

Work *smart*er!

# *smart*<sup>vo</sup>

## Your Virtual Office

### Improve communications with:

- Parents
- Employees
- HCPs
- Board members
- Future clients

### Increase your efficiency:

- Reduce the paper flow and resources allocated to it
- Make your information available 24/7!
- Easy way for future clients to register on your waiting list





*Access a secured  
section only for parents*

- **Public Section**
- **Parents Section**
- **HCPs Section**
- **Staff Section**
- **Board Section**

### About Us

- Mission and Values
- Education
- Team
- Photo Gallery

### Services

- Waiting List
- Snacks and Meals
- Nursery
- Activities
- Schedule & Rates

### Bulletin Board

- News
- Favorite Links
- Recipe of the month
- Photo of the month
- Job Offers

- @ Email Us
- ✉ Contact Us

## Welcome to our Web space!

**Smart Day Care** is a day-care centre reserved for tenants of the commercial building located at 150 Eglinton Avenue, East, in Toronto.

Children's pre-school learning as well as motor skill and psychosocial development are at the heart of our approach.

Note that access to some restricted areas requires a password, which enables us to communicate and exchange electronic information securely.

We hope you enjoy visiting our virtual space, and urge you to pass on your comments and suggestions!

### Please note

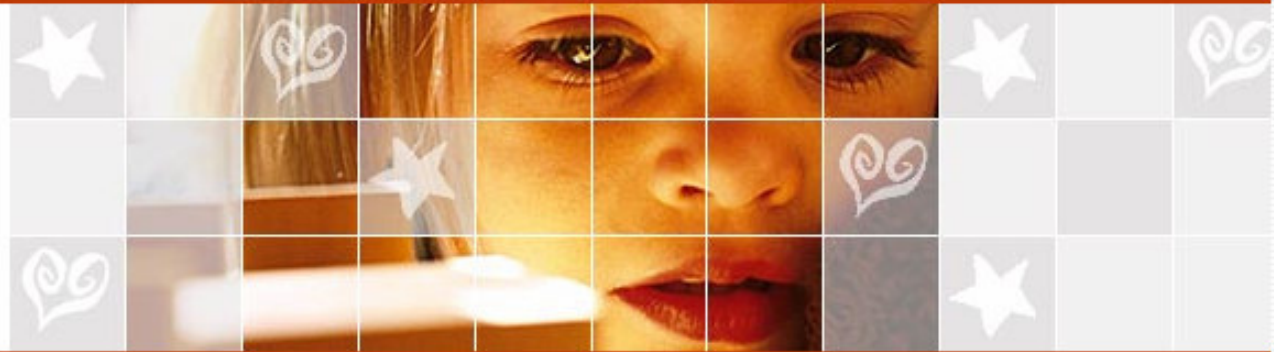
The Smart Day Care centre is fictitious. It was created as a site model to illustrate how the Smart I/O service works. The *Smart I/O* service is a tool used to create integrated and secure Web spaces, and was designed specifically to meet the needs of today's day-care facilities.

## Headlines!

- [Major investment in the day-care centre](#)
- [We now offer supper](#)
- [Several spaces available](#)

 [Back to home page](#)

## Smart Day Care



- ▶ [Public Section](#)
- ▶ [Parents Section](#)
- ▶ [HCPs Section](#)
- ▶ [Staff Section](#)
- ▶ [Board Section](#)

### Identification required

In day care Web sites, this section is usually reserved for authorized users only. The Smart DayCare being a pilot site, these secured sections are accessible.

Visit The Smart DayCare Web site to see how you could offer your services to the public.

To enter a secured section, type the access code **Parent** and

Username:

Password:

***Enter your username  
and password***



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- [Documentation Centre](#)

#### Interactivity

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- @ [Email Us](#)
- ✉ [Contact Us](#)
- ☐ [Logoff](#)

Alexia Benson

## Home

**Hello, parents!**

Welcome to this secure section, designed especially for you. Starting from the left-hand menu, you will find links related to your family file.

**Parents can view their child's Progress Report**

Reports are updated every Monday at 9 a.m. Should this be a confidential section, please don't hesitate to

Enjoy your visit!

## Notification!

- [Front door codes](#)

## Survey

What kind of art class would you like to offer your child ?

Music lessons	0%
Theatre class	0%
Painting class	0%
Dance lesson	100.00%
No class	0%



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## Smart Day Care



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### Interactivity





































- [Progress Report](#)
- [Statement of Accounts](#)

-  [Email Us](#)
  -  [Contact Us](#)
  -  [Logoff](#)
- Alexia Benson

## Progress Report

Child:

Week:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Mood</b>							
Sullen Good Excellent							
<b>Appetite</b>							
Small Medium Big							
<b>Sociability</b>							
Lonely Good Excellent							
<b>Nap</b>							
Restless Good Excellent							
<b>Health</b>							
To be watched Good Excellent							
<b>Milk</b>							
A little Normal Very much							

Comment:

Completed by:

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## Smart Day Care



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- Alexia Benson

## Statement of Accounts

### Child:

Carly Benson

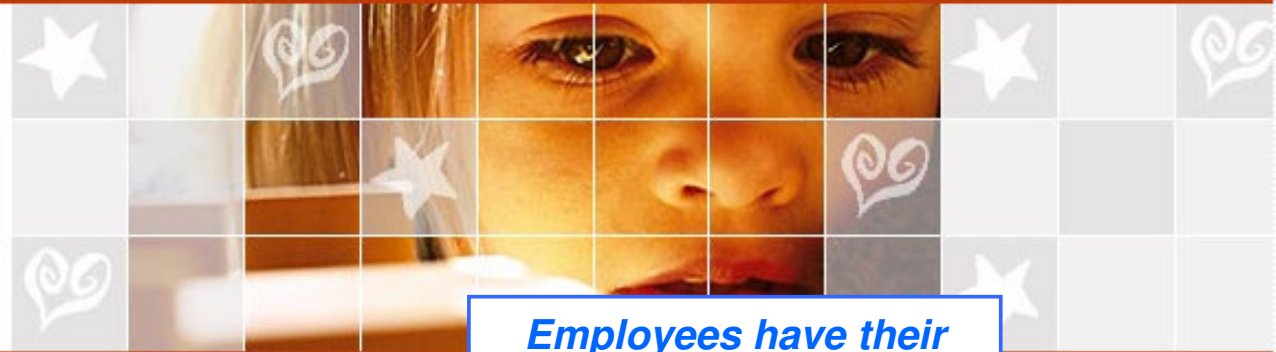
Date	Start	End	Qty	Description	Amount	Balance
				Opening Balance		0.00
				Infant - Full Day	105.00	105.00
				Infant - Full Day	105.00	210.00
01/10/05	24/10/05	30/10/05	3	Infant - Full Day	105.00	315.00
01/10/05	31/10/05	06/11/05	1	Infant - Full Day	35.00	350.00
01/10/05	03/10/05	09/10/05	3	Infant - Full Day	105.00	455.00
01/10/05			1	Payment by Carl Benson	-400.00	55.00
				Closing Balance		55.00

*Parents can access their  
Statement of Accounts  
online – 24/7*

[Print](#)

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## Smart Day Care



- ▶ [Public Section](#)
- ▶ [Parents Section](#)
- ▶ [HCPs Section](#)
- ▶ [Staff Section](#)
- ▶ [Board Section](#)

### Identification required

*Employees have their  
own section and  
secured access*

In day care Web sites, this section is usually reserved for authorized users only. The Smart DayCare being a pilot site, these secured sections are accessible.

Visit The Smart DayCare Web site to see how you could offer your services to the public.

To enter a secured section, type the access code **Employee** and the password **GO**

Username:

Password:

[Connect](#)

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## Smart Day Care



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- [F.A.Q.](#)

### [Interactivity](#)

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- Oliver Brown

## Home

Hello! In this secure section, reserved for staff of the **Smart Day Care** centre, you can complete the roadmaps for the children in your group; you can also enter your time sheets using the appropriate form.

Should you have any questions, please refer to the F.A.Q. section, or write to us!

*Employees can fill out their  
timesheet or the children  
progress reports online*



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## Smart Day Care



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### Interactivity

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🔴 [Logoff](#)  
Oliver Brown

## Timesheets

In this section, you must indicate the hours you have worked. Choose the week and enter the hours worked according to the component and type of work done.

By way of example, here is time sheet input screen:

Period starting on:

27-02-2006 

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
	<input type="text" value="7.5"/>	<input type="text" value="7.5"/>	<input type="text" value="7.5"/>	<input type="text" value="7.5"/>	<input type="text" value="7.5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="37.5"/>
Type of worked hours: Regular	Job Category: Preschool Staff				Location: Facility 1			
Total	75	75	75	75	75	0	0	375

[Calculate](#)

[Save](#)



Priority Notifications

Technical Support

SMART Office Update...

Synchronization with Smart VO...

SMART Office Web Page

SEARCH: 

GO



March 11, 2010

DEMONSTRATION License for SMART -  
Ontario

0 New Reports

0 New Messages

0 Update Available

- Updates
- Print Centre
- Email
- Resources
- Products
- Help

[Change City](#)

## Welcome to the SMART Office Webpage

A world of resources at your fingertips!

These resources are in constant evolution to keep your changing needs. Regularly visit the various via the file tree located on the left. Here you'll find tools, related government publications, useful links and messages from the Micro-Access team.

Simply click to display content, use help and search tools, consult the *Tip of the Week* and FAQs as well as send your questions to technical support.

This is just a glimpse of what the SMART Office Webpage has to offer!

Enjoy your visit!

## Micro-Access highlights...

In light of the terrible events occurring in Haiti, the employees of Micro-Access were solicited to take part in a fundraising organized by GFI Solutions Group Inc., its parent company. Money raised will go to Oxfam Québec, an organization renowned all over the world for international cooperation. GFI Solutions Group Inc. will also contribute to this fundraising event to help the disaster victims. Thanks to all who could contribute, in a way or another, to help the Haitian people who are presently going through

*All the information can be easily  
synchronized with your main  
management application SMART  
OFFICE for billing and payroll  
purposes*

ized Payments)

a new payment option: pre-

type offers many benefits to  
reduces the risk of errors, money  
or cheque loss, and above all, missed or late payments.  
Everybody wins!

If the *Electronic Funds Transfer* option isn't installed in your SMART Office, please call our customer support so we can help you complete its configuration.

## Tip of the Week

### T4 : Employer Address and Employer Number

The employer address isn't mandatory on the T4 slips, that's why you won't find it there.

Concerning the employer number, here's why it's not on the employee's copies either. As stated in the Government's guide "Filing the T4 Slip and Summary", at page 16 : Print the two T4 slips that you give to each employee on one sheet. For security purposes, **do not print** your Payroll Account Number (box 54) on these copies.

**You have to adjust margins when printing**



SEARCH: 

GO

March 11,  
DEMONSTRATION  
Ontario

- Updates
- Print Centre
- Email
- Resources
- Products
- Help

[Change City](#)

## Synchronization with Smart VO - Welcome



## Welcome!

This wizard allows you to synchronize your SMART

Check the items you wish to export to SMART VO.

Check the items you wish to import in SMART Office.

Click **Next** to continue or **Cancel** to stop the operation. Click **Help** for more information on synchronization with SMART VO.

*Simply select the required  
operations: WAITING LIST  
TIME SHEETS  
etc.*

## Exporting

☒ Children:

Groups  
Parents and Guardians  
HCPs  
Educators  
Members of the Board  
Account Statement

From

2010-01-08

To

2010-03-11

## Importing

☒ Waiting List Registrations☒ Employees' Timesheets

Next &gt;&gt;

Cancel

Help

In l  
em  
fun  
parent company. Money raised will go to Oxfam Québec,  
an organization renowned all over the world for international  
cooperation. GFI Solutions Group Inc. will also contribute  
to this fundraising event to help the disaster victims.  
Thanks to all who could contribute, in a way or another, to  
help the Haitian people who are presently going through

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sheet. For security purposes, **do not print** your Payroll  
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SEARCH:  GO VO

March 11,  
DEMONSTRATION  
Ontario

- Updates
- Print Centre
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- Resources
- Products
- Help



[Change City](#)

**Synchronization with Smart VO - Record Selection**

**Selecting Records**  
 In each job, select the records to be synchronized.  
 To export all records, select the "Select All Records" button.

*Select the files to be treated and GO!!!*

Children Parents and Guardians Employees Members of the Board HCP

Synchronize	Record	Last Name	First Name
<input type="checkbox"/>	10	Altman	Anthony
<input type="checkbox"/>	12	Benson	Carly
<input type="checkbox"/>	16	Jackson	Amanda
<input type="checkbox"/>	18	Bailey	Samantha
<input type="checkbox"/>	19	Wolfe	James
<input type="checkbox"/>	20	Anderson	Theresa
<input type="checkbox"/>	21	Anderson	Wayne
<input type="checkbox"/>	22	Wilson	Tamara
<input type="checkbox"/>	25	Wilson	Lyle
<input type="checkbox"/>	27	Taylor	Jennifer
<input type="checkbox"/>	28	DiToro	Daniela
<input type="checkbox"/>	31	O'Neill	Michael
<input type="checkbox"/>	32	Arnold	Kevin
<input type="checkbox"/>	44	Mullin	Cynthia
<input type="checkbox"/>	110	Bakkali	Yassine
<input type="checkbox"/>	113	Jordan	James

In the event of a disaster, the parent company. Money raised will go to Oxfam Québec, an organization renowned all over the world for international cooperation. GFI Solutions Group Inc. will also contribute to this fundraising event to help the disaster victims. Thanks to all who could contribute, in a way or another, to help the Haitian people who are presently going through

guide "Filing the T4 Slip and Summary", at page 10: Print the two T4 slips that you give to each employee on one sheet. For security purposes, **do not print** your Payroll Account Number (box 54) on these copies.

**You have to adjust margins when printing**



Public Section

Home  
Email

About Us

Mission and Values

Education  
Team  
Photo Gallery

Services

Waiting List  
Snacks and Meals  
Nursery  
Activities  
Schedule & Rates

Bulletin Board

News  
Favorite Links  
Recipe of the month  
Photo of the month  
Job Offers

Parents Section

HCPs Section

Staff Section

Board Section

Page Management

Look

Preview

## Mission and Values

Type your text directly in the text box or copy it from an existing document. Press **Save** to complete the operation.

Text to publish

Times New Roman 12 **B** *I* U [List Icons] [Color Icon]

**Who are we ?**

**Smart Day Care** is a non-profit day-care centre, regulated by the government. **Smart Day Care** offers subsidized spaces, and is reserved for tenants in our building.

We offer quality services adapted to the needs of children and their families. Our services ensure the child's full educational, social AND psychological development.

Our installations facilitate learning while ensuring the health and safety of children. Our environment is stimulating and welcoming. All of our policies and activities focus on respect tolerance, and the development of each child.

*Quality, integrity, and equality*

User-friendly toolbox  
similar to most word  
processors

Easy to create and to  
manage the content of  
your website



*Easy way for future clients to register on your waiting list*

- **Public Section**
- **Parents Section**
- **HCPs Section**
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### Waiting List

Fill out the form and click on **Send**. Wait for the confirmation message before logging off. All fields are mandatory, except for *Telephone at work*, *email* and *Comments*.

#### About Us

- Mission and Values
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#### Services

- **Waiting List**
- Snacks and Meals
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- Activities
- Schedule & Rates

#### Bulletin Board

- News
- Favorite Links
- Recipe of the month
- Photo of the month
- Job Offers

- @ [Email Us](#)
- ✉ [Contact Us](#)

Heading	
Parent First Name:	<input type="text" value="First Name"/>
Parent Last Name:	<input type="text" value="Last Name"/>
Home Telephone:	<input type="text" value="(123) 456-7890"/> <small>gone</small>
Work Telephone:	<input type="text"/>
Address:	<input type="text" value="123 YourAddress St"/>
City:	<input type="text" value="YourCity"/>
Province:	<input type="text" value="Québec"/> ▼
Postal Code:	<input type="text" value="A9A 9A9"/> <small>A9A 9A9</small>
Email:	<input type="text"/>
Child First Name:	<input type="text"/>
Child Name:	<input type="text"/>
Birthdate:	<input type="text"/> <small>(mm/dd/yyyy)</small>
Requested Admission Date.:	<input type="radio"/> As soon as possible <input type="radio"/> As of <input type="text"/> <small>(mm/dd/yyyy)</small>
Requested Type of Care:	<input type="text" value=" &lt;&lt; Select &gt;&gt;"/> ▼
Requested attendance:	Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/>
Comments:	<input type="text"/>

**No more manual input of data!**

## Change template

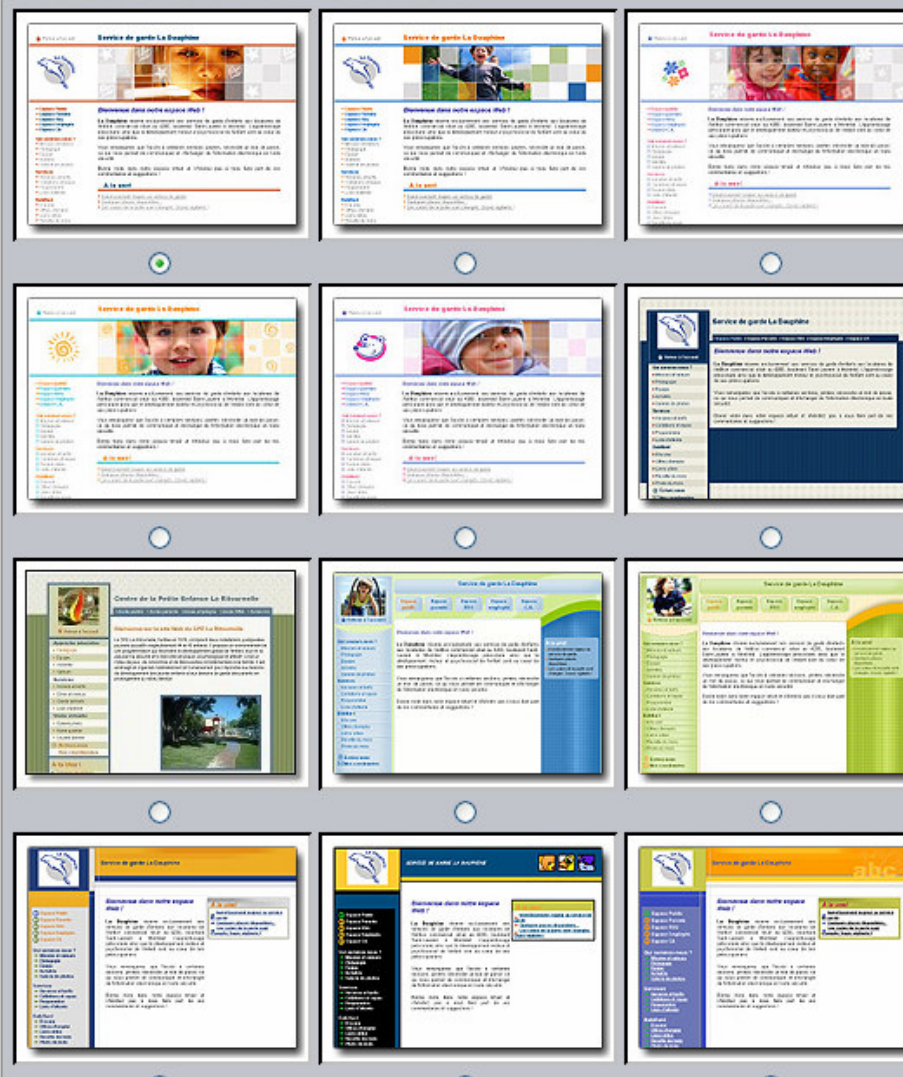
Among all the available templates, select the one you wish to apply to your site, and click on **Save** to publish your changes!

 Page Management

 Look

 Back to Home Page

Select the look  
of your website within  
**45 different decors**





>> Public Section

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>> Parents Section

>> HCPs Section

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Page Management



Look



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## Page Management

Select the section you wish to modify.

- To enable a page or a divider check the **Enable** option.
- To disable a page or divider, check the **Disable** option.
- To move a page within the browsing page up or down
- To rename a page or a divider, click on the **Edit** button.

Section:

Public Section

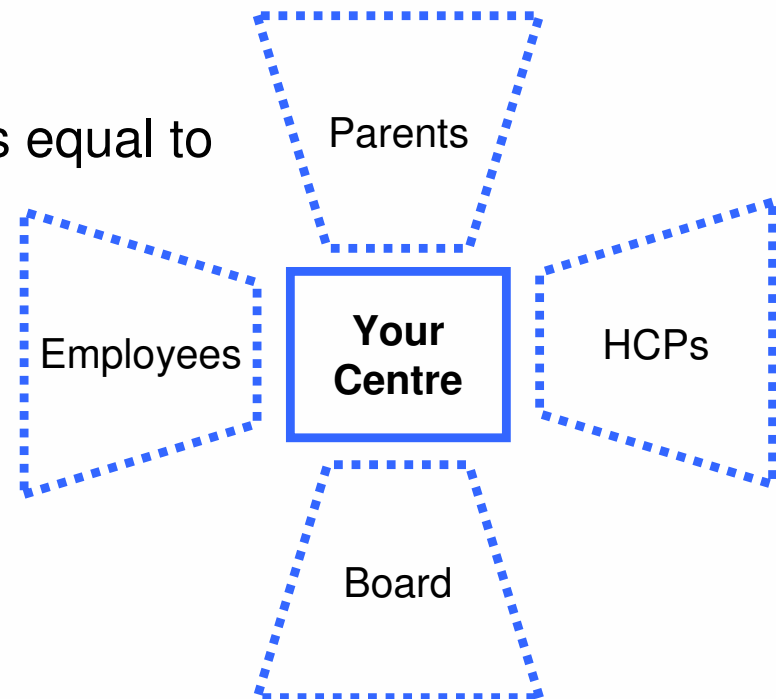
Generic Title	Custom Title	Enabled	Position
Home	Home	<input checked="" type="checkbox"/>	...
Email	Email	<input checked="" type="checkbox"/>	...
Divider	<a href="#">About Us</a>	<input checked="" type="checkbox"/>	▼
Custom Page 11	<a href="#">On your mark !</a>	<input type="checkbox"/>	▲ ▼
About Us	<a href="#">Mission and Values</a>	<input checked="" type="checkbox"/>	▲ ▼
Custom Page 13	<a href="#">To contact us</a>	<input type="checkbox"/>	▲ ▼
Education	<a href="#">Education</a>	<input checked="" type="checkbox"/>	▲ ▼
Team	<a href="#">Team</a>	<input checked="" type="checkbox"/>	▲ ▼
Photo Gallery	<a href="#">Photo Gallery</a>	<input checked="" type="checkbox"/>	▲ ▼
Divider	<a href="#">Services</a>	<input checked="" type="checkbox"/>	▲ ▼
Waiting List	<a href="#">Waiting List</a>	<input checked="" type="checkbox"/>	▲ ▼
Snacks and Meals	<a href="#">Snacks and Meals</a>	<input checked="" type="checkbox"/>	▲ ▼
Custom Page 7	<a href="#">Nursery</a>	<input checked="" type="checkbox"/>	▲ ▼

Define the structure of your website the way you need it with the Page Management tool!



**Create a virtual community around your center:**

- Up in no time
- No technical knowledge required
- Share pictures
- Encryption level of 128 bits equal to banking institutions
- Secured sections for:



Work *smart*er!

**Save time and money!**

- Low monthly fee includes:
  - The tools
  - Application and database hosting
  - Technical support
  - Updates

*smart*vo  
Your Virtual Office

**For a free demo please contact**

**1-800-463-5066 X3737**

