

CSIS on the Web

**Application Administrator and
Budget Download/Upload**

Introduction

- Children's Services uses a computer system to support the management of childcare services in the City of Toronto. This system is the Children's Services Information System or CSIS for short.
- Children's Services launched a project to make parts of CSIS available to you. This is CSIS on the Web. Now you can use the internet to conduct transactions and get reports from CSIS.
- CSIS on the Web is secure, private, accessible and easy to use. We chose web technologies used by major banks, and our project is supported by a strong team of privacy, security, design and systems operations experts.

- There are two functions of CSIS on the Web. One function includes the tracking of attendance and printing reports. The second function includes the tracking of budgets and registry.
- The attendance and report functions will allow you to:
 - submit anytime attendance
 - submit month end attendance claims
 - report anytime attendance and placement problems
 - request reports anytime

- The budget and registry functions will allow you to
 - produce a budget submission work flow
 - access information from the previous year
 - update public registry information including program descriptions and vacancies

Course Objectives

This course will:

- Increase the efficiency of using CSIS on the Web and administration of role assignments
- Increase the accuracy of attendance reporting and submitting for operators
- Increase the accuracy of budget preparation and submitting for operators
- Increase the timeliness of payments to operators
- Decrease waste by reducing paper transactions

Safeguarding Personal Information

- When you use CSIS on the Web be careful to safeguard personal information
- Keep your username and pass phrase for CSIS on the Web secure. Store them in a locked cabinet or drawer that is only accessible to you.
- Do not place username or pass phrase information on your desk, under your keyboard or any other place that is easily accessible by others
- Store reports that identify the names of clients in locked storage. This should only be accessible to staff who need to know this information to perform their duties.

Privacy Breach

- A privacy breach is when an institution, intentionally or unintentionally, discloses personal information or records containing personal information without permission or consent
- Examples of privacy breaches include but are not limited to lost or misplaced files, lost or stolen laptop that contains client files or personal information, unauthorized access to personal information contained in electronic or paper files and misdirected faxes or emails
- If a privacy breach occurs steps must be taken to contain the breach. Contact the Serious Occurrence line immediately.

Logging into your Account

- You will be given an account and temporary pass phrase by Children's Services. You will use this account and temporary pass phrase to log into your account for the very first time.
- To log into your account browse to the main application URL:

<https://secure.toronto.ca/CSISOnTheWeb/Welcome.do>

- Enter the user name and pass phrase Children's Services gave you
- If you receive an error message, enter the information again correctly.
- If you receive three error messages the system will disable your account. If this happens, call your Children's Services.

CSIS ON THE WEB

UserID : Password : 

Terms of Use

- When you use CSIS on the Web for the first time you will be asked to read and accept CSIS on the Web "Terms Of Use"
- The "Terms of Use" reviews the conditions that govern your use of CSIS on the Web. You cannot use the system if you have not read, understood and accepted the "Terms of Use".
- The City of Toronto may terminate your access to CSIS on the Web or your centre's access if you use the system contrary to these terms.

Please read this page before proceeding.

The Terms of Use, set out below, contains the terms and conditions which govern your use of the City of Toronto's Children's Services Information System on behalf of the organization or agency on whose behalf you are using the System.

Agreeing to the Terms of Use is required for further use of, and access to, the System. By clicking the "*I AGREE*" button below, you acknowledge having read, understood and accepted the Terms of Use.

Terms of Use

Children's Services Information System

1. General

By using the on-line Children's Services Information System (the System) on behalf of an organization or agency (the Agency), you agree to the current version of these Terms of Use (the Terms). The City of Toronto (the City) may change the Terms at any time without notice. The changed Terms will be posted and you should read them before using the System. The City may immediately terminate your use of the System, and your Agency's use, if you use it in any way contrary to these Terms or the law or in any way that disrupts the System.

2. Copyright

The text, images and data on the web site housing the System (the Content), other than what is submitted by you or the Agency, are protected by the Canadian *Copyright Act*. The City grants you a personal non-exclusive license to read, download and print copies of the Content. You may reproduce the Content exclusively for the purposes of carrying out the Agency's business purposes under its agreement with the City for the provisions of services to the City. If the Content refers to another person's or organization's copyright, you must get written permission from the owner of that copyright before making use of that Content. You do not gain any ownership rights to any of the Content you gain access to through the System.

4. Non-transferability and Passwords

To use the System, you need a password. You are responsible for maintaining the confidentiality of the password and are responsible for all activities that occur under that password. You agree to notify immediately the person administering use of the System on behalf of the Agency of any unauthorized use of your password or any other breach of security regarding the System, and to ensure that you logout at the end of each session. The City will not be liable

7. Collection, Use and Disclosure of Personal Information

Personal information collected for System administration purposes will be subject to the privacy provisions of the *Municipal Freedom of Information and Protection of Privacy Act* MFIPPA. Please refer to the City's [Privacy and Security Statement](#) for more information.

8. Force Majeure

In the event of a delay in or failure of performance under this Agreement by the City which arises by reason of force majeure, including without restriction an act of God, an act of any government or any governmental body, an act of war or terrorism, the elements, a strike, a lockout or a labour dispute, or any cause beyond the reasonable control of the City, the City shall not be responsible, and the City shall use best efforts to mitigate the effect of such force majeure, but nothing in this clause shall require the City to settle a labour dispute in order to render performance.

9. Other terms

To use the Site, you also agree to the following terms:

- i. Except for information you submit to the System on behalf of the Agency, you will not change or attempt to change any information or material found on the Site including any information posted by other users;
- ii. You will not violate (or try to violate) the security of the Site by hacking, cracking, mail bombing, mounting a denial of service attack or any other similar malicious, careless or negligent acts and you will not upload, post, transmit, publish or distribute any material or information to the Site which contains a computer virus or other code, files or programs intended in any manner to disrupt or interfere with the functioning of the Site;
- iii. You will not impersonate any other person or entity or make any misrepresentations;
- iv. You will not upload any content that is unlawful, harmful, threatening, vulgar, obscene, libellous or otherwise objectionable and that may invade another's right of privacy; and
- v. You agree to be bound by Ontario laws in your use of the Site and you agree that any court proceedings relating to your use of the Site will take place in Ontario.

I Agree

I Decline

[Download Printable Copy](#)

Setting Security Questions

After accepting the "Terms Of Use" you will see a page to enter three security questions and answers

The screenshot shows a web form titled "Security Questions And Password" from the City of Toronto's Children's Services Information System. The form is divided into two main sections. The left section contains instructions: "Security Questions will help you verify your identity in case you forget your password. For security reasons, please enter questions that only you can answer (e.g. mother's maiden name, name of first pet or name of grade school attended). Do not enter information (e.g. your middle name or current address)." and "After filling out Security Questions and Answers, please enter your password. Be sure to select a password you can easily remember." The right section contains three sets of input fields for questions and answers, each labeled "Question X (required)" and "Answer X (required)". Below these is a "Password (required)" field and a "Repeat Password (required)" field. A "Submit" button is located at the bottom right of the form area. The page header includes the City of Toronto logo and the text "Children's Services Information System". A copyright notice at the bottom reads "Copyright © 2009 City of Toronto. All rights reserved."

Security Questions And Password

Security Questions will help you verify your identity in case you forget your password. For security reasons, please enter questions that only you can answer (e.g. mother's maiden name, name of first pet or name of grade school attended). Do not enter information (e.g. your middle name or current address).

After filling out Security Questions and Answers, please enter your password. Be sure to select a password you can easily remember.

Question 1 (required)

Answer 1 (required)

Question 2 (required)

Answer 2 (required)

Question 3 (required)

Answer 3 (required)

Password (required)

Repeat Password (required)

Submit

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Selecting Good Security Questions

Good security questions have four common characteristics. The answer to a good security question:

- ✓ cannot be easily guessed or researched (safe),
- ✓ doesn't change over time (stable),
- ✓ is memorable
- ✓ is definitive

Safe

- A good security question does not compromise what it is trying to protect
- A good security question has answers that cannot be found through research
- The probability of guessing the correct answer is low and answers are unlikely to be known by others such as a family members, friends or significant others

Example: What was your dream job as a child?

Stable

The answer to a good security question doesn't change over time and should be easy to remember

Example: What is the name of your favorite childhood friend?

Memorable

The answer to a good security question should be easy to remember but not available to others. You should immediately know the answer to your question without doing research.

Example: What is your favorite prime number?

Definitive

The question should be asked so the answer is specific, has an obvious format and is NOT case sensitive

Example: What is your oldest sibling's birth year?

Answer: 1974

instead of

What is your oldest sibling's birthday?

Answer: May 26, 1974

05/26/74 or

may2674

Selecting a New Pass Phrase

- The next step is to change your pass phrase
- Your pass phrase should be 6-12 characters and must include at least one number and one character
- Do not use the same pass phrase twice. When you change your pass phrase, use one that is completely different from the previous pass phrase.
- CSIS on the Web will require you to change your pass phrase every 60 days

- Pass phrases should not be obvious or easy to guess
- Obvious or trivial pass phrases include names, days of the week, months, common words or a previously used pass phrase that was only slightly changed

Examples of bad pass phrases:

123456	Your name, example: laurie1, laurie2	Password	AAAAAA
DogCatDog		Secret123	Your child name
P@ssw0rd	Your pet's name		
Your spouse's name			

Selecting a Good Pass Phrase

Think of a sentence that's easy to remember. This can be the basis of your strong pass phrase. Take the first letter of each word of the sentence that you've thought of to form a nonsensical word.

Example:

Your sentence is: "**M**y **s**on **J**oseph is **t**hree **y**ears
old **t**oday"

Your pass phrase is: **MsJi3yot**

Some examples of strong pass phrases are:

- Power12 Flowers
 - It?sa# 2 list
 - 10Ways 2Leave
-
- Change your pass phrase immediately if you suspect that someone else knows it. Notify your supervisor and call the Serious Occurrence Line immediately.

Forgot Your Pass Phrase?

- If you don't log into CSIS on the Web regularly you may forget your pass phrase to enter the system
- If this happens click on the "Forgotten Pass Phrase" link located on the login page of CSIS on the Web
- The system will respond with one of your three security questions. Enter the correct answer and select continue.

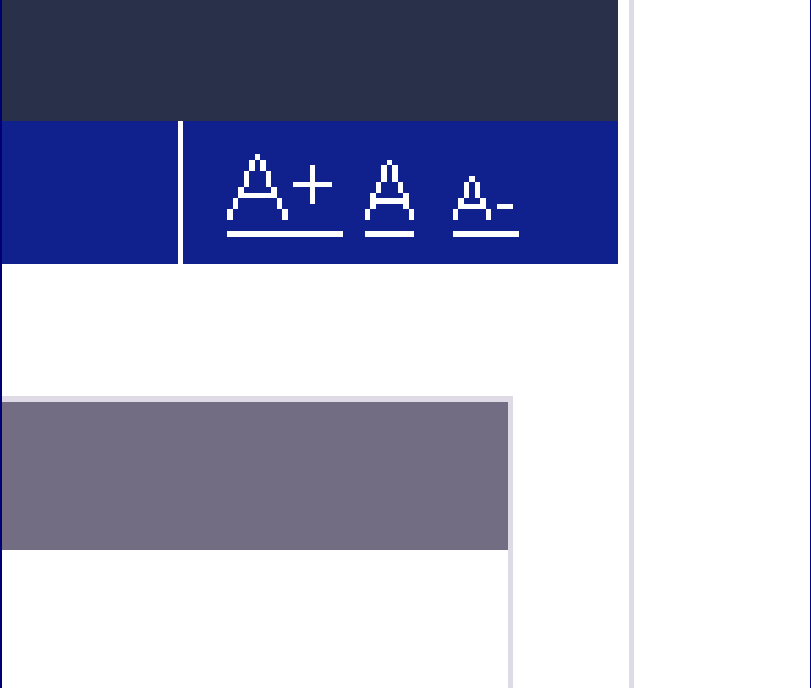
- Use the pass phrase guidelines to form a strong pass phrase
- Enter and confirm a new pass phrase
- If the answer you enter in response to the security question does not match you will be prompted to check your answer and try again
- If you fail to answer all three of your security questions the system will lock you out. Call your Administrative User for assistance.

Forgot Your User ID

- If you cannot remember your user id call your Administrative User. They will assign you a new login id.

Setting Preferences

- You can change the settings of CSIS on the Web to suit your needs.
- To change preference settings, select "Preferences".
- The system will display a screen that allows you to select English or French. Choose the language that suits your needs.
- The viewing size can be changed to suit your preference
- Navigate to the upper right corner of the login screen
- To make the screen larger select the "A+". To make the screen smaller select "A-". To return to the preset screen select "A".



What is Your Role?

- You are an Application Administrator
- This is the highest level of user account available to your agency
- You can create new users, assign all roles and edit or delete existing users without restrictions
- Only one account of this type per agency
- Must be a signing officer of the agency or an authorized delegate

- There are several user roles involved with using CSIS on the Web
 - User roles are function specific
 - To have access to different functions in CSIS on the Web, users must be assigned multiple roles
-
- You will have to distinguish who will access CSIS on the Web and what role they will have

User Roles

- Roles are grouped into two types:
 - Agency Level Roles
 - Location Level Roles

Agency Level Roles

- **User Administrator:**

- Allows the user to create and manage other users in the agency

- **Registry Administrator:**

- View and edit agency's registry information and all group centres within the agency through the registry menu

- **Budget Preparer:**

- Prepares budget for all group centres in the agency

- **Home Care Attendance Recorder:**

- Record attendance for a Home Child Care Agency

- **Home Care Attendance Submitter:**

- Record and submit attendance for a Home Childcare Agency

Location Level Roles

- **Attendance Recorder:**
 - Record attendance for a specific group centre
- **Attendance Submitter:**
 - Records and submits attendance for a specific group centre
- **General Services and Vacancies Submitter:**
 - View and edit a specific group centre's general services information and administer vacancies in the group centre

Create a New User

- Select User Management

Welcome to CSIS on the Web!

New Look and Feel!

We've made some improvements to CSIS on the Web. First you'll notice that you landed on this Home page when you logged in. We'll use this space to keep you up-to-date on the latest news.

In addition, the Location tab has been removed. Now your list of locations will be displayed for selection when you click on the Attendance>Group Centre menu tab.

We've also put the reports and problem submission tabs under each associated task. We'll have different reports and problems types for group and home child care attendance, budgeting and user management.

And by popular demand we replaced the pink and brown colour scheme with something blue. Enjoy.

Thanksgiving

For Monday October 12, Thanksgiving Day, please enter a P for every child. This lets us pay you for the day if you are entitled.

New Help Protocol

Starting Sept. 14, 2009 you can call 416-397-5555 for phone support. This will be for technical questions and for situations beyond on-line reporting through "submit problem". [more](#)

Budgeting with CSIS on the Web

Budget workshops are being held in October 2009 for the 2010 budget year. Please [register on-line](#)

Tips and Tricks

Submit Problems

If you provided care but the child is not on your enrolment register please submit a *Placement Missing* problem report. Please enter the Child Id in the correct field rather than the Problem Details field.

TRAINING

Group Centre Attendance Training

Attendance training continues for centres not converted to automated submission and for new staff who join your organization. Check the [registration site](#) for dates and locations.

User Management Training

Each agency will identify one person to be the CSIS on the Web [Application Administrator](#). This person will be the single point of contact for technical issues and will do [User Management](#) tasks including creating and deleting user accounts and granting access to specific roles. Agencies may have more than one person trained to do user management tasks. Training will start September 16. [details](#)

Budget Download/Upload Training

To better protect privacy, CSIS on the Web will allow agencies to download their pre-populated budget spreadsheet and upload it back to [TCS](#) when complete. Training can be taken in combination with User management or with your budget workshop. Check the [registration site](#) for dates and locations.

- Select Create New User



Agency Officer Logged In: AA APPLICATION ADMIN (80000004)

Current Users

User Information

Last Name, First Name - User ID

APPLICATION ADMIN,AA - 80000004

Users with no Current Roles are displayed at the bottom of the list

[create new user](#)

- The following screen will appear:

Agency Officer Logged In: AA APPLICATION ADMIN (80000004)

Current Users

Last Name, First Name - User ID

APPLICATION ADMIN,AA - 80000004

Users with no Current Roles are displayed at the bottom of the list

New User Information

UserID: Temporary Password:

MR MS

Last Name(required): First Name(required):

Current Roles and Locations

[-] Location Roles

Row Num	Role Name	Location	Effective Date	Termination Date
---------	-----------	----------	----------------	------------------

Add New Location Role

[-] Agency Roles

Row Num	Role Name	Agency	Effective Date	Termination Date
---------	-----------	--------	----------------	------------------

Add New Agency Role

Save User

Cancel

- The right content page displays an empty form
- Enter user's first and last name. Once you have submitted these into the system they cannot be changed. If they need to be changed , Children's Services must do this. Documentation is required.
- Enter the Effective Date. Can be current or later date
- Enter the Termination Date. Must be same or later than the Effective Date
- Select the applicable user roles
- Select Save User at the bottom of the page

Agency Officer Logged In: AA APPLICATION ADMIN (80000004)

Current Users

Last Name, First Name - User ID

APPLICATION ADMIN,AA - 80000004

Users with no Current Roles are displayed at the bottom of the list

New User Information

UserID: Temporary Password:

MR MS

Last Name **(required)**: First Name **(required)**:

Mathew Tobie

Current Roles and Locations

[-] Location Roles

Row Num	Role Name	Location	Effective Date			Termination Date		
1	ATTENDANCE SUB	A B C DAY NURSER	17	SEP	2009			
2	Please Select ...	Please Select ...	17	SEP	2009			

Add New Location Role

[-] Agency Roles

Save User

Cancel



- The following page appears after you select save
- The new user will be displayed on the left pane of the screen in bold

Agency Officer Logged In: AA APPLICATION ADMIN (80000004)

Current Users

Last Name, First Name - User ID

APPLICATION ADMIN, AA - 80000004

MATHEW, TOBIE - 07820984

Users with no Current Roles are displayed at the bottom of the list

User Information

UserID: Temporary Password:

07820984

FM4VM7

MR MS

Last Name

First Name

MATHEW

TOBIE

Current Roles and Locations

[.] Location Roles

Row Num	Role Name	Location	Effective Date	Termination Date
1	ATTENDANCE SUBMITTER	A B C DAY NURSERY (1036) [GC]	17-SEP-2009	<input type="text"/> <input type="text"/> <input type="text"/>

Add New Location Role

[.] Agency Roles

Row Num	Role Name	Agency	Effective Date	Termination Date
---------	-----------	--------	----------------	------------------

Save Changes

Cancel

Delete User

Editing an Existing User

- Current users are displayed in the right pane of the screen
- Select an existing user by clicking on the user's name
- The name you select to edit will be bolded
- You can make changes to the user's termination date only

Agency Officer Logged In: AA APPLICATION ADMIN (80000004)

Current Users

Last Name, First Name - User ID

APPLICATION ADMIN,AA - 80000004

MATHEW,TOBIE - 07820984

POPPINS,MARY - 07966565

ROGERS,BOB - 08003916

Users with no Current Roles are displayed at the bottom of the list

User Information

UserID: Temporary Password:

07820984

FM4VM7

MS

Last Name

First Name

MATHEW

TOBIE

Current Roles and Locations

[-] Location Roles

Row Num	Role Name	Location	Effective Date	Termination Date
1	ATTENDANCE SUBMITTER	A B C DAY NURSERY (1036) [GC]	17-SEP-2009	<input type="text"/> <input type="text"/> <input type="text"/>

Add New Location Role

[-] Agency Roles

Row Num	Role Name	Agency	Effective Date	Termination Date
---------	-----------	--------	----------------	------------------

Save Changes

Cancel

Delete User



- Save your change or edit!!

Agency Officer Logged In: AA APPLICATION ADMIN (80000004)

Current Users

Last Name, First Name - User ID

APPLICATION ADMIN,AA - 80000004

HENRY ,OH - 09726170

MATHEW,TOBIE - 07820984

POPPINS,MARY - 07966565

ROGERS,BOB - 08003916

SEPTTWENTY,THREETEST - 14335769

TEST,JIN - 14482054

WINTERS,TESTSEPTTWENTY - 14243845

Users with no Current Roles are displayed at the bottom of the list

User Information

UserID:

09726170

Temporary Password:

WJ7HP5

MR MS

Last Name

First Name

HENRY

OH

Current Roles and Locations

[.] Location Roles

Row Num	Role Name	Location	Effective Date	Termination Date
1	ATTENDANCE RECORDER	A B C DAY NURSERY (1036) [GC]	21-SEP-2009	<input type="text"/>
2	ATTENDANCE SUBMITTER	A B C DAY NURSERY (1036) [GC]	17-SEP-2009	<input type="text"/>

Add New Location Role

Save Changes

Cancel

Delete User

Copy Roles

- You can copy roles from one selected user to another
- Select the user whose roles you wish to copy
- Then select to whom you would like to copy the roles
- If it is a new user, enter the new user's first and last name
- Select Save User
- All roles are copied from the original user to the target user's profile. The effective date will be updated to the date the copy was completed.

Agency Officer Logged In: AA APPLICATION ADMIN (80000004)

Current Users

Last Name, First Name - User ID

APPLICATION ADMIN,AA - 80000004

MATHEW,TOBIE - 07820984

POPPINS,MARY - 07966565

ROGERS,BOB - 08003916

TEST,ONE - 08706252

Users with no Current Roles are displayed at the bottom of the list

Row Num	Role Name	Location	Effective Date	Termination Date
1	ATTENDANCE SUBMITTER	A B C DAY NURSERY (1036) [GC]	17-SEP-2009	<input type="text"/> <input type="text"/> <input type="text"/>

Add New Location Role

[-] Agency Roles

Row Num	Role Name	Agency	Effective Date	Termination Date
1	USER ADMINISTRATOR	A B C AGENCY AGENCY (ID: 1032)	17-SEP-2009	<input type="text"/> <input type="text"/> <input type="text"/>
2	BUDGET PREPARER	A B C AGENCY AGENCY (ID: 1032)	17-SEP-2009	<input type="text"/> <input type="text"/> <input type="text"/>

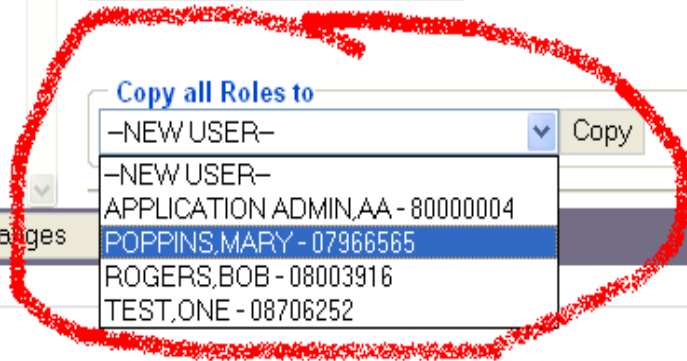
Add New Agency Role

Copy all Roles to

-NEW USER-

- NEW USER-
- APPLICATION ADMIN,AA - 80000004
- POPPINS,MARY - 07966565**
- ROGERS,BOB - 08003916
- TEST,ONE - 08706252

Save Changes



Delete User

- Select the user you wish to delete
- Select Delete User
- Confirm the deletion

Agency Officer Logged In: AA APPLICATION ADMIN (80000004)

Current Users

Last Name, First Name - User ID

APPLICATION ADMIN AA - 80000004
HENRY, OH - 09726170
MOTHER, ROBE - 07820984
POPPINS, MARY - 07966565
ROGERS, BOB - 08003916
SEPTTWENTY, THREETEST - 14335769
TEST, JIN - 14482054
WINTERS, TESTSEPTTWENTY - 14243845

Users with no Current Roles are displayed at the bottom of the list

User Information

UserID: 09726170 Temporary Password: WJ7HP5

MR MS

Last Name: HENRY First Name: OH

Current Roles and Locations

[.] Location Roles

Row Num	Role Name	Location	Effective Date	Termination Date
1	ATTENDANCE RECORDER	A B C DAY NURSERY (1036) [GC]	21-SEP-2009	<input type="text"/>
2	ATTENDANCE SUBMITTER	A B C DAY NURSERY (1036) [GC]	17-SEP-2009	<input type="text"/>

Add New Location Role

Save Changes Cancel **Delete User**

Agency Officer Logged In: AA APPLICATION ADMIN (80000004)

Current Users

Last Name, First Name - User ID

APPLICATION ADMIN,AA - 80000004

HENRY ,OH - 09726170

MATHEW,TOBIE - 07820984

POPPINS,MARY - 07966565

ROGERS,BOB - 08003916

SEPTTWENTY,THREETEST -

TEST,JIN - 14482054

WINTERS,TESTSEPTTWENT
14243845

Users with no Current Roles are displayed at the bottom of the list

User Information

UserID:

09726170

Temporary Password:

WJ7HP5


MR

MS

Last Name

First Name

Microsoft Internet Explorer [X]

 You are about to permanently delete a user [id:09726170]. Do you want to continue with deleting them or cancel deleting?

OK Cancel

1	ATTENDANCE RECORDER	A B C DAY NURSERY (1036) [GC]	21-SEP-2009
2	ATTENDANCE SUBMITTER	A B C DAY NURSERY (1036) [GC]	17-SEP-2009

Termination	
[v]	[v]
[v]	[v]

Add New Location Role

Save Changes Cancel Delete User

- When the deletion is confirmed, the following screen appears:

Agency Officer Logged In: AA APPLICATION ADMIN (80000004)

Current Users

Last Name, First Name - User ID

APPLICATION ADMIN,AA - 80000004

HENRY ,OH - 09726170

MATHEW,TOBIE - 07820984

POPPINS,MARY - 07966565

ROGERS,BOB - 08003916

TEST,JIN - 14482054

WINTERS,TESTSEPTTWENTY -
14243845

Users with no Current Roles are displayed
at the bottom of the list

User Information

create new user

Download/Upload Budget Spreadsheets

- Budget spreadsheets are now available to you electronically
- They are pre-populated
- Budget preparer can download the budget from CSIS on the Web
- This role must be assigned by the Application Administrator.
This must be the first role you assign.

Download Budget

- Select Budget from the main menu
- Download Spreadsheets view will appear on screen
- Next select the group centre
- Select "Download"
- Select "Open"
- Next "Enable Macros"
- The system will provide an ".xls" Budget Spreadsheet file
- Save this file on to your computer

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End of the world CSIS on the Web

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Budget Download/Upload Training

To better protect privacy, CSIS on the Web will allow agencies to download their pre-populated budget spreadsheet and upload it back to TCS when complete. Training can be

Budget Spreadsheets[Download Spreadsheets](#)[Upload Completed Spreadsheets](#)

A B C AGENCY (ID: 1032)

Please select a Group Centre:

A B C DAY NURSERY (ID: 1036) ▾

Download



Budget Spreadsheets

Download Spreadsheets Upload Completed Spreadsheets

A B C AGENCY (ID: 1032)

Please select a Group Centre:

A B C DAY NURSERY (ID: 1036) ▾

Down

File Download ✕

Do you want to open or save this file?

Name: A_B_C__DAY_NURSERY_1032_1036.xls

Type: Microsoft Excel Worksheet, 1.25 MB

From: was-inter-ga.toronto.ca

Open

Save

Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Microsoft Excel

File Edit View Insert Format Tools Data Window Help

Type a question for help



fx

Microsoft Excel [?] [X]

'C:\Documents and Settings\tmathew2\Local Settings\Temporary Internet Files\Content.IE5\R6HZOWA8\A_B_C__DAY_NURSERY_1032_1036[2].xls' contains macros.

Macros may contain viruses. It is usually safe to disable macros, but if the macros are legitimate, you might lose some functionality.

Budget Spread

Microsoft Excel - A_B_C__DAY_NURSERY_1032_1036[2]

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A B C AGENC

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8	Address:												
9	Budget Contact:						Vacation Policy for Children:	NONE					
10	Telephone:						Deposit Policy:	NONE					
11	Fax:						Registration Fee:	\$0.00					
12	E mail address:						License Renewal Date:	31-Dec-09					
13	Ages Served:						Lease Renewal Date:						
14													
15	Please ensure all supporting documentation is attached to Budget Submission												
16													

Budget Spreadsheets

Microsoft Excel - A_B_C_DAY_NURSERY_1032_1036[2]

File Edit View Insert Format Tools Data Window Help

- New... Ctrl+N
- Open... Ctrl+O
- Close
- Save Ctrl+S
- Save As...**
- Save as web Page...
- Save Workspace...
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- Web Page Preview
- Page Setup...
- Print Area
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- Print... Ctrl+P
- Send To
- Properties
- 1 \Documen...\A_B_C_DAY_NURSERY_1032_1036[2]
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- Exit

Type a question for help

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F G H I J K L M N

2010 Budget Submission Package

GROUP CENTRE

3C 3E7	
Vacation Policy for Children:	NONE
Deposit Policy:	NONE
Registration Fee:	\$0.00
License Renewal Date:	31-Dec-09
Lease Renewal Date:	

Attached to Budget Submission

Documents to be submitted with the 2010 Budget Submission Package
If applicable.

Save As

Save in: My Documents

- My Pictures
- My Titles
- Health and Safety Master List 2009
- Old Excel Documents

History

My Documents

Desktop

Favorites

My Network Places

File name: A B C DAY NURSERY 1032 1036(1)

Save as type: Excel Files

Save

Cancel



Upload Budget

- Select “Upload Completed Spreadsheets”
- Select the group centre
- A display of the files that have been uploaded for the selected group centre will appear under Recently Uploaded documents

[Home](#)[Attendance](#)[Budget](#)[User Management](#)**Budget Spreadsheets**[Download Spreadsheets](#)[Upload Completed Spreadsheets](#)

A B C AGENCY (ID: 1032)

Please select a Group Centre:

A B C DAY NURSERY (ID: 1036) ▼

- Select "Browse" and locate the file you wish to upload
- Once the correct file is located, select "Open"
- Select "Upload"

Budget Spreadsheets[Download Spreadsheets](#)[Upload Completed Spreadsheets](#)

A B C AGENCY (ID: 1032)

Please select a Group Centre:

 Recently Uploaded Documents:

Date & Time	File Name
21-Sep-2009 10:15:13	A B C DAY NURSERY 1032_1036.xls
21-Sep-2009 09:41:20	A B C DAY NURSERY 1032_1036.xls

Add New Document:(Max File Size: 2 MB)

Budget Spreadsheets

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A B C AGENCY (ID: 1032)

Please select a Group Centre:

Recently Uploaded Documents:

Date & Time	File Name
21-Sep-2009 10:15:13	A_B_C_DAY_NURSERY_1032_1036.xls
21-Sep-2009 09:41:20	A_B_C_DAY_NURSERY_1032_1036.xls

Add New Document:(Max File Size: 2M)

- The system uploads the file and lists it in the Documents recently uploaded section
- The date, time, file name and document type is marked
- You can review the contents of any file by clicking on the file name which will download a copy of the file
- You can save this on your computer

Budget Spreadsheets

[Download Spreadsheets](#)

[Upload Completed Spreadsheets](#)

A B C AGENCY (ID: 1032)

Please select a Group Centre:

Recently Uploaded Documents:

Date & Time	File Name
22-Sep-2009 15:56:25	A B C DAY NURSERY 1032_1036.xls
21-Sep-2009 10:15:13	A B C DAY NURSERY 1032_1036.xls
21-Sep-2009 09:41:20	A B C DAY NURSERY 1032_1036.xls

Add New Document:(Max File Size: 2M)

- You can review the contents of any file by clicking on the file name which will download a copy of the file
- You can save this on your computer

Budget Spreadsheets

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[Upload Completed Spreadsheets](#)

A B C AGENCY (ID: 1032)

Please select a Group Centre:

Recently Uploaded Documents:

Date & Time	File Name
23-Sep-2009 13:58:56	A B C DAY NURSERY 1032_1036.xls
23-Sep-2009 13:58:45	A B C DAY NURSERY 1032_1036.xls
23-Sep-2009 13:58:31	A B C DAY NURSERY 1032_1036.xls

Select the document you wish to view by clicking on it once

Add New Document:(Max File Size: 2M)

Microsoft Excel

'C:\Documents and Settings\tmathew2\Local Settings\Temporary Internet Files\Content.IE5\YSYY3LXT\A_B_C__DAY_NURSERY_1032_1036_090923140040[1].xls' contains macros.

Macros may contain viruses. It is usually safe to disable macros, but if the macros are legitimate, you might lose some functionality.

Disable Macros Enable Macros More Info



Budget Spreadsheets

Microsoft Excel - A_B_C_DAY_NURSERY_1032_1036[2]

File Edit View Insert Format Tools Data Window Help

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5														
6														
7	Centre:													
8	Address:													
9	Budget Contact:							Vacation Policy for Children:		NONE				
10	Telephone:							Deposit Policy:		NONE				
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12	E mail address:							License Renewal Date:		31-Dec-09				
13	Ages Served:							Lease Renewal Date:						
14														
15	Please ensure all supporting documentation is attached to Budget Submission													
16														



2010 Budget Submission Package

GROUP CENTRE

View the document to verify the version. Save or close the file upon completion.

Reports

- There are four reports available:
 - Role Assignments—Location
 - Role Assignments—Agency
 - Role Assignments—Staff
 - Role Reports—Home Child Care Attendance
- Only viewed by User Administrator or Application Administrator

- Select “User Management”

Welcome to CSIS on the Web!

New Look and Feel!

We've made some improvements to CSIS on the Web. First you'll notice that you landed on this Home page when you logged in. We'll use this space to keep you up-to-date on the latest news.

In addition, the Location tab has been removed. Now your list of locations will be displayed for selection when you click on the Attendance>Group Centre menu tab.

We've also put the reports and problem submission tabs under each associated task. We'll have different reports and problems types for group and home child care attendance, budgeting and user management.

And by popular demand we replaced the pink and brown colour scheme with something blue. Enjoy.

Thanksgiving

For Monday October 12, Thanksgiving Day, please enter a P for every child. This lets us pay you for the day if you are entitled.

New Help Protocol

Starting Sept. 14, 2009 you can call 416-397-5555 for phone support. This will be for technical questions and for situations beyond on-line reporting through "submit problem". [more](#)

Budgeting with CSIS on the Web

Budget workshops are being held in October 2009 for the 2010 budget year. Please [register on-line](#)

Tips and Tricks

Submit Problems

If you provided care but the child is not on your enrolment register please submit a *Placement Missing* problem report. Please enter the Child Id in the correct field rather than the Problem Details field.

TRAINING

Group Centre Attendance Training

Attendance training continues for centres not converted to automated submission and for new staff who join your organization. Check the [registration site](#) for dates and locations.

User Management Training

Each agency will identify one person to be the CSIS on the Web [Application Administrator](#). This person will be the single point of contact for technical issues and will do [User Management](#) tasks including creating and deleting user accounts and granting access to specific roles. Agencies may have more than one person trained to do user management tasks. Training will start September 16. [details](#)

Budget Download/Upload Training

To better protect privacy, CSIS on the Web will allow agencies to download their pre-populated budget spreadsheet and upload it back to [TCS](#) when complete. Training can be taken in combination with User management or with your budget workshop. Check the [registration site](#) for dates and locations.

- Select “Reports”

Children's Services Information System

[Finance](#) [Budget](#)

User Management

[A+](#) [A](#) [A-](#)



User Logged In: AA APPLICATION ADMIN (80000004)

Users

List Name - User ID

ADMIN,AA - 80000004
09726170
BIE - 07820984
RY - 07966565
B - 08003916

Current Roles are displayed
of the list

User Information

- The following screen is displayed:

User Logged In: AA APPLICATION ADMIN (800000004)

Report Name

- [Agency Report](#)
- [Location Report](#)
- [Staff Report](#)

Please click Download Report button to start downloading

Download Re

- Select the report you wish to use by clicking on the name of the report once

User Logged In: AA APPLICATION ADMIN (80000004)

Report Name

Please click Download Report button to start downloading



- [Agency Report](#)
- [Location Report](#)
- [Staff Report](#)

[Download Report](#)

- Select "Open"

User Logged In: AA APPLICATION ADMIN (80000004)

Report Name

- Agency Report
- Location Report
- Staff Report

File Download

Do you want to open or save this file?



Name: AgencyRoleAssignmentReport.pdf

Type: Adobe Acrobat Document, 3.38 KB

From: was-inter-ga.toronto.ca

Open

Save

Cancel



While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

start downloading

Download Report

- The following screen appears:



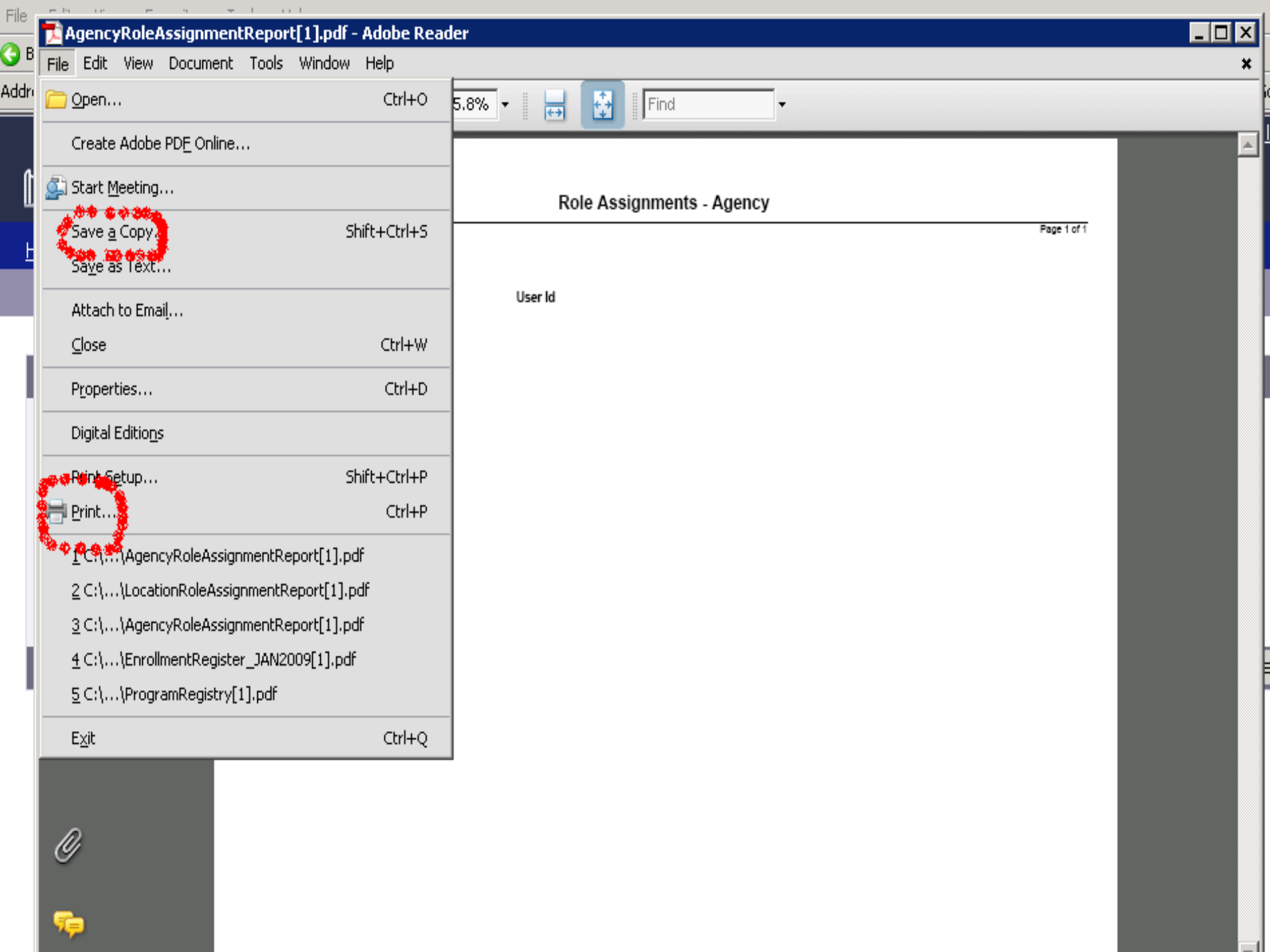
Role Assignments - Agency

21-SEP-2009 04:00PM

Page 1 of 1

Agency Name	User Name	User Id
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- You can save or print this report by selecting the appropriate option at the top of the screen



- Open... Ctrl+O
- Create Adobe PDF Online...
- Start Meeting...
- Save a Copy... Shift+Ctrl+S
- Save as Text...
- Attach to Email...
- Close Ctrl+W
- Properties... Ctrl+D
- Digital Editions
- Print Setup... Shift+Ctrl+P
- Print... Ctrl+P
- C:\...\AgencyRoleAssignmentReport[1].pdf
- C:\...\LocationRoleAssignmentReport[1].pdf
- C:\...\AgencyRoleAssignmentReport[1].pdf
- C:\...\EnrollmentRegister_JAN2009[1].pdf
- C:\...\ProgramRegistry[1].pdf
- Exit Ctrl+Q

Role Assignments - Agency

User Id

Wrapping it Up

- If you are not sure what to do access the help menu or call **416-397-5555**
- Do your best to keep information secure by using strong security questions and pass phrases
- In the event of a Privacy Breach call the Serious Occurrence Line
- Review the home page of CSIS on the Web regularly