

FAMILY SPACE QUINTE TABLET MANUAL



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Surface Go Tablet Use Instructions and Tips

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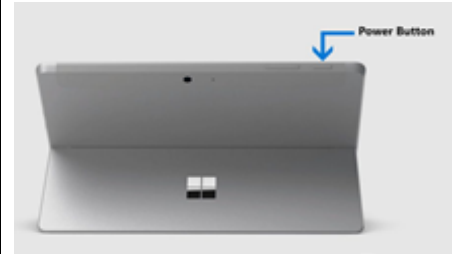
Surface Go Tablet Use Instructions and Tips

Powering the Tablet On and Off

Turn On Tablet

1. Press and hold the **Power** button (about 2 seconds) – located beside volume button on top of screen
2. **Sign in** with your credentials –computer password you were given
3. Opens your Home/Desktop screen. We have pre loaded icons for programs and files you will be using. Double click on the icons to open the program or file.
See below for icon details.

Power Button



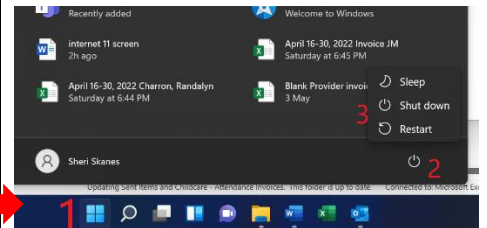
Shut Down Tablet

There are several reasons that you will need to properly shut down your tablet at the end of the day;

- Apply and install all pending firmware, drivers, and Windows updates.
- Refresh your laptop's system resources for faster performance.
- Prevent battery drain issues.
- Prevent device overheating when keeping in the bag.

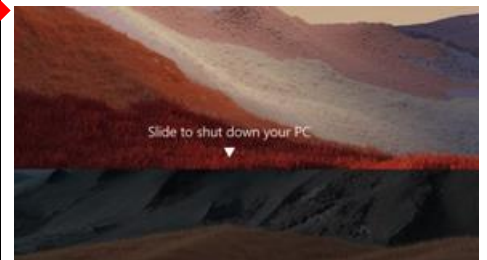
To shut down your Surface Go via Start Menu:

1. Select the **Start** icon on the bottom left of the screen.
2. Select the **Power** button next to the start menu.
3. Select the **"Shut down"** button from the pop-up list.



To shut down using the Power Button:

1. Press and hold the **Power** button (about 4s)
2. Wait until you see the message **"Slide to shut down your PC"**.
3. Use your finger to slide the lock screen down to shut down your device




Connecting to Internet

1. Turn on tablet and Sign in with your credentials
2. From your home screen, click on the internet access icon in the bottom right corner of screen (📶)
3. The internet connections available show here. In the top right corner, Click on your internet provider from the list and click on connect.
4. Enter password and click connect. After initial setup the connection should be automatic next time you login.




Connecting to OneDrive

One Drive allows us to share files in SharePoint. **Always make sure you are connected to OneDrive** occasionally you will be disconnected from OneDrive and have to log back in


1. Click on the blue cloud  in the bottom right corner by internet connection.
2. Click on sign in from the menu
3. Enter you Microsoft account email and select next
4. Type in your password and select sign in. It will say Family Space Quinte at the top.

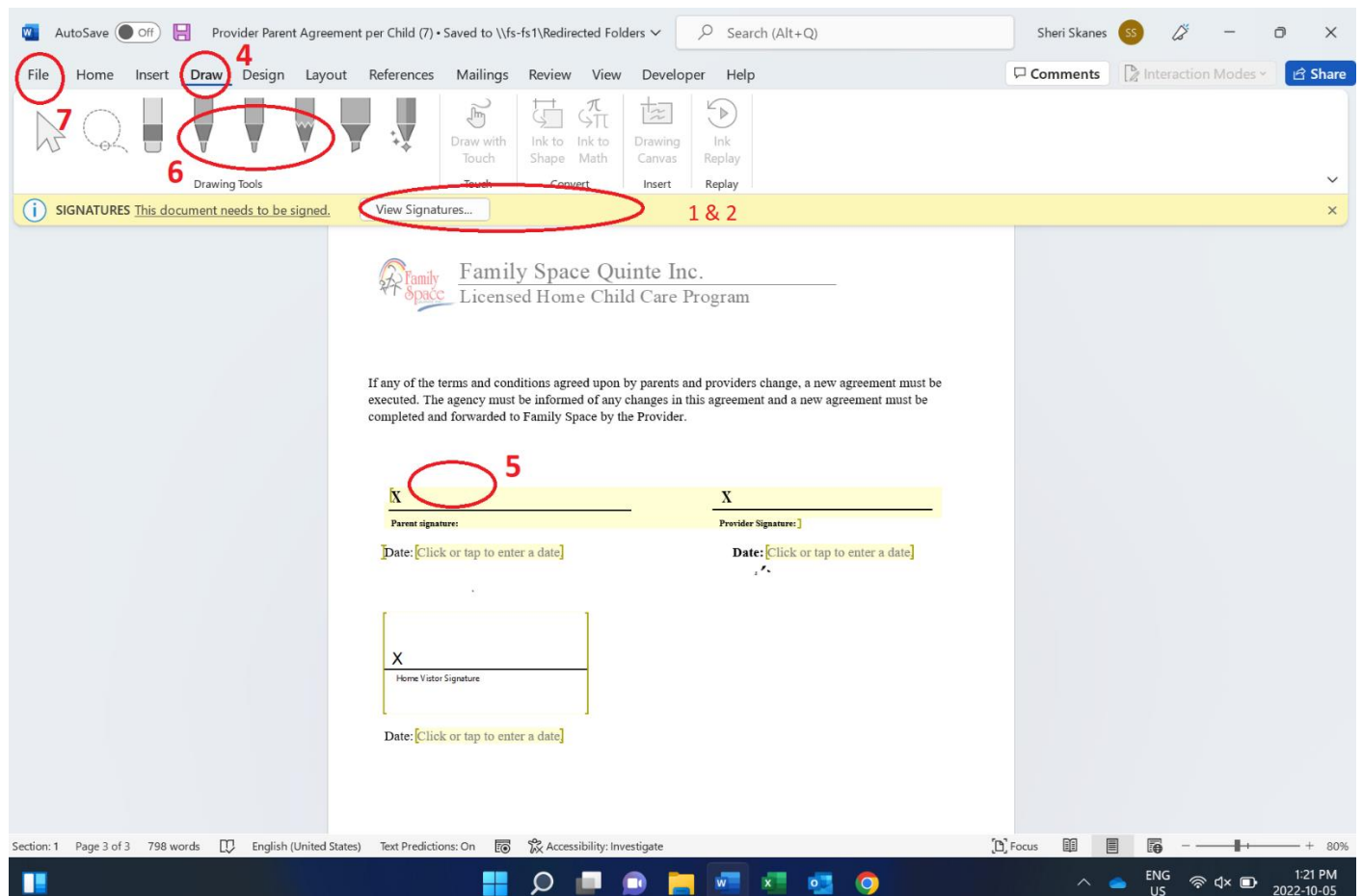
Facial Recognition (Windows Hello)

1. From the Start Menu Go to the Settings gear icon  > Accounts > Sign-in options > Facial recognition
2. Click Set up > Click Get Started
3. Scan your face by following the on-screen instructions.
4. Want to sign in with mask on? Once you have setup when you click on Facial recognition again there will be option to Improve recognition, Click that.
5. Windows Hello setup screen opens, click Get Started and follow instructions wearing a mask
6. Once Facial recognition is set up, you may wish to sign in with another method. An example of this might be, you are outside and Facial Recognition is not working properly.
7. Click on "Sign on Options" and the three icons to sign-in in will display.

8. One for Facial recognition , Password, and Pin 

Signing Fillable Word Documents on Tablet

1. With document open in Microsoft Word , Click enable editing (if it shows up in yellow box at top)
2. Click view signatures (yellow box at top and wait a few seconds for it to show up)
3. Complete document
4. Click draw on top menu bar
5. Tap where you are going to sign or click pen
6. Select which colour pen to use on the top menu
7. Provider/ Parent Sign document with pen and Save to submit to office folder.
8. See page 20 for Submit to Office instructions
9. When Home Visitor signs (if required), it will be placed in SharePoint. Home Visitor can then email signed copy to parent.



Signing PDF Documents on Tablet

1. When you click the box where you sign the form this will pop up and you would Select configure new digital id
2. Select create a new digital id and hit continue. Write down or save the password you created.
3. Select save to windows certificate store and hit continue.
4. Complete your info and hit save.
5. Then you select the digital signature you just created (you can see I created a second one here) and select continue.

The image displays four sequential screenshots from a tablet interface, illustrating the steps to create and use a digital ID for signing PDF documents.

Screenshot 1: Sign with a Digital ID
This screen prompts the user to "Choose the Digital ID that you want to use for signing." It shows a list of existing digital IDs, including "Tammy Waite (Windows Digital ID)" issued by "Tammy Waite, Expires: 2027.05.01". A "Refresh" button is available. At the bottom, there are buttons for "Configure New Digital ID", "Cancel", and "Continue".

Screenshot 2: Select the type of Digital ID
This screen provides instructions on digital ID requirements and offers three options: "Use a Signature Creation Device", "Use a Digital ID from a file", and "Create a new Digital ID". The "Create a new Digital ID" option is selected and highlighted with a blue border. Buttons for "Cancel" and "Continue" are at the bottom.

Screenshot 3: Select the destination of the new Digital ID
This screen explains the difference between saving to a file versus the Windows Certificate Store. The "Save to Windows Certificate Store" option is selected. Buttons for "Back" and "Continue" are at the bottom.

Screenshot 4: Create a self-signed Digital ID
This screen requires the user to enter identity information for the self-signed digital ID. The fields are filled with: Name (Tammy Waite), Organizational Unit (Finance), Organization Name (Family Space Quinte Inc.), Email Address (twaste@familyspace.ca), Country/Region (CA - CANADA), Key Algorithm (2048 bit RSA), and Use Digital ID for (Digital Signatures). Buttons for "Back" and "Save" are at the bottom.

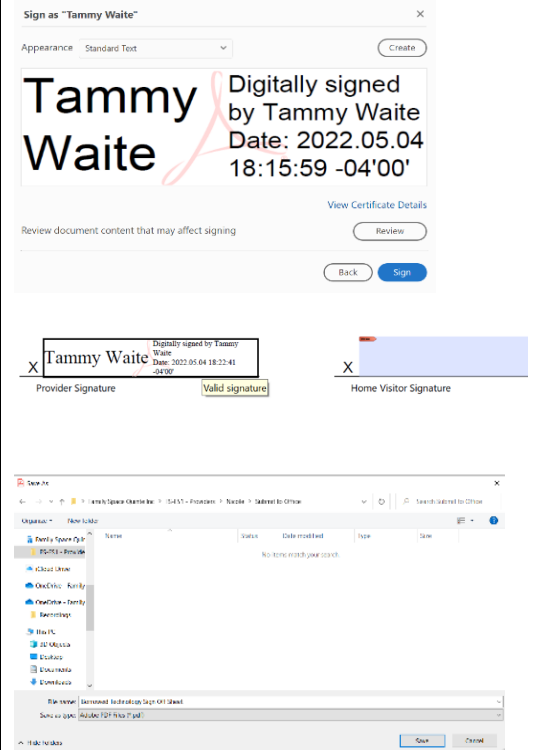
Screenshot 5: Sign with a Digital ID
This screen shows the updated list of digital IDs, now including the newly created "Tammy Waite (Windows Digital ID)" issued by "Tammy Waite, Expires: 2027.05.04". Buttons for "Configure New Digital ID", "Cancel", and "Continue" are at the bottom.

6. Click sign

7. Next it will want you to save so navigate to your submit to office folder and click save

It will look like this on your form

Next time you need to sign a pdf form in adobe, you just need step 5-7.



Add a Printer or Scanner

1. Select the Start button, then select Settings > Devices > Printers & scanners > Add a printer or scanner.
2. Wait for it to find nearby printers, then choose the one you want to use, and select Add device.

Using Icons on Surface Desktop


The following app short cuts have been added to your desktop;


Using Microsoft Outlook Email




All providers will have their own Family Space email address. It is provided during initial setup. Once you have your tablet we will be using your family space email for communication by email and encourage you to use it for parent communication. From your desktop, click on the Outlook icon to send and receive emails


Outlook email can be added to any device as well including your cell phone. Just download the outlook app and login with your Family Space email and Microsoft 365 password.

Microsoft Word  You will use word to fill out fillable forms such as parent/provider contracts (see fillable Word Documents for signing instructions section above). Forms can be found on the Family Space web site at www.familyspacequinte.com. You can create business, educational, marketing, management, letters, flyers, resumes, email marketing newsletter, reports, labels, business plans, business cards, meeting documents, and almost all types of documents that you want to use, share and print.

Microsoft Excel  You will be using Excel to complete your electronic attendance and invoice. It can be found on the Family Space web site www.familyspacequinte.com. ***NOTE:** When you open the blank invoice you must click >File >Save As>Select your SharePoint>Invoices folder and name the file as the attendance period date ex. April 1-15 2022 and click >Save. Then fill information (more information on filling in attendance and invoice below). We will receive the file, process it and save it to your >Completed Invoices SharePoint folder. You can set up your own invoice folder on your tablet so you always have access to your past invoice and attendance periods.

In the excel spreadsheet users can do all kinds of mathematical, financial, logical calculation, data manipulation, data analysis, and visualization of information in quick ways. Perfect for tracking income and expenses for taxes.

Microsoft Teams  similar to Zoom, it is extremely user-friendly and can facilitate a work environment between remote users or within a large business. The Microsoft Teams client will replace the Skype client, but all additional existing functionality will remain the same.

File Explorer  File Explorer is the file management application used by Windows operating systems to browse folders and files. Your SharePoint files are located here. You can create your own folders for information.

There are 4 ports are available on the Microsoft Surface Go:

1. 3.5mm Headphone jack
2. USB Type-C 3.1 Gen 1 (supports 5Gbps transfer speed, charging, and video out)
3. Surface Connect (supports charging and docking)
4. Surface Go Type Cover connector



There is no full-size USB (USB-A) port available on Surface Go. However, you can use a USB-C adapter, hub, or dock that has one or more full-size USB ports to connect to the Surface Go USB-C port.

Tablet Battery adaptor/charger uses a magnet connection.

- Verify the white LED is lit to ensure charging.
- The adaptor works in both orientations. Just make sure it's pushed in all the way and verify the LED is lit. ***The outer shell can get in the way, preventing full contact.

Surface Pen used to write, erase and sketch

Add the pen as a Bluetooth device (Pair)

- Go to Start > Settings > Devices > Add Bluetooth or other device > Bluetooth .
- Press and hold the top button of your pen for 5-7 seconds until the LED flashes white to turn on Bluetooth pairing mode.
- Select your pen to pair it to your Surface.

How to change the Surface Pen AAAA battery:

- Pull the top end straight out from the bottom.
- Replace the AAAA battery with the positive (+) end of the battery pointing toward the tail end of the pen.
- Align the flat sides of the pen and push the two parts back together.



Hand-writing to Text Conversion

OneNote 2013 and OneNote 2016

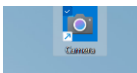
You can convert lengthy notes you've written with your Surface Pen to text.

1. Click on the looking glass beside the start menu in the task bar at the bottom of the screen
2. In the search bar at top type OneNote
3. If it first time using it will go through a quick install and open OneNote
4. Click the + sign to start a new note
5. After you've handwritten a note, select it—or any portion of it—and then tap on the Ink to Text option in the Draw section of your toolbar. The selected handwriting will automatically convert to text, and you can also make corrections and edits as necessary.

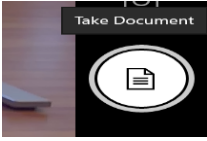
Also, the pen can be used to hand write notes into Sticky Notes (no conversion to text)

Scanning Documents with your Tablet

1. Double click camera icon



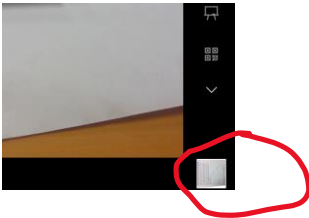
- Click document icon on the right-hand side



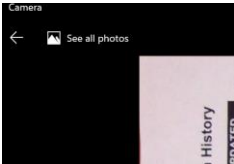
- Pick up your tablet and hover over document



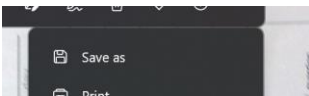
- Once the blue outline covers your entire document click the document button
- Once you have taken the scan it will move to the bottom right corner of your screen



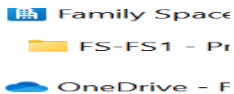
- Click on it- it will appear on your screen
- Then click **see all photos** on the top left corner



- Then click on the one you want and click the 3 dots ... in the top right corner
- Click save as



- Then click FS-FS1



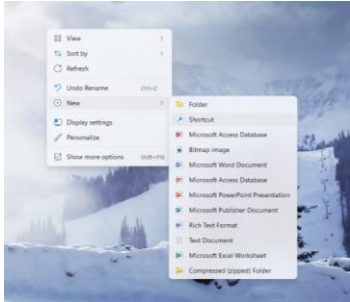
- Then click children's files

Click on the name of the child where you would like to save the document

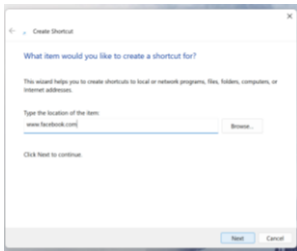
- Name it and click save

Creating a New Shortcut for a Browser link

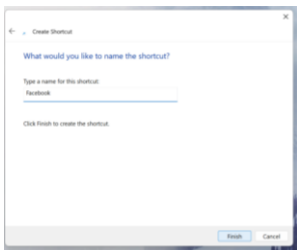
1. Copy the following link www.facebook.com
2. Right click on your desktop. From the fly out menu click New Shortcut.



3. In the window for the new shortcut, paste the link from step #1.
4. Click Next.



5. Name the shortcut Facebook and click finish.



Taking Photos

PICTURE SIZE

You can't upload more than 5MB. Phones today take bigger and bigger pictures. Do you have iphone or android? On iphone, scroll down and it shows the size of your photos, they range from 1-6MB. If you wanted to email a larger than 5MB picture use the "image size app" to change the size of it down.

Invoice and Attendance

Family Space's attendance and invoice is done on an excel spreadsheet. You get the form from our web site every period at www.familyspacequinte.com

Having a completed Parent agreement with schedule listed can protect you when there is billing discrepancies.

Please remember to notify us when children are leaving care. Send an email to childcare@familyspace.ca.

Types of Absent Codes:

Absent (A) child is absent without notice on a scheduled day. Parent is being billed.

Sick (S) child is sick from care/does not pass screening. Parent is being billed.

Withdrawal (W) Last day of care is used on invoice for last day of child's care. Parent is being billed.

Vacation (V) Vacation WITHOUT proper notice. Parent is being billed.

Billable Scheduled Closure (SC) Provider billing for scheduled closure

Completing Attendance

The screenshot shows the 'FAMILY SPACE LICENSED HOME CHILD CARE DAILY ATTENDANCE SHEET' Excel spreadsheet. Key features include:

- Header Section:** Fields for Month (March), Day (1-15), Year (2023), and Provider Name.
- Table Structure:** Columns for Child Name, Age Group, Code, and a grid of Arrival and Departure times.
- Annotations:** Red boxes and numbers 1 through 5 highlight specific areas:
 - 1:** 'Enable Content' button in the ribbon.
 - 2:** Date selection fields (Month, Day, Year).
 - 3:** Provider Name field.
 - 4:** Child Name and Age Group columns.
 - 5:** Arrival and Departure grid.
- Footer:** Navigation tabs for Instructions, P.Rates, Attendance, Invoice, and Invoice Summary.

1. Once you have opened the invoice from www.familyspacequinte.com, click Enable Editing and then click Enable Content. Click yes if Trust this screen comes up. You need to save to your Invoices folder in SharePoint so you can work on it over the period. click File>Save As>your SharePoint>Invoice folder
2. On the attendance tab, Enter the Month, Day, Year, and it will carry over to your invoice.
3. Enter the Provider Name and it will carry over to your invoice.
4. Enter each of your Children, Age Group and Code for the period. Each child gets their own line as well as each code gets its own line. If you have a child that is before & after school and PA days they could use a code 18 and code 9 so they would have 2 lines on the attendance. The names entered carry down to the next week and carry over to the invoice so you don't need to re enter them*. To avoid entering names on new attendance every period, you can copy your Children's List from you SharePointe > Invoices folder and copy your Child Name list into the current one. You need to keep the Children list current if using it. Otherwise you just enter the children's name each period when you pull the invoice from the web site
5. Mark the attendance line with arrival and departure times as per your contract. Enter daily attendance including AM and PM. Put cap locks on so entries are easy with AM/PM. Before and after school entries are made using 1 arrival and 1 departure cell and splitting between the 2 arrival and departure times.

5	CHILD NAME:	Age Group	Code	Arrival	Departure	Arrival	Departure	Arrival
6	Janey	Under 6 Year	18	7:30AM 3:20PM	8:30AM 4:30PM	7:45AM 3:20PM	8:30AM 4:45PM	
7								


6. When you click the Invoice tab you will see the children's names are carried forward. Private children will need to have their names manually entered in the Private Children section.

*Private children currently have to be manually entered in the Private section on the invoice.

Invoices

Each billing period you will complete your invoice as you complete your attendance. We recommend completing your invoice daily. Ensure age group changes happen as per the instruction on the invoice.

Provider Name		Sally										Please do not use codes Q, C, P effective 10/15/2022. There are now only two Age Groups Under 6 Years old and Over 6 Years Old. Under 6 Years includes children with birthdays until June 30th. Effective January 1, 2023 Private Rates will be discounted see rate sheet. Family Space will reimburse difference in fees on invoices.				Care Period		March		1-15,		2023	
Child's Name	Age Group	Code	Total	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15					
Janey	Under 6 Years	9	4.00	9		9	9s						9										
Jimmy	Over 6 Years	18	2.00		18				18														
	0.00	0	0	0.00																			
	0.00	0	0	0.00				1															
	0.00	0	0	0.00																			
	0.00	0	0	0.00																			
	0.00	0	0	0.00																			
	0.00	0	0	0.00																			

Open your invoice in your  SharePoint>Invoices folder. If a yellow security warning pops up select enable content.

1. Enter the days attended under the correct day. Please ensure any A,S,V,W,SC codes are entered on invoice, example 9SC or 12A. Use W for the child's last day in care. You enter billable code then absenteeism code with no space.
2. If code and age group do not coincide you will see #N/A in Total column on the Invoice Summary tab. For example if you were to use Over 6 age group with Code 9 it's incorrect. It should be Age group Under 6, Code 9. See below
3. Once your invoice is complete, you are ready to move it to the submit to office folder. See "How to Submit to Office" instruction below

PRIVATELY Registered Children/ NO CHARGE children - Record private children in the section below agency children. Do not put codes in for private children, Enter the reduced Dollar \$\$ amount charged each day on the child's name line and then on the line below enter what the full rate charged would be. The invoice will calculate the difference owing to you at the bottom. Children not being charged for care and on attendance would be entered as n/c for each day attended no charge.

Private Children enter Below Please complete column "A" enter the Child's name in the drop down then enter the amount charged for each day of the care.			Total	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Johnny			Under 6 Years	0.00	n/c		n/c											
			Rate prior to Reduction for Under 6	0.00														
Joney			Under 6 Years	47.75	19.2		16.55			12								
			Rate prior to Reduction for Under 6	-91.00	41		35			15								
Jacky			Over 6 Years	40.00		20		20										
			Rate prior to Reduction for Under 6	0.00														
			0.00															
			Rate prior to Reduction for Under 6	0.00														
			0.00															
			Rate prior to Reduction for Under 6	0.00														
Under 6 Original rates			Rate prior to Reduction for Under 6	-91.00	-41.00	0.00	0.00	-35.00	0.00	0.00	-15.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Private Billed			Under 6	47.75	19.20	0.00	0.00	16.55	0.00	0.00	12.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Private Billed			Over 6	40.00	0.00	20.00	0.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
FS Reimburse Rate Reduction				-13.25	-21.00	0.00	0.00	-18.45	0.00	0.00	-3.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Invoice Summary

Provider Name	Test	Care Period															March		1-15,		2023	
Child's Name	Type	Age Group	Code	P Rate	Quantit	Total	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
Child A		Under 6 Years	18	\$21.50	3.00	64.50	18	18	18													
Child A		Over 6 Years	9	#N/A	2.00	#N/A	9	9														
Child B		Over 6 Years	22	\$39.00	2.00	78.00	21	22	22													
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0.00		0.0	0.0	\$0.00	0.00	0.00																
0.00		0.0	0.0	\$0.00	0.00	0.00																

The invoice summary tab should be the last thing you check before submitting. This document is used to calculate your earnings, and issue parent tax receipts so the information has to be complete and correct.

Ensure there are no error codes, that days attended total for each child and the days worked are correct. This page also tells you how much you will be paid and the break down.

Enter any notes from the care period that may be relevant ex. Sally grandma picked up instead of mom, jane using 2 vacation days 2nd, 3rd, Parent called to pick up early bob became sick, joey billed absent no notice.

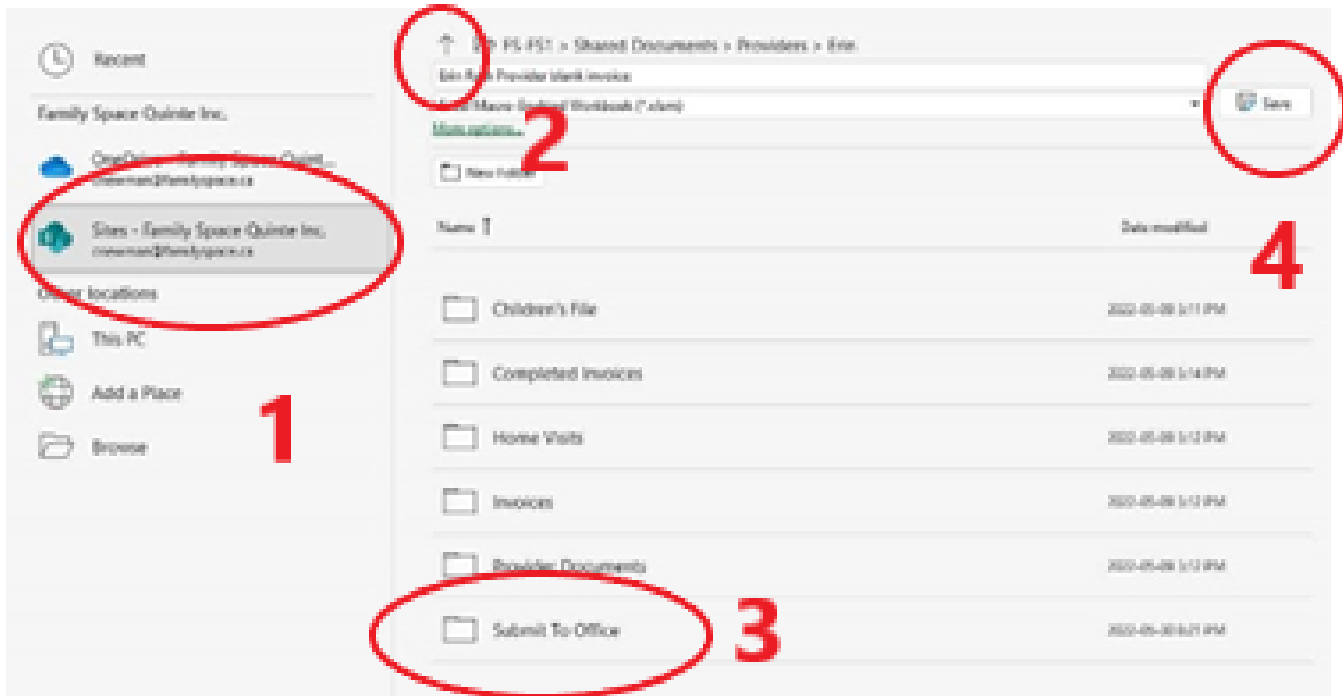
If code and age group do not coincide you will see #N/A in Total column on the Invoice Summary tab. For example if you were to use Over 6 age group with Code 9 it's incorrect. It should be Age group Under 6, Code 9.



How to Submit to Office

With the document open, Click the file menu and Save As

1. Click the Sites- Family Space Quinte Inc - SharePoint location, once you have done this your window should appear as the picture below. The save location should be setup this way already.
2. Click the Up Arrow at the top of the screen located along the top of where you save the file. That will show the folders within SharePoint.
3. Click on Submit to Office
4. Click Save.



NOTE: If using more than one code for a child they will require a line for each code used. Ex, child used code 9 & 10, you would add a line for code 9 days attended and add a line for code 10 days attended.


Once the invoice has been sent to submit to office. We will receive the file, process it, email you if we have any questions and then save it to your >Completed Invoices SharePoint folder as a PDF that cannot be edited. If changes are needed after the fact, please email childcare and we will make an adjustment. You can go into Completed Invoices if you need to look back at an old invoice or attendance. This folder is very helpful for tax time!

Files and SharePoint

SharePoint

We will be using as a secure place to share, store, organize, and access information between the home child care team and providers electronically. It will replace emailing forms whenever possible. It is found in the “your name” Folder on the middle of your desktop. Please do not delete, move, or change items in your folders that your Home Child Care Team have added. For example: Do not delete or move a child’s Emergency Card. It is in the child’s file for you to print. You must keep it in this file. The children’s SharePoint folders replace our old yellow duo tang folders.

Folders: We have created folders under your name to organize file storage and it is where we will share files.

1. From your desktop open the folder icon on the middle of the screen called **“Provider Name” (your name)** folder
2. A list of folders will appear.
 - **Children’s Files** – This is your new “yellow duo tang”. Enrollment, Emergency Information, Contracts, Subsidy Approvals, Anaphylaxis plan, Custody orders are stored here and should be updated as information changes. We advise to print all children’s registration and emergency cards in case you ever have an issue accessing your tablet you will have the required information to be in compliance.
 - **Completed Invoices** – once invoices are processed by office they will be moved here as a viewable/printable file only. Any changes that have to be made after attendance and invoice has been processed can be sent to childcare@familyspace.ca
 - **Home Visits** – Home visit reports are stored here
 - **Invoices** – Invoices you are working on. It will be completed in excel  and then you save it to the Submit to Office SharePoint folder when you have completed for the office to process. See Invoice instruction
 - **Provider Documents** – Contracts, Documents for Compliance and Regulations are stored here
 - **Submit to Office** - You will move files here that the office needs to process such as completed invoices and contracts.

Moving files to SharePoint

ALL documents are submitted through Submit To Office folder including Police Checks, Insurance etc. Please do not email into childcare or your home visitor. When you have completed a fillable form, you will use the Submit to Office folder in SharePoint. There are many ways to move files between your computer and SharePoint. We are using the Save As option from the opened document, such as an invoice or a parent agreement. The Home Child Care team will continually be adding and updating files in your SharePoint folders. Please do not delete these files. If you notice a file missing or is required, please email childcare@familyspace.ca.