

# 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. The changes you make will only change your dashboard view.

This tip sheet will walk you through:

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

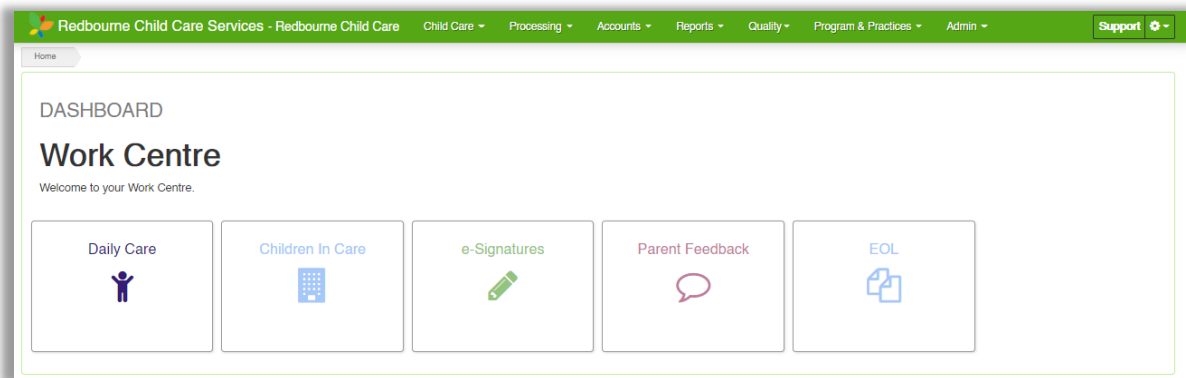
## Summary

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

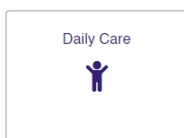
# WORK CENTRE

## Detailed

Upon logging into your system, the dashboard will display:



### Where will the tiles take me?



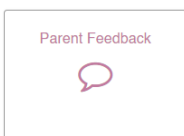
Daily care tile is where you can record activities like food, sleep/rest, sunscreen etc. for each child attending your service. For more information about this area please see the tip sheet called **Daily Care Activities**.



Children in care tile will take you to a dashboard which displays 4 columns: pending arrival, absent, in care and left care. The data will prepopulate based on who is attending today and the e-Signature data. For more information about this area please see the tipsheet called **Children in Care Dashboard**.

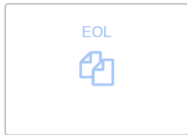


e-Signatures tile will display all children currently signed in/out of care or marked as not present. You can access the bus roll and/or sign in/out children from here. For more information about this area please see the tip sheet called **Signing In and Out**.



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**.

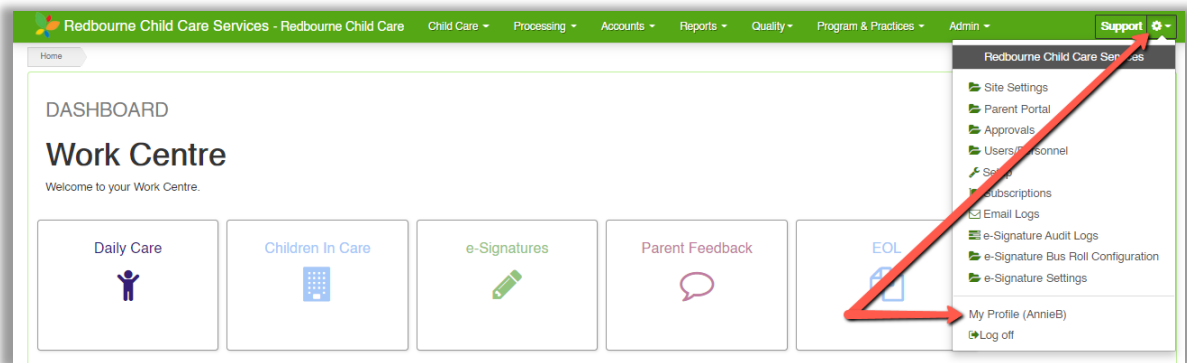
# Detailed cont.



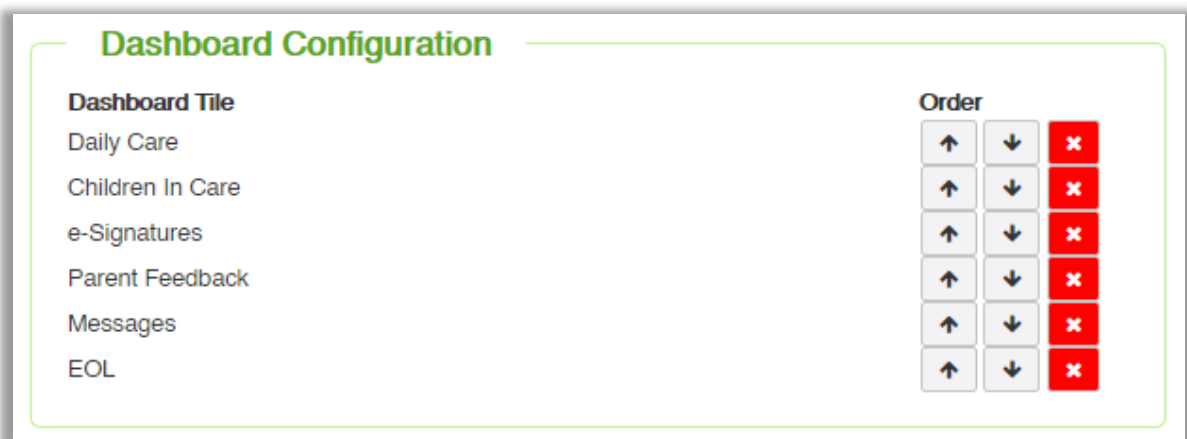
EOL stand for Evidence of learning. This window will indicate how many child records have been created for all children within a 4 week period. For more information about this area please see the tip sheet called **Evidence of Learning**.

## 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**:





You may have different tile options as displayed in the image above. This is because you will only have tiles available to you if you have purchased that module and if you have permission to access that area.

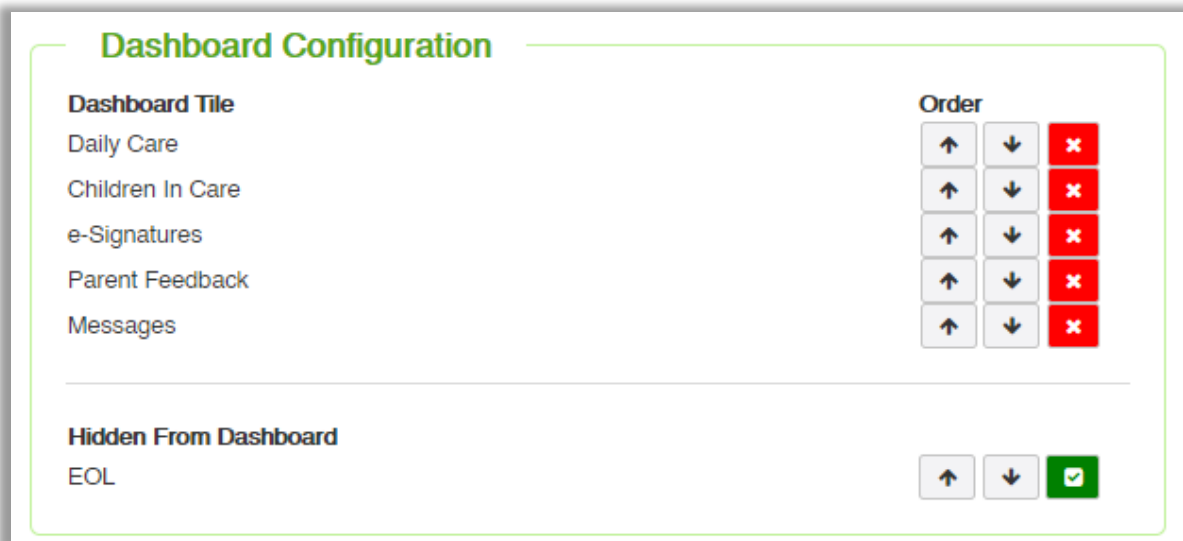
*For example:* if you have not purchased Program & Practices module then you will not see or be able to configure the Daily Care tile or the EOL tile.
















## Detailed cont.

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**:



Dashboard Tile	Order
Daily Care	  
Children In Care	  
e-Signatures	  
Parent Feedback	  
Messages	  

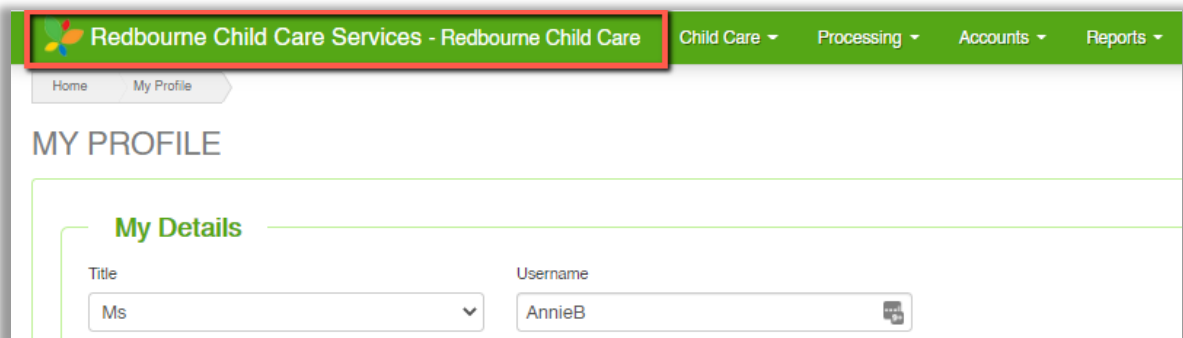
  

Hidden From Dashboard	
EOL	  

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 (flower or butterfly) or your service name along the top banner to instantly see the changes you have made.



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Home | My Profile

### MY PROFILE

#### My Details

Title	Username
Ms ▾	AnnieB

# 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 Daily Care tile?

**Why?** There may be 2 reasons for this:

1. You have not purchased the Program & Practices module
2. You may have hidden the tile.

**Resolution:** If you have not purchased Program & Practices contact the support desk to get this process started for your service.

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:

## Troubleshooting cont.

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

**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 email your request into the support desk and we will send this to our development team for further review.