

**POS DEVICE QUICK REFERENCE GUIDE  
for the CCCAP Attendance Reporting System**

**This guide outlines the most common functions clients will perform.  
For additional assistance, ask the child care provider.**

**Client Functions**

<b>CHECK-IN</b>	
<b>POS Device Display</b>	<b>Action</b>
SWIPE CARD to Begin	Swipe your CCAP card.
Please ENTER PIN	Enter your four-digit PIN and press the green <b>Enter</b> key.
Attendance Type?	Press <b>'1'</b> for Check-In.
Enter Child #	Enter the child number assigned to the child that needs to be checked in and press the green <b>Enter</b> key.
	Repeat the previous step until all children have been added. When finished, press <b>Enter</b> again.
Approval, Denial or Pending message	Wait for Authorization and check the receipt that the transaction has been approved or pending for all children.

<b>CHECK-OUT</b>	
<b>POS Device Display</b>	<b>Action</b>
SWIPE CARD to Begin	Swipe your CCAP card.
Please ENTER PIN	Enter your four-digit PIN and press the green <b>Enter</b> key.
Attendance Type?	Press <b>'2'</b> for Check-Out.
Enter Child #	Enter the child number assigned to the child that needs to be checked out and press the green <b>Enter</b> key.
	Repeat the previous step until all children have been added. When finished, press <b>Enter</b> again.
Approval, Denial or Pending message	Wait for Authorization and check receipt that the transaction has been approved or pending for all children.

<b>PREVIOUS CHECK-IN</b>	
<b>POS Device Display</b>	<b>Action</b>
SWIPE CARD to Begin	Swipe your CCAP card.
Please ENTER PIN	Type your four-digit PIN and press the green <b>Enter</b> key.
Attendance Type?	Press <b>'3'</b> for Previous Check-In.
Date: MM/DD	Enter the <b>month and date</b> when the check in occurred and press the green <b>Enter</b> key.
Time: HH:MM	Enter the <b>hour and minute</b> that the check in occurred and press the green <b>Enter</b> key.
1-AM / 2-PM	Press <b>'1'</b> for AM or <b>'2'</b> for PM.
Enter Child #	Enter the child number assigned to the child that needs to be checked in and press the green <b>Enter</b> key.
	Repeat the previous step until all children have been added. When finished, press <b>Enter</b> again.
Approval, Denial or Pending message	Wait for Authorization and check the receipt that the transaction has been approved or pending for all children.

<b>PREVIOUS CHECK-OUT</b>	
<b>POS Device Display</b>	<b>Action</b>
SWIPE CARD to Begin	Swipe your CCAP card.
Please ENTER PIN	Enter your four-digit PIN and press the green <b>Enter</b> key.
Attendance Type?	Press <b>'4'</b> for Previous Check-Out.
Date: MM/DD	Enter the <b>month and date</b> when the check out occurred and press the green <b>Enter</b> key.
Time: HH:MM	Enter the <b>hour and minute</b> that the check out occurred and press the green <b>Enter</b> key.
1-AM / 2-PM	Press <b>'1'</b> for AM or <b>'2'</b> for PM.
Enter Child #	Enter the child number assigned to the child that needs to be checked out and press the green <b>Enter</b> key.
	Repeat the previous step until all children have been added. When finished, press <b>Enter</b> again.
Approval, Denial or Pending message	Wait for Authorization and check the receipt that the transaction has been approved or pending for all children.



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**PIN Helpline for Clients:  
1-877-779-1933**



**Colorado Department  
of Human Services**  
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**POS DEVICE QUICK REFERENCE GUIDE  
for the CCCAP Attendance Reporting System**

**This guide outlines the most common functions child care providers will perform. The Provider POS Device User Manual contains more detailed information and shows all the POS device screens that will be displayed.**

**Provider Functions**

**REPORTS**

POS Device Display	Action
SWIPE CARD to Begin	Press <b>F4</b> to access the Provider Options menu.
User Pwd:	Key in the six-digit provider password which is <b>123456</b> . Press the green <b>Enter</b> key.
Provider Options	Press <b>"1"</b> for Reports.
Reports	Press <b>"1"</b> for Exceptions.
Exceptions Report Date: MM/DD	Key in the desired date in MM/DD format and press the green <b>Enter</b> key.
	Wait for the Report to Print.
	Review what cases are listed—these cases have a check-in but are missing a check-out.

**REPRINT**

POS Device Display	Action
SWIPE CARD to Begin	Press <b>F4</b> to access the Provider Options menu.
User Pwd:	Key in the six-digit provider password which is <b>123456</b> . Press the green <b>Enter</b> key.
Provider Options	Press <b>"4"</b> for Reprint.
Reprint 1-Daily Tran Receipt 2-Last Receipt	Press <b>"1"</b> or <b>"2"</b> for desired reprint.
	Wait for Report to Print.

**VOID**

POS Device Display	Action
SWIPE CARD to Begin	Press <b>F4</b> to access the Provider Options menu.
User Pwd:	Key in the six-digit provider password which is <b>123456</b> . Press the green <b>Enter</b> key.
Provider Options	Press <b>"2"</b> for Void Tran Number.
Void Tran Number Enter Tran #	Key in the transaction number from the receipt and press the green <b>Enter</b> key.
	Wait for Authorization.
Approval or Denial message	Review receipt to ensure that Void was approved.

Note: You can void transactions for up to 10 days in the past.

**STORE AND FORWARD**

POS Device Display	Action
SWIPE CARD to Begin	Press <b>F4</b> to access the Provider Options menu.
User Pwd:	Key in the six-digit provider password which is <b>123456</b> . Press the green <b>Enter</b> key.
Provider Options	Press <b>"3"</b> for Send SAF's.

The Stored Transactions will Transmit and Clear the Memory. Check the attendance receipt to ensure all transactions have been approved. If a denied message displays, the client must re-enter the attendance transaction.



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