

# WORK CENTRE

When you log into the software you will be taken to your dashboard called 'Work Centre'. The work centre displays tiles. When you select one of these tiles it will take you to areas within the system which are commonly used by you. This means that you can customise which tiles display within your work centre.

This tip sheet will walk you through:

- Where will the tile take me?
- Customise your work centre
- Troubleshooting

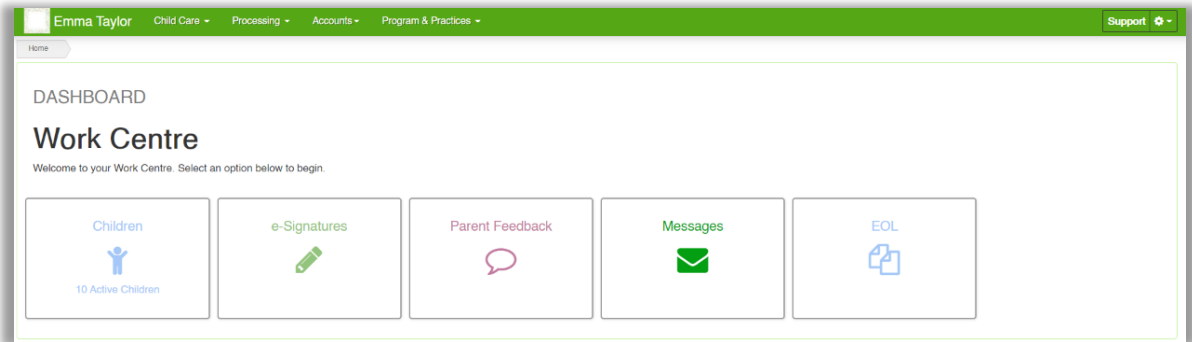
## Summary

1. Click on setting cog
2. Select my profile
3. Scroll down to dashboard configuration heading
4. Click up/down arrows to change order of tiles
5. If you wish, click on the x to hide the tile from your dashboard
6. Click on green tick to show the tile on your dashboard (if you have previously hidden any)
7. Click Save

# WORK CENTRE

## Detailed

Upon logging into your system, the dashboard will display:



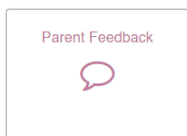
Where will the tiles take me?



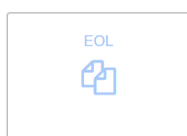
Children tile will display your dashboard of all families assigned to you, along with their CCS enrolment data and booked days



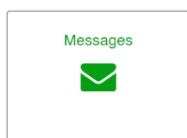
e-Signatures tile will display all children currently signed in/out of care or marked as not present. You can access the bus roll and/or sign in/out children from here. For more information about this area please see the tip sheet called **Signing In and Out**.



Parents can leave feedback on child records, programming and dairy entries. This feedback will show within your system and you can write back to parents. For more information about this area please see the tip sheet called **Parent Feedback – Service**.



EOL stand for Evidence of learning. This window will indicate how many child records have been created for all children within a 4 week period. For more information about this area please see the tip sheet called **Evidence of Learning**.

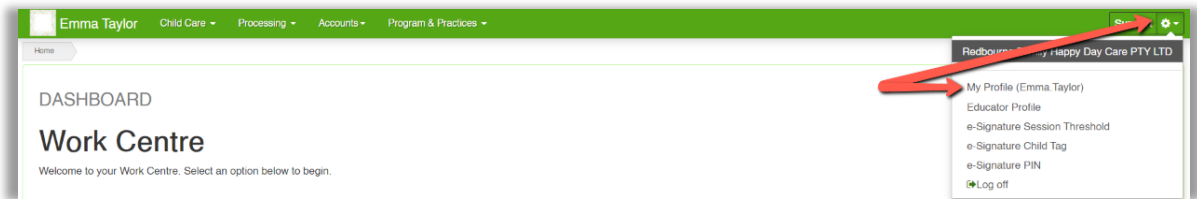


From your system, you have the ability to send, receive and reply to messages from your service. Messaging is a simple way to keep you connected with your field worker/co-ordinator within your service.

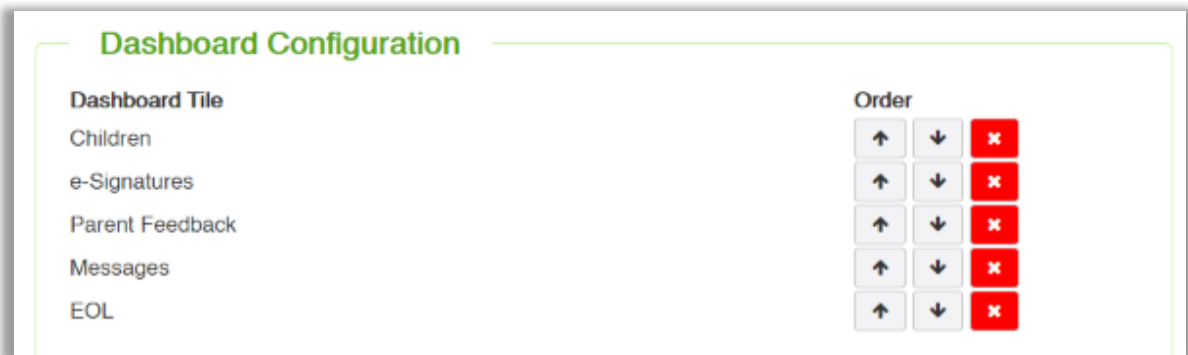
## Detailed cont.


### Customise your work centre



To customise the tiles displaying on your dashboard click on the **settings cog** and select **My Profile**:



Scroll down to the section called **Dashboard Configuration**:

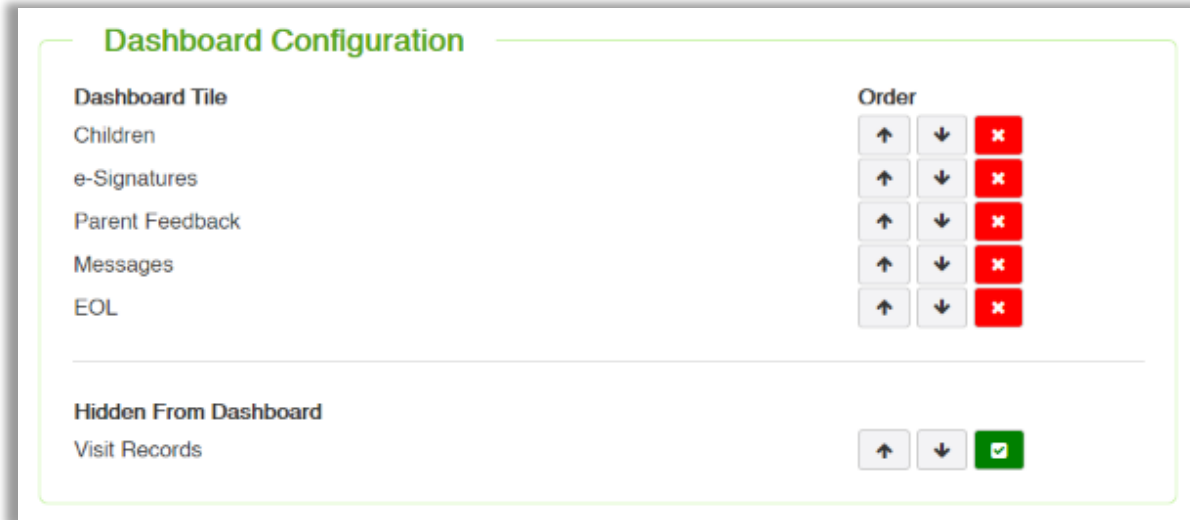


Click on the  to remove the tile from your dashboard.

Click on the   to move the tiles up or down. This way you can sort your tiles on your dashboard from most used (top of the list) to least used (bottom of the list)

If you remove the tile from your dashboard, the tile will move down to the section called **Hidden from Dashboard**:

## Detailed cont.




**Dashboard Configuration**

**Dashboard Tile**

Children	↑	↓	✕
e-Signatures	↑	↓	✕
Parent Feedback	↑	↓	✕
Messages	↑	↓	✕
EOL	↑	↓	✕

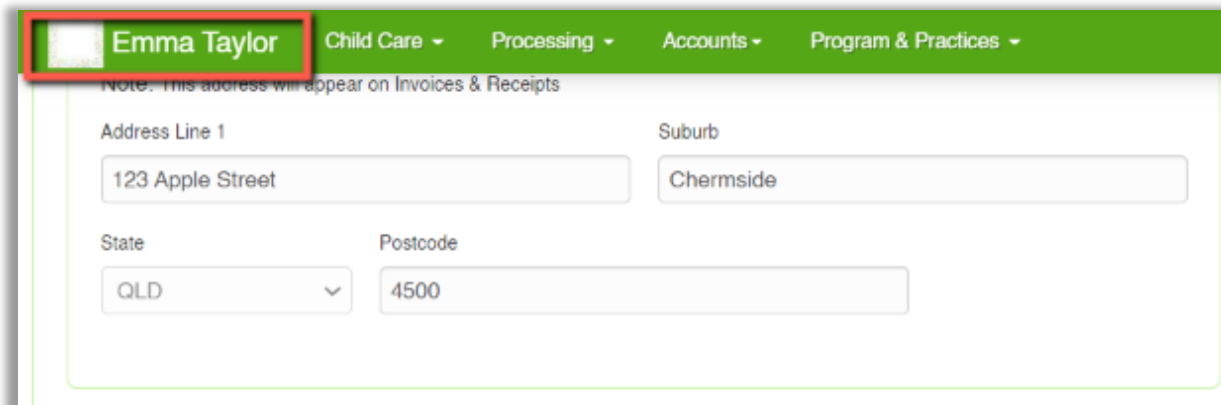
**Hidden From Dashboard**

Visit Records	↑	↓	✓
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To display the tile on your dashboard again, click on the  button.

Once you are finished making the changes for your dashboard, click on the **Save** button.

No need to log out, head back to your dashboard by clicking on the image or your name along the top banner to instantly see the changes you have made.



**Emma Taylor** Child Care ▾ Processing ▾ Accounts ▾ Program & Practices ▾

Note: This address will appear on Invoices & Receipts

Address Line 1: 123 Apple Street Suburb: Chermside

State: QLD Postcode: 4500

# WORK CENTRE

## Troubleshooting

**Issue:** Tiles not in the correct order

**Why?** This will be due to the order within your profile.

**Resolution:** Please follow the steps below to change the order of the tiles on your dashboard:

1. Click on setting cog
2. Select my profile
3. Scroll down to dashboard configuration heading
4. Click up/down arrows to change order of tiles (the highest tile displays first on the dashboard)
5. Click Save

**Issue:** Why don't I have the EOL tile?

**Why?** You may have hidden the tile.

**Resolution:** If you have hidden the tile please follow the below steps to bring it back:

1. Click on setting cog
2. Select my profile
3. Scroll down to dashboard configuration heading
4. Below the heading hidden from dashboard you will see the daily care tile, click on the green tick
5. Click Save

**Issue:** How to remove tiles from my dashboard?

**Resolution:** Please follow the below process to remove tiles from your dashboard:

1. Click on setting cog
2. Select my profile
3. Scroll down to dashboard configuration heading
4. Find the tile you wish to remove and click on the red X
5. Click Save

## Troubleshooting cont.

**Issue:** Can I add new tiles?

**Resolution:** You cannot add new tiles yourself, however if there a new tile you believe would be useful for all, please send your request via the ticket system or email to [educators@harmonyweb.com.au](mailto:educators@harmonyweb.com.au) and we will send this to our development team for further review.