

CHILDREN IN CARE DASHBOARD

The new children in care dashboard displays children who have bookings and have signed in/out of care based on e-Signature data for the current day. This will give you a real time view of the children currently in your educator's care. The information on the dashboard can also be printed and emailed.

When viewing children on the dashboard it will display their name and session time.

This tip sheet will walk you through:

- [Accessing Children in Care dashboard](#)
- [Pending Arrival](#)
- [In Care](#)
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- [Casual](#)
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- [Sample Report](#)
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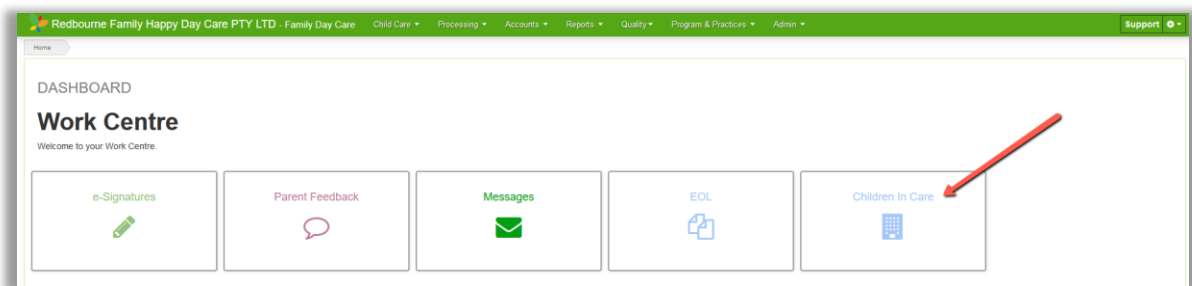
CHILDREN IN CARE DASHBOARD

Detailed

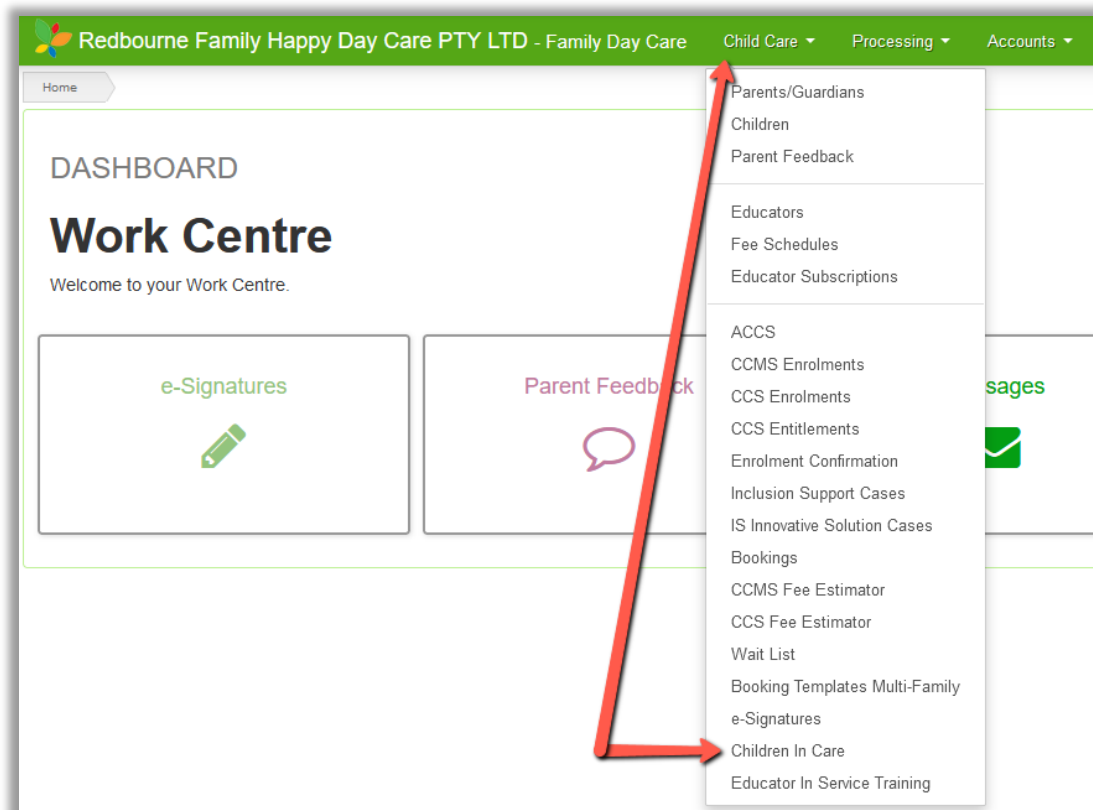
[Accessing the children in care dashboard](#)

The children in care dashboard can be accessed via two locations:

1 – Via the work centre. Here you have a tile called Children in Care:



2 – Select the Child Care menu – click on Children in Care:



Detailed cont.

CHILDREN IN CARE SUMMARY

Search Keyword: Search Reset Print Email Displaying 90 out of 90 Sign In/Out

Current Search Options: Educator: All

| Child | Session |
|------------------|--------------------|
| Aaron Arrow | 8:00 AM - 6:00 PM |
| Adam Hood | 8:00 AM - 9:00 AM |
| Adam Johnson | 8:00 AM - 6:00 PM |
| Adity Arrow | 4:00 AM - 6:00 AM |
| Adity Arrow | 8:00 AM - 6:00 PM |
| Andrew Middleton | 6:00 AM - 3:00 PM |
| Annabelle Arrow | 8:00 AM - 10:00 AM |
| Annabelle Arrow | 3:00 PM - 6:00 PM |
| Annalise Abbot | 8:00 AM - 5:00 PM |
| Annalise Abbot | 8:00 AM - 6:00 PM |
| Apple Juice | 8:00 AM - 4:00 PM |
| Archie Asa | 8:00 AM - 6:00 PM |
| Betty Alfred | 7:00 AM - 9:00 AM |
| Betty Alfred | 3:00 PM - 6:00 PM |

PENDING ARRIVAL
90

IN CARE
0

ABSENT
0

LEFT CARE
0

Pending Arrival

All children who have a session booked in for the current day will be listed under the column Pending Arrival.

If children have multiple sessions in the day e.g. Before School Care and After school care, the child will be listed twice.

The number displaying at the top of the column will reflect how many children who are due to arrive for all educators on the current day.

CHILDREN IN CARE SUMMARY

Search Keyword: Search Reset Print Email Displaying 90 out of 90 Sign In/Out

Current Search Options: Educator: All

| Child | Session |
|------------------|--------------------|
| Aaron Arrow | 8:00 AM - 6:00 PM |
| Adam Hood | 8:00 AM - 9:00 AM |
| Adam Johnson | 8:00 AM - 6:00 PM |
| Adity Arrow | 4:00 AM - 6:00 AM |
| Adity Arrow | 8:00 AM - 6:00 PM |
| Andrew Middleton | 6:00 AM - 3:00 PM |
| Annabelle Arrow | 8:00 AM - 10:00 AM |
| Annabelle Arrow | 3:00 PM - 6:00 PM |
| Annalise Abbot | 8:00 AM - 5:00 PM |
| Annalise Abbot | 8:00 AM - 6:00 PM |
| Apple Juice | 8:00 AM - 4:00 PM |
| Archie Asa | 8:00 AM - 6:00 PM |
| Betty Alfred | 7:00 AM - 9:00 AM |
| Betty Alfred | 3:00 PM - 6:00 PM |

PENDING ARRIVAL
90

IN CARE
0

ABSENT
0

LEFT CARE
0

Detailed cont.


In Care

Once the children are signed into care via e-Signature, their record will move to the In Care column. The column heading will display the number of children in care.

| IN CARE | | |
|-----------------|-------------------|--|
| 2 | | |
| Child | Session | |
| Amy Acoba | 6:00 AM - 6:00 PM |  |
| Judith Williams | 9:00 AM - 5:00 PM |  |

Left Care

As children leave care and are signed out via e-Signatures their record will move to the Left Care column:


| LEFT CARE | | |
|--------------|-------------------|---|
| 1 | | |
| Child | Session | |
| Stevie Acoba | 7:00 AM - 9:00 AM |  |

As the children are being signed in and out, the numbers at the top of each column will change depending on who is being signed in/out.

Detailed cont.

Absences

Children who are marked as **Not Present** (Absent) via e-Signatures will display under the **Absent** column:

| ABSENT | | |
|---------------|-------------------|---|
| 1 | | |
| Child | Session | |
| Bella Rehfish | 7:00 AM - 9:00 AM |  |

Casual

If a child does not have a booking for the current day but has been signed in via e-Signatures this is classified as a casual child and will display with a C next to the child's name:

| IN CARE | | |
|-----------------------|-------------------|---|
| 3 | | |
| Child | Session | |
| Amy Acoba | 6:00 AM - 6:00 PM |  |
| Clark Barr (C) | 7:25 AM - 3:00 PM |  |
| Judith Williams | 9:00 AM - 5:00 PM |  |

Detailed cont.

Overnight Care

If a child is booked into overnight care, you will be able to easily identify these sessions as the child's name and session will display in orange:

| | | |
|--------------------|--------------------|--|
| Kevin Anderson | 3:00 PM - 6:00 PM | |
| Stevie Acoba | 1:00 PM - 10:45 AM | |
| Stewart Tucker (C) | 7:16 AM - 5:30 PM | |

When clicking on view, you will then be shown the dates the session covers:

| Sign In/Out Entry | | | | | | |
|-------------------|--------------|--------------------------|------------|----------|-------------|------------|
| Educator | Child | Not Present | Session | | Name | Sign In |
| | | | Date | Time | | |
| Emma Taylor | Stevie Acoba | <input type="checkbox"/> | 01/06/2021 | 13:00:00 | Emma Taylor | 01/06/2021 |
| | | | 03/06/2021 | 10:45:00 | | 14:20:00 |

Viewing e-Signatures

You have the ability view the e-Signature data and delete incorrect e-Signatures directly from this dashboard:

CHILDREN IN CARE SUMMARY

Search Keyword: [] Search Reset Print Email Displaying 11 out of 11 Sign In/Out

Current Search Options: Educator: All

PENDING ARRIVAL
6

| Child | Session |
|---------------|-------------------|
| Amy Acoba | 8:00 AM - 6:00 PM |
| Elvin Blake | 9:00 AM - 3:00 PM |
| Jarrod Blake | 7:00 AM - 9:00 AM |
| Mohammad Barr | 7:00 AM - 8:00 PM |
| Steve Tran | 8:00 AM - 6:00 PM |
| Steve Tran | 3:00 PM - 6:00 PM |

IN CARE
3

| Child | Session | Action |
|-----------------|-------------------|--------|
| Amy Acoba (C) | 8:43 AM - 6:00 PM | |
| Clark Barr (C) | 9:46 AM - 5:00 PM | |
| Judith Williams | 8:00 AM - 8:00 AM | |

ABSENT
1

| Child | Session | Action |
|------------|-------------------|--------|
| Steve Tran | 7:00 AM - 9:00 AM | |

LEFT CARE
1

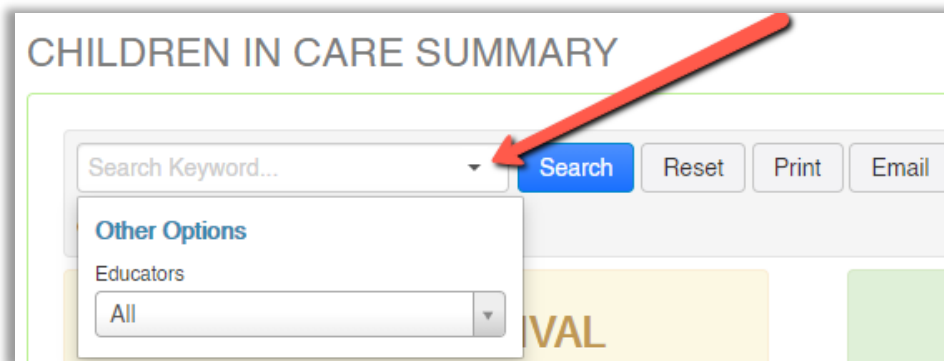
| Child | Session | Action |
|---------------|-------------------|--------|
| Allonzo Henry | 8:00 AM - 6:00 PM | |

| Sign In/Out Entry | | | | | | | | | | | |
|-------------------|------------|--------------------------|------------|----------------------|-------------|------------|----------|----------|------|------|--------|
| Educator | Child | Not Present | Session | | Name | Sign In | | Sign Out | | | Action |
| | | | Date | Time | | Time | Misc | Name | Time | Misc | |
| Emma Taylor | Clark Barr | <input type="checkbox"/> | 24/05/2021 | 09:46:00 17:00:00 | Emma Taylor | 24/05/2021 | 09:46:00 | | | | |

Detailed cont.

Search Options

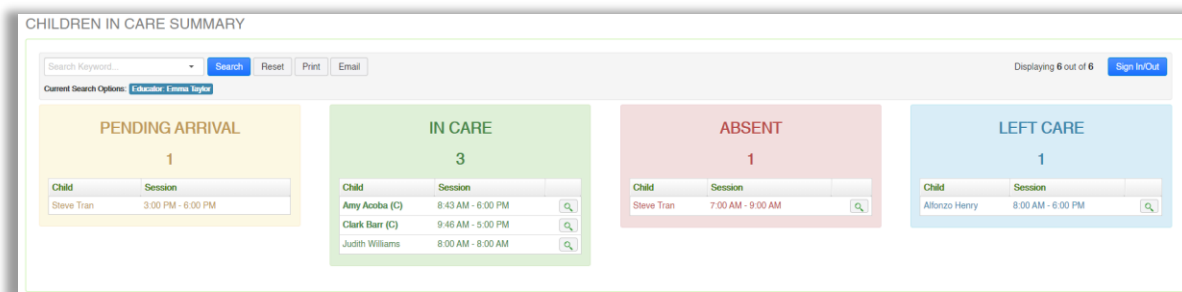
The search function gives you a range of options:



To search for a **child**, just type in either their first name or surname in the search keyword box then click **Search**.

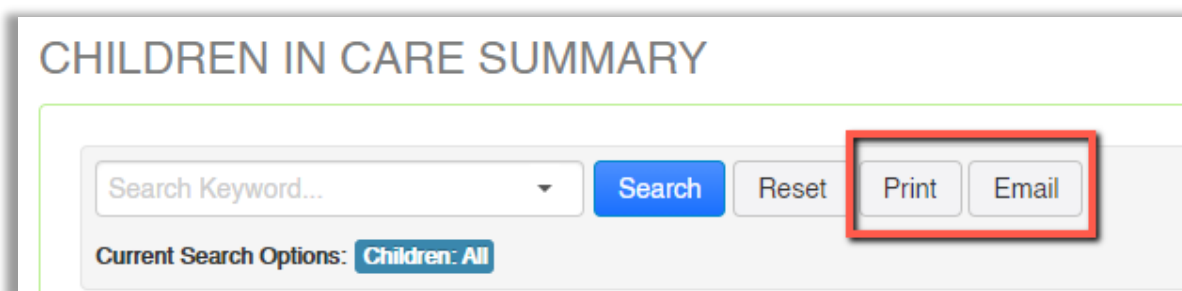
To narrow your view based on an **educator**, click on the down arrow first, select the educator and click search.

Your dashboard will update depending on the educators' children in care:



Print/Email Options

You can print and email reports at any stage.



Detailed cont.

Print: Available in PDF. Once you click on the print button the report will be downloaded to your computer.

Email: When you click on the email button, a pop-up box will appear and you can type in any email address and next click Send.

Email Children In Care Summary ✕

Email to: *

The recipient will receive an email with the PDF document attached.

Sample Report

| Family Day Care Redbourne Business Services Offices 22 Lakeview Drive QLD Ascot 4032 07 2431 2341 Emma Taylor | | | |
|---|--|-----------------|-----------------|
| Children In Care | | | |
| As at 24/05/2021 01:43 PM | | | |
| Report Options: Children: All | | | |
| Pending Arrival | In Care | Absent | Left Care |
| Steve Tran | Amy Acoba (C) Clark Barr (C) Judith Williams | Steve Tran | Alfonzo Henry |
| Total: 1 | Total: 3 | Total: 1 | Total: 1 |

CHILDREN IN CARE DASHBOARD

Troubleshooting

Issue: I don't have the children in care tile on my dashboard

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