Install ChildPlus and Switch Databases

e-book

ChildPlus
Software

ChildPlus Software

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Grant Access to ChildPlus

Access to ChildPlus begins with **Security**. Your ChildPlus administrator will need to grant you access to download ChildPlus Desktop and enable access to ChildPlus Mobile.

Assign Access to Download ChildPlus Desktop

To assign access to users to download ChildPlus Desktop:

1. Go to **ChildPlus Desktop >> Setup >> Security >> User Security Groups**.
2. Select the **Security Group** you want to assign access to.
3. Expand **ChildPlus Desktop**.
4. Right-click **Download from the Web**.
5. Select a level of access. ChildPlus Desktop will change the icon to correspond with the level of access designated in the legend at the bottom of the window.
6. Save.

> 📝 Repeat these steps for any additional **Security Groups**.

Assign Access to ChildPlus Mobile

To assign users access to ChildPlus Mobile:

1. Go to **ChildPlus Desktop >> Setup >> Security >> User Security Groups**.
2. Select the **Security Group** you want to assign access to.
3. Right-click **ChildPlus Mobile**.
4. Select a level of access. ChildPlus Desktop will change the icon to correspond with the level of access designated in the legend at the bottom of the window.
5. Save.

> 📝 Repeat these steps for any additional **Security Groups**.

Enable ChildPlus Mobile

To enable ChildPlus Mobile for your agency:

1. Go to **ChildPlus Desktop >> Security >> Security Settings >> General**.
2. Select **Allow users to access ChildPlus using a web browser**.
3. Save.
4. Copy the address and share it with any staff members who you want to have access to ChildPlus Mobile.

Access Privileges and Levels of Requirement

Access to ChildPlus must be configured by platform:

- ChildPlus Mobile (accessible through any browser)
- ChildPlus Desktop (Windows)
- Attendance App (accessible through any Apple®[1], Android™[2] or Kindle Fire™[3] device)

You can assign the following types of access privileges in ChildPlus:

Access	Description
Full Access	A User Security Group that has been granted full access to a module in ChildPlus can add, change or delete data within the module
View Access	A User Security Group that has been granted view access to a module in ChildPlus can view data within the module but cannot add, change or delete data
No Access	A User Security Group that has been denied access to a module in ChildPlus cannot view, add, change or delete data within the module

> Some items will not have all levels of security access.

You can assign the following levels of requirement for fields in ChildPlus:

Requirement	Description
Full Access - Not Required	The field can contain a blank value when the record is updated or saved
Full Access - Recommended	The field can contain a blank value, but ChildPlus will display a warning that the field was not completed when saving
Full Access - Required	The field cannot contain a blank value when the record is updated and the record will not save until the user enters a value

> Some fields will not have all levels of requirement.

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[1]Apple is a trademark of Apple Inc., registered in the U.S. and other countries and regions.

[2]Android is a trademark of Google LLC.

[3]Kindle Fire and all related marks are trademarks of Amazon.com, Inc. or its affiliates.

Switch Databases

You may need to access more than one ChildPlus database. Ensure that ChildPlus is completely closed before attempting to switch databases. It is important that you follow the instructions in the order in which they appear. Use any of the following methods to switch databases.

File Explorer

1. Open **File Explorer** using one of the following methods (the method you use will depend on your version of Windows and the availability of icons on your desktop and taskbar):
   - Taskbar: click the folder icon
   - Desktop: double-click the **Computer**, **My Computer** or **This PC** icon
   - Cortana icon or search box (Windows 10): search for **My Computer** or **This PC**
   - Start Menu (Windows 7 and earlier): search for **My Computer**
2. Go to drive C, which will be formatted based on your version of Windows:
   - **OS (C:)** (Windows 10)
   - **Local Disk (C:)** (Windows 7 and earlier)
3. Open **ChildPlus**.
4. Open **ChildPlus.net 4**.
5. The folder contains the following:
   - A folder
   - A file with the extension **.ini** (configuration file)
   - A file with the extension **.exe** (ChildPlus program file)
6. Open the file with extension **.ini**. Your default text editor will open.
7. Follow the remaining instructions based on the type of database you are switching from.

Switch from Your Agency's Database to ChildPlus

1. Locate the following line of text:
   ```
   <Agency Name> <![CDATA[Your Agency ID]]></AgencyName>
   ```

   > 📝 Your **Agency ID** will be in brackets after `CDATA`.

2. Make note of the **Agency ID** as you will need this to switch back to your agency's database.
3. Replace your **Agency ID** with the database name provided to you. Do not remove any brackets or add space between the database name and the brackets.

4. Save.
5. Close the text editor.
6. Close **File Explorer**.
7. Locate the ChildPlus shortcut on your desktop.
8. Double-click to open ChildPlus.
9. Sign in using your assigned user name and password.

Switch from ChildPlus to Your Agency's Database

1. Locate the following line of text:
   ```
   <Agency Name> <![CDATA[ChildPlus Training
   Database]]></AgencyName>
   ```

   > 📝 The ChildPlus training database name will be in brackets after `CDATA`.

2. Replace the ChildPlus training database name with your **Agency ID**. Do not remove any brackets or add space between the database name and the brackets.
3. Save.
4. Close the text editor.
5. Close **File Explorer**.
6. Locate the ChildPlus shortcut on your desktop.
7. Double-click to open ChildPlus.
8. Sign in using your agency user name and password.

Shortcut: Open File Location

1. Locate the ChildPlus shortcut on your desktop. It will either be a purple icon with "CP" inside or a teal oval with ".Net" inside.
2. Right-click the shortcut.
3. Select **Open file location**.
4. **File Explorer** opens and contains the following:
   - A folder
   - A file with the extension **.ini** (configuration file)
   - A file with the extension **.exe** (ChildPlus program file)
5. Open the file with extension **.ini**. Your default text editor will open.
6. Follow the remaining instructions based on the type of database you are switching from.

Switch from Your Agency's Database to ChildPlus

1. Locate the following line of text:
   `<Agency Name> <![CDATA[Your Agency ID]]></AgencyName>`

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2. Make note of the **Agency ID** as you will need this to switch back to your agency's database.
3. Replace your **Agency ID** with the database name provided to you. Do not remove any brackets or add space between the database name and the brackets.
4. Save.
5. Close the text editor.
6. Close **File Explorer**.
7. Locate the ChildPlus shortcut on your desktop.
8. Double-click to open ChildPlus.
9. Sign in using your assigned user name and password.

Switch from ChildPlus to Your Agency's Database

1. Locate the following line of text:
   ```
   <Agency Name> <![CDATA[ChildPlus Training
   Database]]></AgencyName>
   ```

   > 📝 The ChildPlus training database name will be in brackets after `CDATA`.

2. Replace the ChildPlus training database name with your **Agency ID**. Do not remove any brackets or add space between the database name and the brackets.
3. Save.
4. Close the text editor.
5. Close **File Explorer**.
6. Locate the ChildPlus shortcut on your desktop.
7. Double-click to open ChildPlus.
8. Sign in using your agency user name and password.

Shortcut: Properties

1. Locate the ChildPlus shortcut on your desktop. It will either be a purple box with "CP" inside or a teal oval with ".Net" inside.
2. Right-click the shortcut.
3. Select **Properties**.
4. Select **Open file location**.
5. **File Explorer** opens and contains the following:
   - A folder
   - A file with the extension **.ini** (configuration file)
   - A file with the extension **.exe** (ChildPlus program file)
6. Open the file with extension **.ini**. Your default text editor will open.
7. Follow the remaining instructions based on the type of database you are switching from.

Switch from Your Agency's Database to ChildPlus

1. Locate the following line of text:
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3. Replace your **Agency ID** with the database name provided to you. Do not remove any brackets or add space between the database name and the brackets.
4. Save.
5. Close the text editor.
6. Close **File Explorer**.
7. Locate the ChildPlus shortcut on your desktop.
8. Double-click to open ChildPlus.
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Switch from ChildPlus to Your Agency's Database

1. Locate the following line of text:
   ```
   <Agency Name> <![CDATA[ChildPlus Training
   Database]]></AgencyName>
   ```

   > 📝 The ChildPlus training database name will be in brackets after `CDATA`.

2. Replace the ChildPlus training database name with your **Agency ID**. Do not remove any brackets or add space between the database name and the brackets.
3. Save.
4. Close the text editor.
5. Close **File Explorer**.
6. Locate the ChildPlus shortcut on your desktop.
7. Double-click to open ChildPlus.
8. Sign in using your agency user name and password.

Create an Extra Shortcut

If you need to frequently access more than ChildPlus database, you can a separate shortcut for each one. The instructions below will guide you through creating separate shortcuts that point to different databases.

1. Go to drive C.
2. Open the **ChildPlus** folder.
3. Open the **ChildPlus.net 4** folder.
4. Right-click **ChildPlus4.exe**.
5. Select **Send to >> Desktop (create shortcut)**.
6. Locate **ChildPlus4.exe – Shortcut** on the desktop.
7. Right-click shortcut.
8. Select **Properties**.
9. In the **Target** field, go to the end of the text and add one space followed by:
   -AgencyName:**DatabaseName**

> Note that there are no spaces in the text above and it is case sensitive. Replace **DatabaseName** with the exact **Agency ID** of the database you want to connect with.

10. Rename your shortcut using one of the following methods:
    - **Option 1:**
      1. Right-click the shortcut.
      2. Go to the **General** tab.
      3. Enter a new name.
      4. Click **Apply**.
    - **Option 2:**
      1. Right-click the shortcut.
      2. Select **Rename**.
      3. Enter a new name.
      4. Click outside the shortcut to apply the change.