



**Administration for
Children's Services**

CAPS ONLINE QUICK REFERENCE GUIDE:
USER PROFILE
(PROVIDERS)

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 User Profile page. The top navigation bar includes 'CAPS ONLINE', 'Home', 'Placement Roster', 'Attendance', and 'Provider'. On the right, there are 'User Profile' and 'Logout' buttons. The main content area is titled 'User Profile' and 'MY USER PROFILE'. The form contains the following fields:

- Email Address: XXXXXXXXXXX@XXXX.COM
- Last Name *: XXXXXXXXXXX
- First Name *: XXXXXXXXXXX
- Telephone Number: (999) 999-9999
- Language *: EN - ENGLISH (dropdown menu)
- Page Limit *: 10 (dropdown menu)

At the bottom of the form are 'Save' and 'Reset' buttons.

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 shows the same CAPS ONLINE User Profile page as the previous one, but with the 'Language' dropdown menu open. The menu lists the following options:

- EN - ENGLISH
- ES - SPANISH
- AR - ARABIC
- HT - HAITIAN CREOLE
- RU - RUSSIAN
- YI - YIDDISH
- ZH - CHINESE SIMPLIFIED

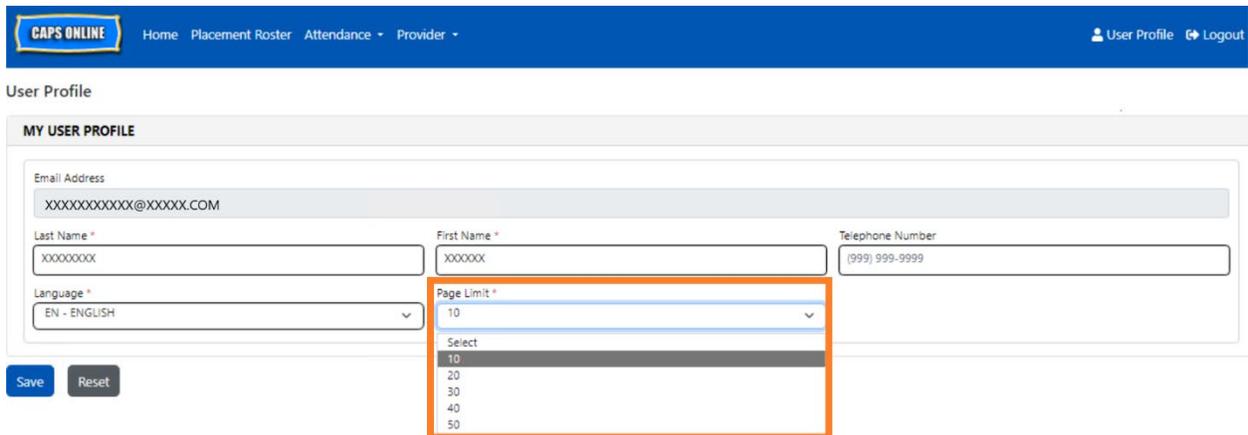
The 'Save' button is highlighted with a blue box on the left side of the form.

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. The 'Page Limit' dropdown menu is open, displaying the following options: 10, 20, 30, 40, and 50. The current selection is 10. The 'Save' button is highlighted in blue.

As you can see below, if the "Page Limit" is set to 20 in User Profile, all screens will now display up to 20 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' page in CAPS ONLINE. The 'Rows per page' dropdown menu is set to 20. The table displays two rows of child records.

Action	Child Number	Child Name	C/V	Age	Case Name
	XXXXXXXXXX	XXXXXXXXXX	V	8.09	XXXXXXXXXX
	XXXXXXXXXX	XXXXXXXXXX	V	7.11	XXXXXXXXXX