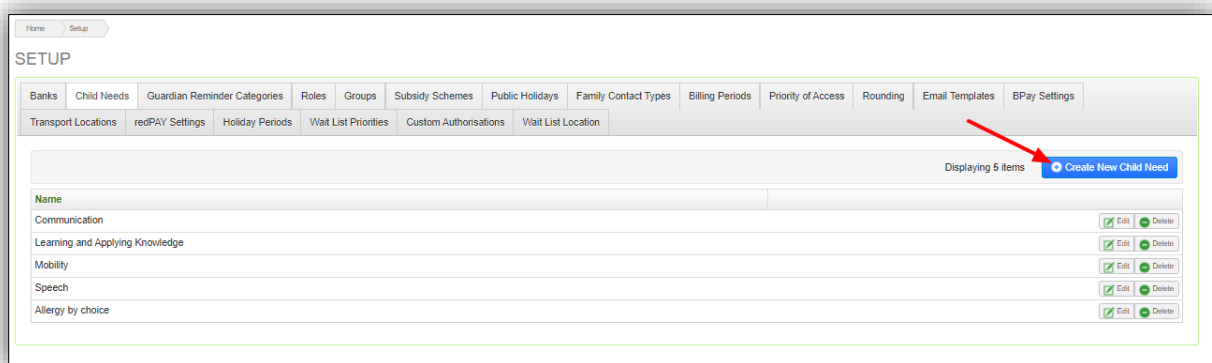
ABA File Name – This file is in the required Australian Bankers Association format. Enter the prefix you want to have at the front of the file name for the ABA file. This will be followed by the period end date in the format YYYYMMDD and the file extension ABA.

E.g. If you choose CBA, a file created for the period ending 14 June 2015 will be called: CBA20150614.ABA

Enter all relevant details and click **Save**

Child Needs

Click the **Create New Child Need** button:



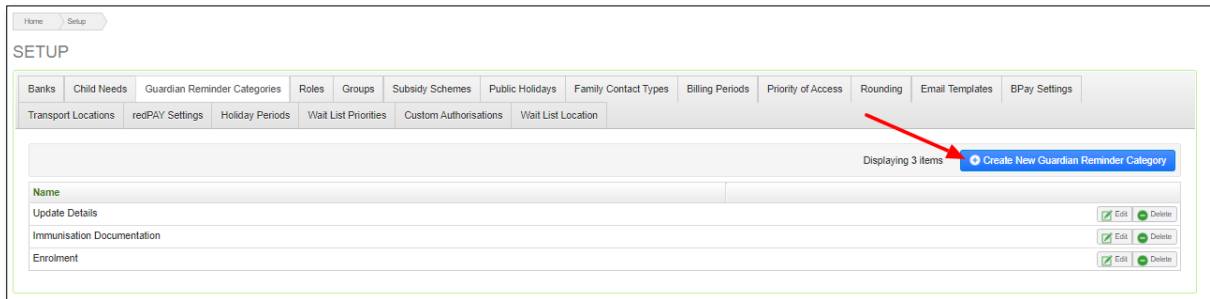
A similar window as below will appear:



Enter the name of the Child Need and click **Save**.

Guardian Reminder Categories

Click the **Create New Category** button:

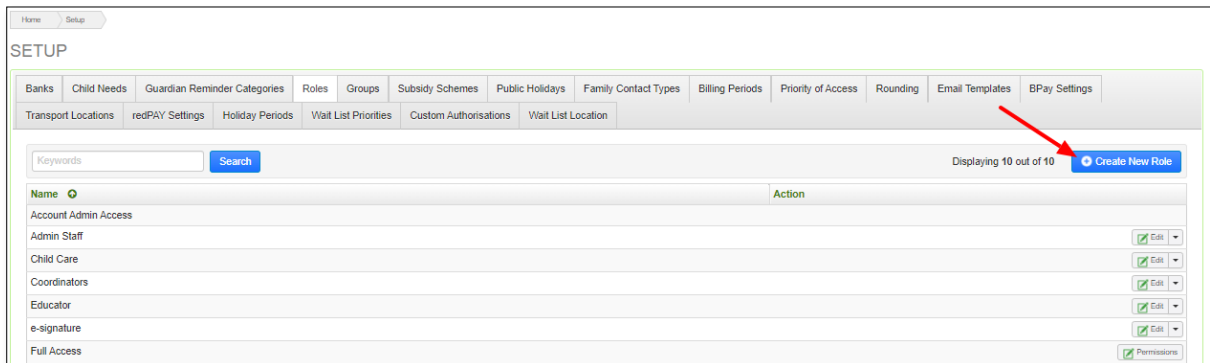


Enter the name of the Category and click **Save**

Roles

Where you can create roles for staff members and customise permissions. A default **Full Access** role will already be created however you can utilise this option if you are wanting to set up your own roles for specific staff members.

To do this first click on the **Create New Role** button:



Enter in a **name** for the role e.g limited access and click **save**

The role will now appear in the list.

To customise what the users assigned to this role can see and do in your system click on the dropdown arrow and select **Permissions**

Name	Action
Account Admin Access	
Admin Staff	<input checked="" type="checkbox"/> Edit
Full Access	<input checked="" type="checkbox"/> Permissions
Limited Access	<input checked="" type="checkbox"/> Edit
Mary	<input checked="" type="checkbox"/> Delete <input checked="" type="checkbox"/> Permissions

Select the first component **Admin**

This will open the sub-components, Permission Types and Description

Sub-Component	Permission	Description
Payments	None	View and query CCMS payments and remittances
Approvals	None	Manage your approvals. Users can view details of the approval such as service details, places, accreditations, approval fees and messages. Note: anyone who has access to this sub component can access all of the approval details within your organisation
Sites	None	Manage your site details. Note: anyone who has access to this sub component can access all of the site details within your organisation
Users/Personnel	None	Manage users and ccms personnel. From here users can be created and mapped to sites and approvals
Setup	None	Allow users to access setup features such as: areas, field workers, banks, reminder categories, child needs, training, roles, groups, subsidy schemes, public holidays, deduction categories and levies
Parent Portal Guardian Access	None	Enable scheme users to grant parent portal access to guardians in their sites
Update CCMS Profile	None	Allows a user to send a profile update to CCMS

Read the Description and then set a permission.

The different permission types are:

None: User cannot access this area at all

View: User only view area and will not be able to make changes

Edit: User will have full access to this area

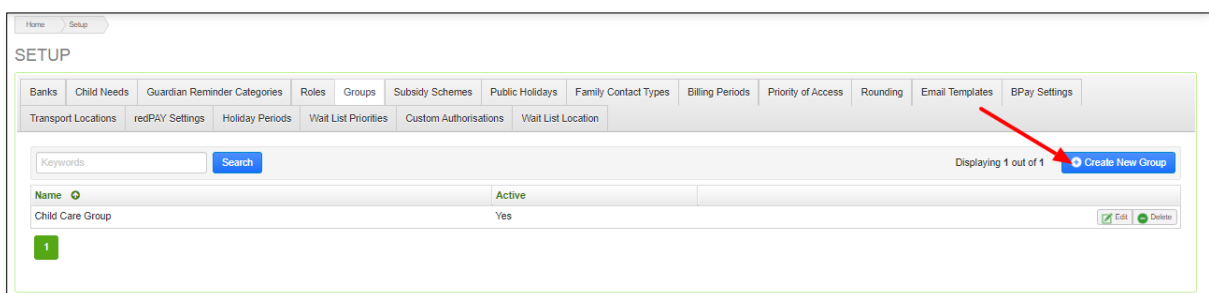
Then move onto your next component **Childcare** and follow the same steps until you have moved through all components adjusting permissions within each area.

Click **save** when you are finished.

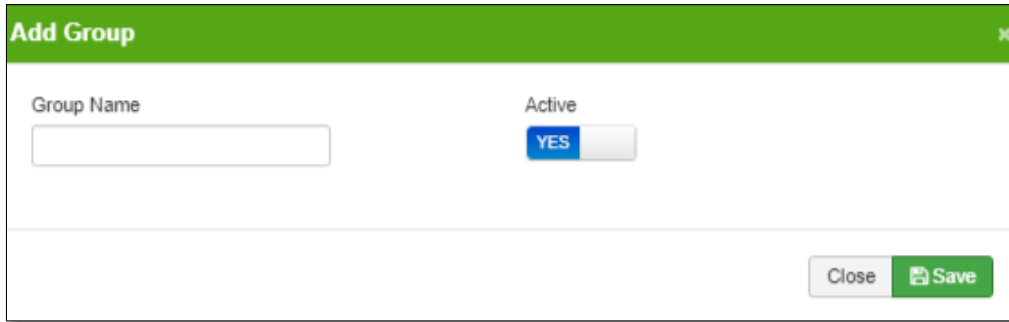
NOTE: We recommend after you've assigned the new role to a user that you log in as the user first to double check the user can only see and have access to the areas you've assigned as some components can be linked.

Groups

Click the Create New Group button:



Enter the name of the **Group**, select **Active** and click **Save**

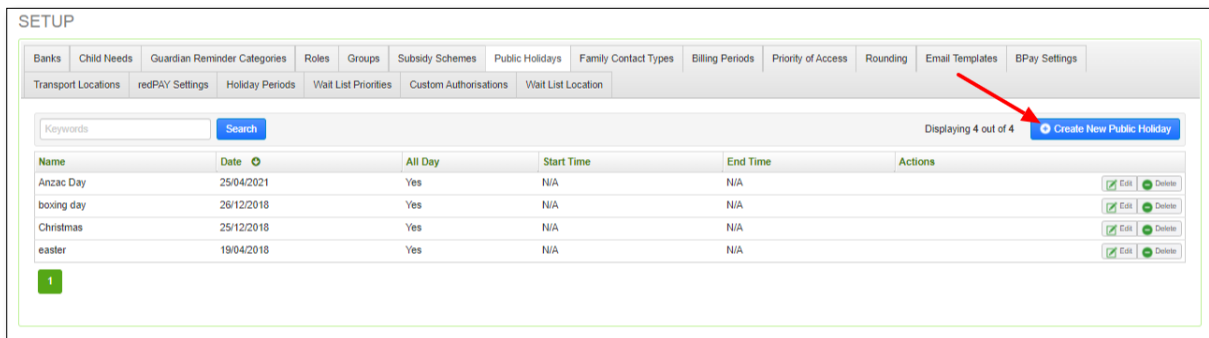


Note: This is part of a future feature.

Public Holidays

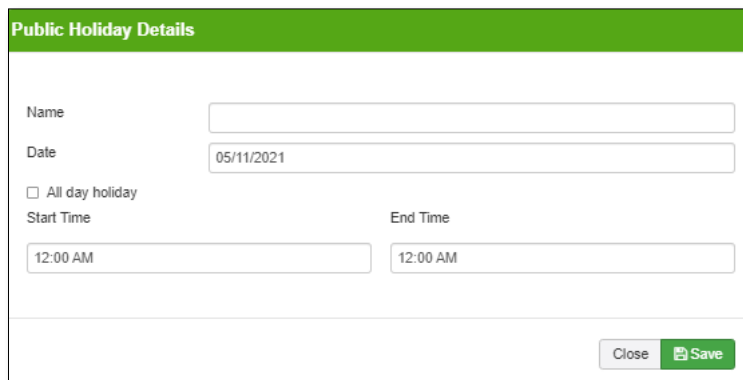
Creating Public holiday will instruct the software to mark all booked session as Absent.

To create Public Holidays, click on **Create New Public Holiday** button:



Name	Date	All Day	Start Time	End Time	Actions
Anzac Day	25/04/2021	Yes	N/A	N/A	<input type="checkbox"/> Edit <input type="checkbox"/> Delete
boxing day	26/12/2018	Yes	N/A	N/A	<input type="checkbox"/> Edit <input type="checkbox"/> Delete
Christmas	25/12/2018	Yes	N/A	N/A	<input type="checkbox"/> Edit <input type="checkbox"/> Delete
easter	19/04/2018	Yes	N/A	N/A	<input type="checkbox"/> Edit <input type="checkbox"/> Delete

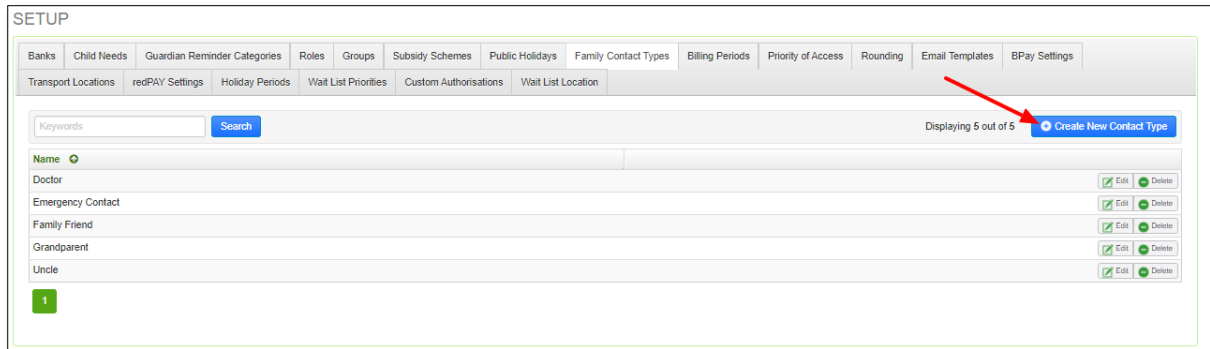
Enter the **Name**, **Date** and whether it is an All Day Public holiday or a part day holiday:



Click **Save**

Family Contact Types

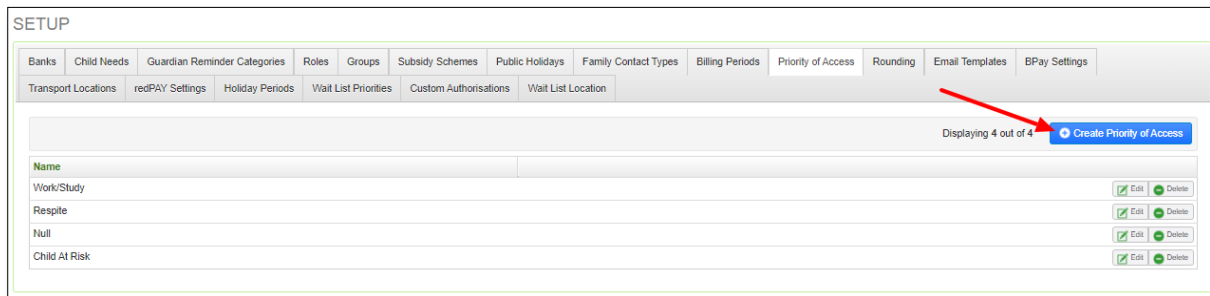
Click the Create New Contact Type button:



Enter the name of the contact type and click **Save**.

Priority of Access

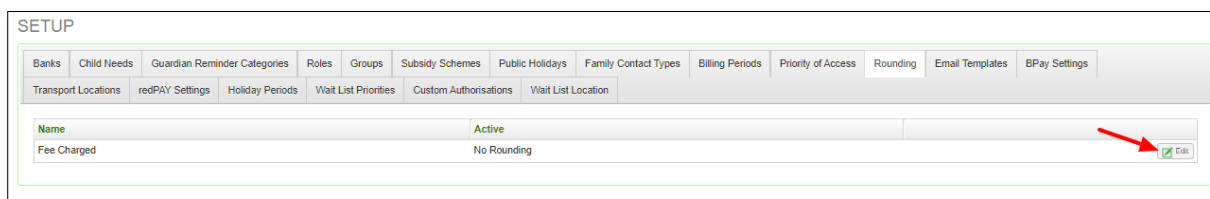
Click the Create Priority off Access button:



Enter a priority reason and click **Save**.

Rounding

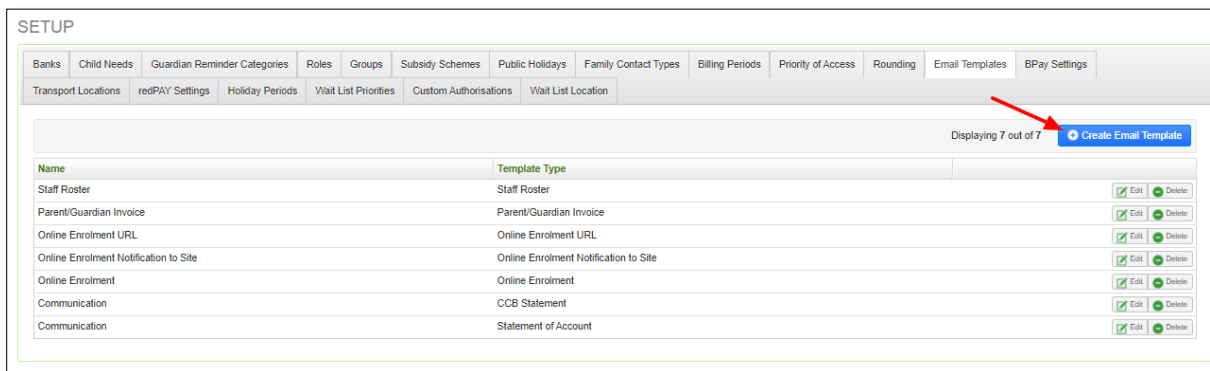
You can set fees charged to round to the nearest cent or dollar by selecting **edit**:



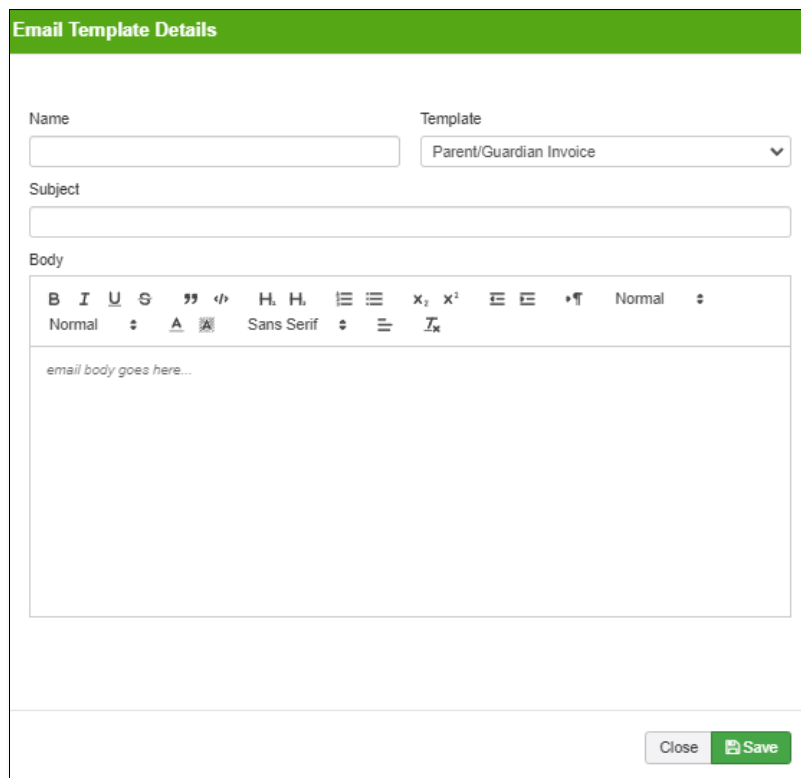
Click **Save**.

Email Templates

Click the Create Email Template button:



A window like below will appear:



The 'Email Template Details' window contains the following elements:

- Name:** A text input field.
- Template:** A dropdown menu currently showing 'Parent/Guardian Invoice'.
- Subject:** A text input field.
- Body:** A rich text editor with a toolbar containing icons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Bulleted List (•), Numbered List (1), Indent (H, H), Decrease Indent (E), Increase Indent (E), Text Color (A), Background Color (A), Font Family (Sans Serif), Font Size (x₂, x²), and a 'Normal' style selector.
- Body Content:** A large text area with the placeholder text 'email body goes here...'.
- Buttons:** 'Close' and 'Save' buttons at the bottom right.

Name the template, select the area for the template to appear in the software, Add a subject and body.

Click **Save**

Transport Locations

Click on **Create New Location** for your pick up and drop off locations with transport:

The screenshot shows the 'SETUP' interface with the 'Transport Locations' tab selected. At the top, there are navigation tabs for various settings. Below them is a search bar with 'Search Keyword...', 'Search', and 'Reset' buttons. To the right of the search bar, it says 'Displaying 2 out of 2' and a blue button labeled 'Create New Location' with a plus icon. A red arrow points to this button. Below the search bar is a table with the following data:

Location	Street	Area	Active	Action
Redbourne Early Learning Centre	1234 Rode Road	Chermside	Yes	Edit
Redbourne Primary School	671 Gympie Road	Chermside	Yes	Edit

Fill the details of Location, Street and Area:

The 'Create New Location' modal form has a green header with the title and a close button. Below the header is a blue instruction: 'Enter the transport location details to create a new Pick up or Drop Off Location'. There are three input fields: 'Location *', 'Street', and 'Area'. At the bottom right, there are two buttons: 'Save' (blue) and 'Cancel' (grey).

Click **Save**.

Holiday Periods

If you are closing for a period for example school holidays, click **Create Holiday Period** button:

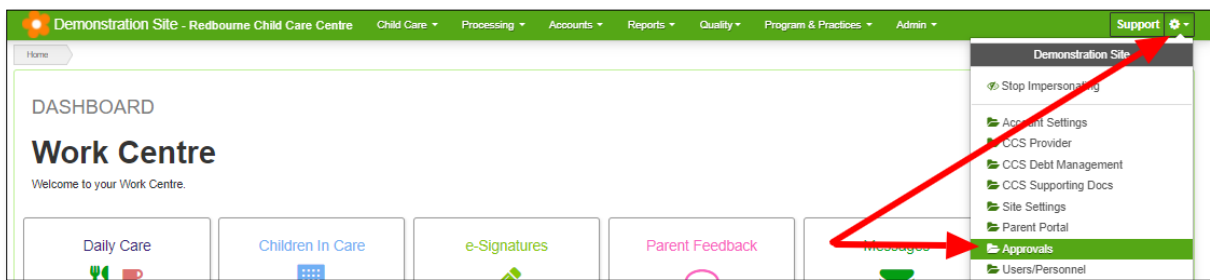
The screenshot shows the 'SETUP' interface with the 'Holiday Periods' tab selected. At the top, there are navigation tabs for various settings. Below them is a search bar with 'Search Keyword...', 'Search', and 'Reset' buttons. To the right of the search bar, it says 'Displaying 7 out of 7' and a blue button labeled 'Create Holiday Period' with a plus icon. A red arrow points to this button. Below the search bar is a table with the following data:

Name	Start Date	End Date	Programs	Children	Active	Actions
cloderue	23/09/2021	23/09/2021	ASC, Afternoon	All children	Yes	Edit Delete
Training	5/10/2020	11/10/2020	After School Care, Before School Care, Joeys Room, Kangaroo Room, Pretend Room, Flower Room, OOSH, BSC, ASC.	All children	Yes	Edit Delete

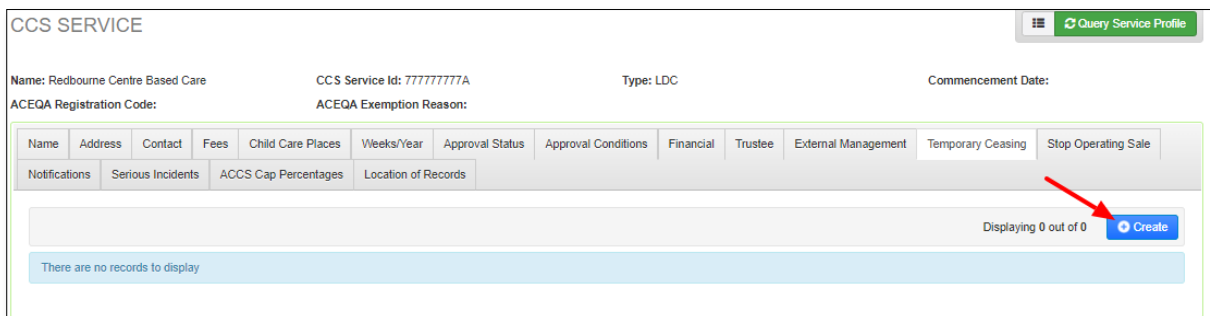
Fill the details of the Holiday period and click **Save**:

Note: When you submit a Holiday Period you also need to under the Family Assistance Law send through a Temporary Closure notification to CCSS.

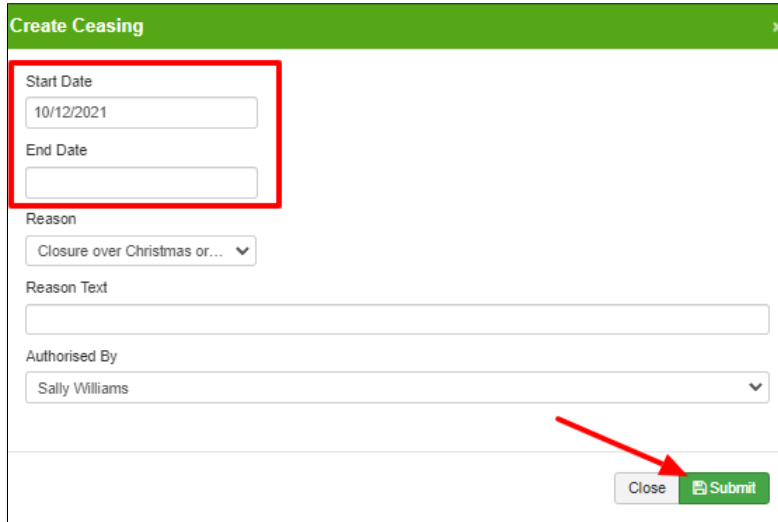
To do this click onto the **Settings cog** and select **Approvals**



Click onto **CCS Service Profile**, select the Temporary Ceasing tab and click **create**



Enter the date range, select the reason for closure and **submit**



Create Ceasing

Start Date
10/12/2021

End Date

Reason
Closure over Christmas or...

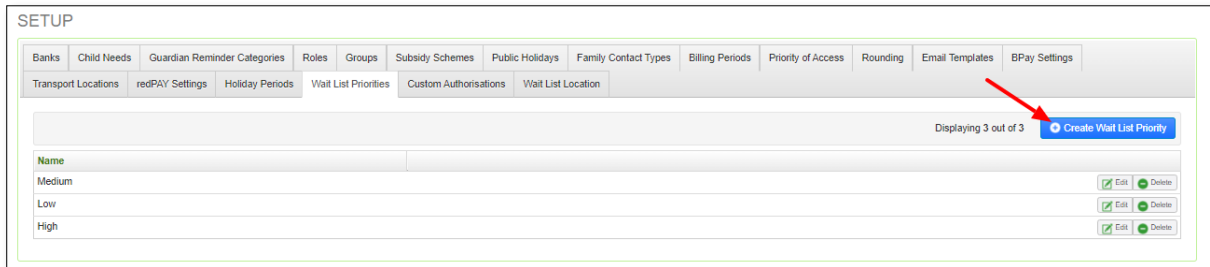
Reason Text

Authorised By
Sally Williams

Close Submit

Wait List Priorities

Click on Create Wait List Priority button:



SETUP

Banks Child Needs Guardian Reminder Categories Roles Groups Subsidy Schemes Public Holidays Family Contact Types Billing Periods Priority of Access Rounding Email Templates BPAY Settings

Transport Locations redPAY Settings Holiday Periods Wait List Priorities Custom Authorisations Wait List Location

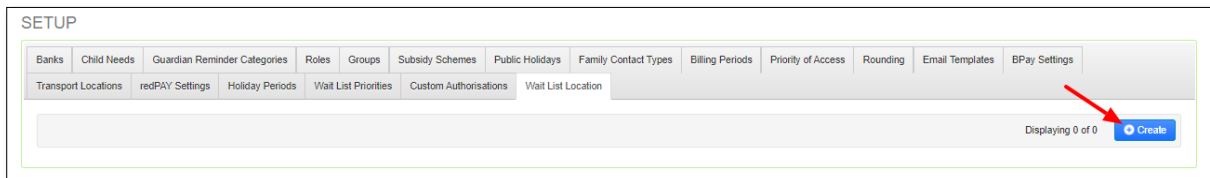
Displaying 3 out of 3 [Create Wait List Priority](#)

Name	Actions
Medium	Edit Delete
Low	Edit Delete
High	Edit Delete

Click Save.

Wait List Location

Click on the Create button to create location:



SETUP

Banks Child Needs Guardian Reminder Categories Roles Groups Subsidy Schemes Public Holidays Family Contact Types Billing Periods Priority of Access Rounding Email Templates BPAY Settings

Transport Locations redPAY Settings Holiday Periods Wait List Priorities Custom Authorisations Wait List Location

Displaying 0 of 0 [Create](#)

Name	Actions
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Click Save.