

# 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 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](#)
- [Left Care](#)
- [Absences](#)
- [Casual](#)
- [Overnight Care](#)
- [Viewing e-Signatures](#)
- [Search Options](#)
- [Print/Email Options](#)
- [Sample Report](#)
- [Troubleshooting](#)

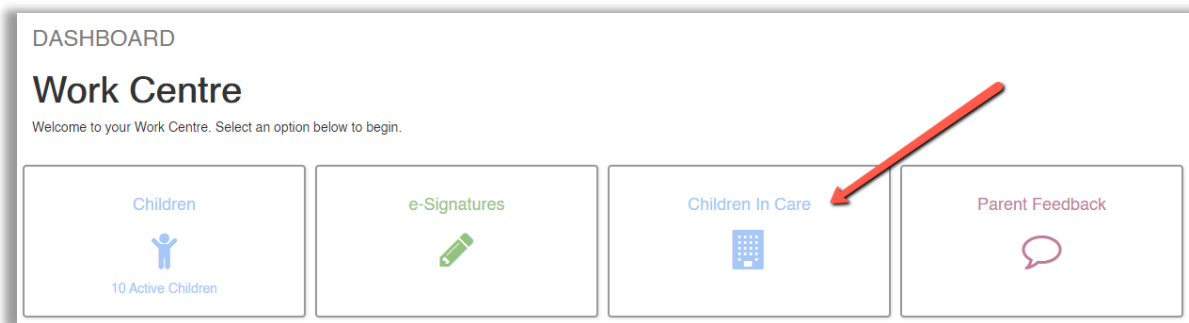
# CHILDREN IN CARE DASHBOARD

## Detailed

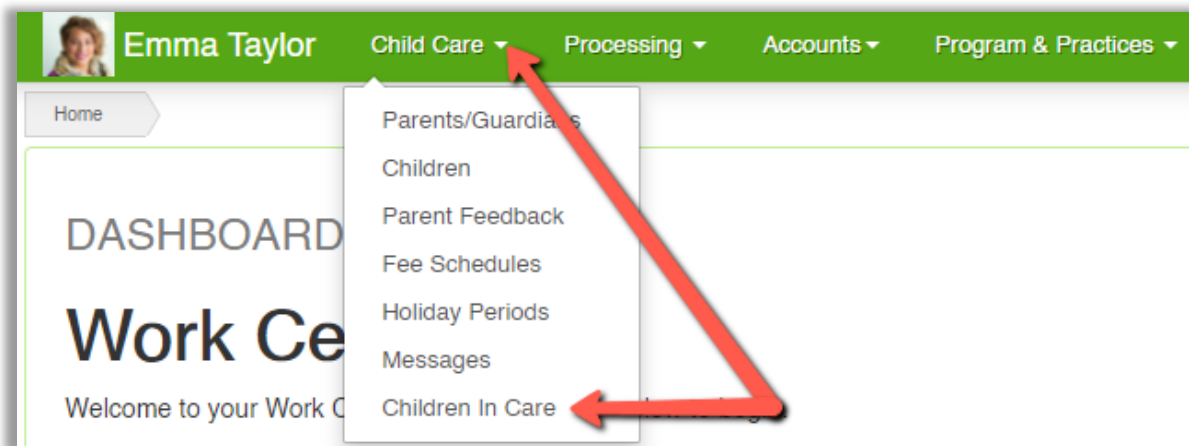
### Accessing the Children in Care dashboard

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:

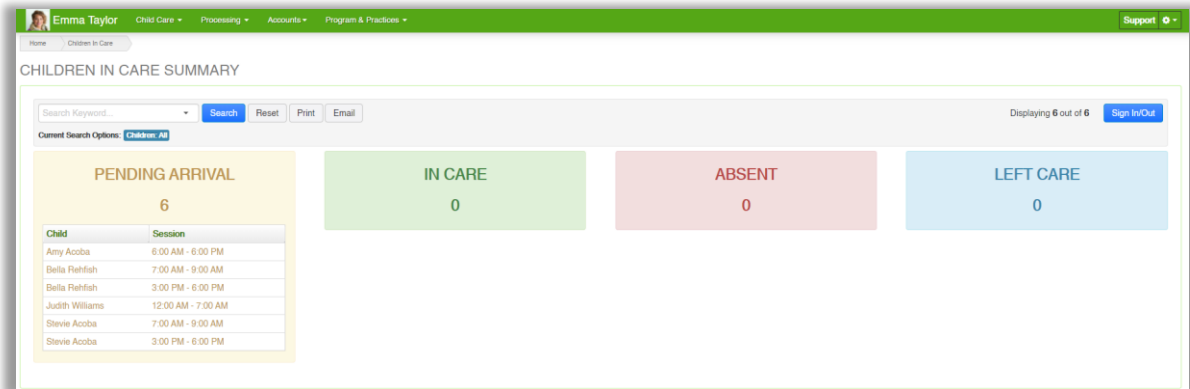


2 – Select the Child Care menu – click on Children in Care:



The following page will open:

# Detailed cont.



The screenshot shows a dashboard titled 'CHILDREN IN CARE SUMMARY'. At the top, there is a search bar with 'Search Keyword...' and buttons for 'Search', 'Reset', 'Print', and 'Email'. On the right, it says 'Displaying 6 out of 6' and has a 'Sign In/Out' button. Below the search bar, there are four colored boxes representing different care statuses: 'PENDING ARRIVAL' (yellow, 6), 'IN CARE' (green, 0), 'ABSENT' (red, 0), and 'LEFT CARE' (blue, 0). Under the 'PENDING ARRIVAL' box, there is a table listing children and their sessions.

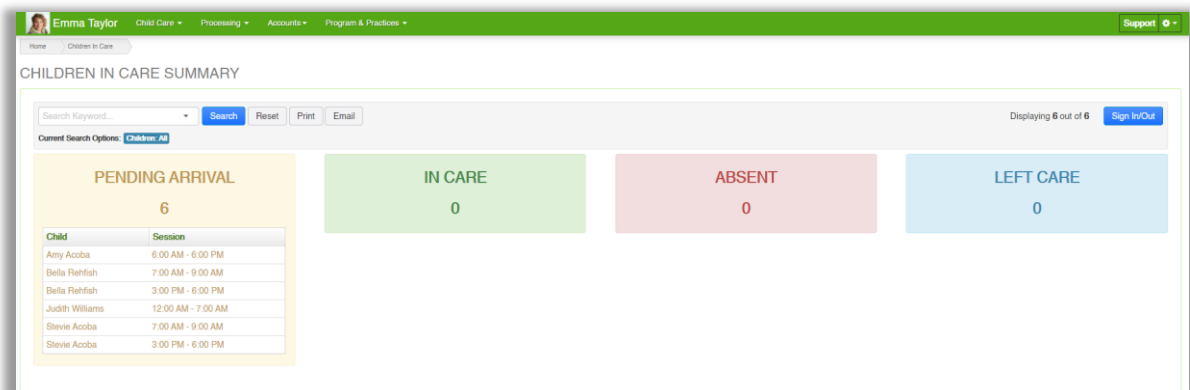
Child	Session
Amy Acoba	6:00 AM - 6:00 PM
Bella Rehlsh	7:00 AM - 9:00 AM
Bella Rehlsh	3:00 PM - 6:00 PM
Judith Williams	12:00 AM - 7:00 AM
Stevie Acoba	7:00 AM - 9:00 AM
Stevie Acoba	3:00 PM - 6:00 PM

## 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 are due to arrive for the current day.



This screenshot is identical to the one above, showing the 'CHILDREN IN CARE SUMMARY' dashboard with 6 children listed under 'PENDING ARRIVAL'.

Child	Session
Amy Acoba	6:00 AM - 6:00 PM
Bella Rehlsh	7:00 AM - 9:00 AM
Bella Rehlsh	3:00 PM - 6:00 PM
Judith Williams	12:00 AM - 7:00 AM
Stevie Acoba	7:00 AM - 9:00 AM
Stevie Acoba	3:00 PM - 6:00 PM

## 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-Signature their record will move to the Left Care column:


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

As you are signing 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:

<b>ABSENT</b>		
<b>1</b>		
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:

<b>IN CARE</b>		
<b>3</b>		
Child	Session	
Amy Acoba	6:00 AM - 6:00 PM	
<b>Clark Barr (C)</b>	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 Time
			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...     Displaying 7 out of 7

Current Search Options: [Children All](#)



**PENDING ARRIVAL**  
2

Child	Session
Bella Rehfish	3:00 PM - 6:00 PM
Stevie Acoba	3:00 PM - 6:00 PM



**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	

**ABSENT**  
1

Child	Session	
Bella Rehfish	7:00 AM - 9:00 AM	

**LEFT CARE**  
1

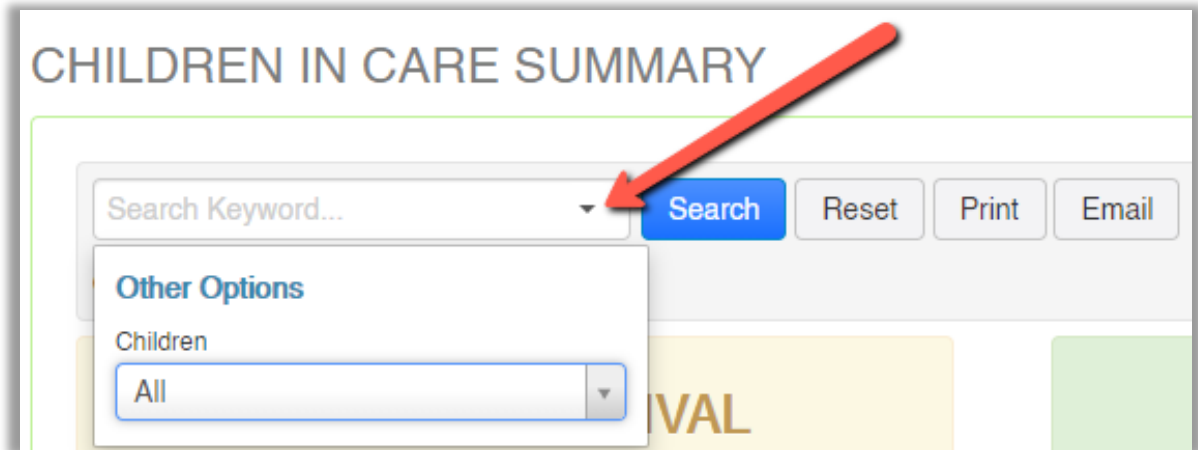
Child	Session	
Stevie Acoba	7:00 AM - 9:00 AM	

Sign In/Out Entry												
Educator	Child	Not Present	Session		Name	Sign In		Sign Out			Action	
			Date	Time		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

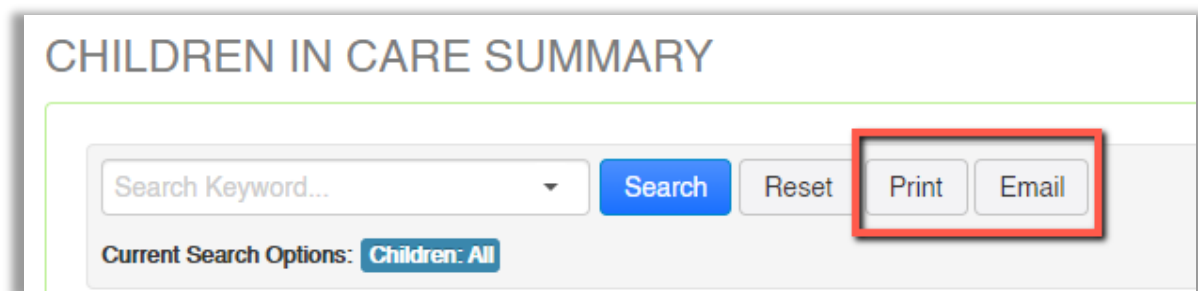
The search function gives you a range of options:



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

### Print/Email Options

You can print and email reports at any stage.



**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.

## Detailed cont.

**Email Children In Care Summary** ✕

Email to: \*

educators@harmonyweb.com.au

Send
Close

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			
<h3>Children In Care</h3> <p>As at 24/05/2021 01:43 PM</p>			
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
<b>Total: 1</b>	<b>Total: 3</b>	<b>Total: 1</b>	<b>Total: 1</b>



# 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

**Issue:** Why don't have I have any children under 'pending arrival column?'

**Why?** This will be due to 2 reasons:

1. There is no booked sessions for the children in your care.
2. There is an approved holiday period.

**Resolution:**

1. The data within pending arrival column does come from the children's bookings. If the booking is incorrect, we would recommend you talking to your service first, they may request that you submit a booking change to your service. If this is the case, please see the tip sheet called Booking Change Requests – Educator located under your Harmony for Educators tile within the support portal.
2. If you have entered the incorrect dates within the holiday period, please lodge a support ticket to request that the Harmony team delete this. You may then submit a new holiday period if needed, with the correct dates.