





# **Daily Care Activities**

The daily care activities and records will be enabled if you have purchased the programming and practices module. You can record when the child has had a meal/snack, rest or sleep, drink, had sunscreen applied, used the toilet or had a nappy changed.

These records can then display in the parent portal for parents to view.

This tip sheet will walk you through how to:

- Daily Care Dashboard Settings
- <u>Accessing Daily Care</u>
- <u>Create a Activity Record</u>
  - $\rightarrow$  <u>Sleep/Rest</u>
  - $\rightarrow$  Meal
  - $\rightarrow$  Drink
  - $\rightarrow$  Sunscreen
  - $\rightarrow$  <u>Nappy</u>
  - $\rightarrow$  Toilet
- Daily Care Activities
  - $\rightarrow$  Search Options
  - $\rightarrow$  Edit an Activity
  - $\rightarrow$  Delete an Activity
- Publish a Daily Care Record
- Daily Care Summary
- Printing Daily Care Report
  - $\rightarrow$  Daily
  - $\rightarrow$  <u>Weekly</u>
  - $\rightarrow$  Per Child
- Emailing Daily Care Report
- Activities in the Parent Portal







# **Daily Care Activities**

# Summary

#### Create an Activity for the current day

- 1. Click on Program and Practices Menu
- 2. Select Daily Care Activities Dashboard tab
- 3. Click on Create New
- 4. Select Date
- 5. Select Room and Program
- 6. Select Child/ren
- 7. Select Type
- 8. Fill in required fields and optional fields if needed
- 9. Click Save

#### Create an Activity for a day in the past

- 1. Click on Program and Practices Menu
- 2. Select Daily Care
- 3. Click on daily care activities tab
- 4. Create New
- 5. Select Date
- 6. Select Room and Program
- 7. Select Child/ren
- 8. Select Type
- 9. Fill in required fields and optional fields if needed
- 10. Click Save

#### Edit an Activity

- 1. Click on Program and Practices Menu
- 2. Select Daily Care
- 3. Click on daily care activities tab
- 4. Use search function to find record
- 5. Click on the actions button
- 6. Select edit
- 7. Make changes required
- 8. Click save

#### Delete an Activity

- 1. Click on Program and Practices Menu
- 2. Select Daily Care
- 3. Click on daily care activities tab
- 4. Use search function to find record
- 5. Click on the actions button







- 6. Select delete
- 7. Confirm action by clicking oK

#### Print Activities

- 1. Click on Program and Practices Menu
- 2. Select Daily Care
- 3. Click on daily care dashboard tab
- 4. Click on print button
- 5. Select one report options: Daily, Weekly or Per child
- 6. Select from/program and/or date
- 7. Click Print

#### Email Activities

- 1. Click on Program and Practices Menu
- 2. Select Daily Care
- 3. Click on daily care dashboard tab
- 4. Click on print button
- 5. Select one report options: Daily, Weekly or Per child
- 6. Select from/program and/or date
- 7. Enter an email address
- 8. Click Email

# **Daily Care Activities**

# Detailed

### Daily Care Dashboard Settings

It's important before you start using the daily care activities module that you have your settings set up correctly.

To access the settings, click on the Settings Cog and select Site Settings:

Redbourne Child Care Services - Redbourne Child Care	Child Care - Pro	cessing - Accounts -	Reports - Qual	Program & Practices +	Admin 👻	Support O -
Home						Redbourne Child Care Services
DASUBOARD						Site Settings
DASHBOARD						Parent Portal Permissions
Work Centre						Se Approvals
Welcome to your Work Centre.						Sotup







Scroll down to the heading called **Program and Practice Configuration**:



The **daily care dashboard** has two viewing options that will look like the below if selected:

Child View:

Amelia Jeffries (5) Care Summary	⊢7m)				Amelia Thompson Care Summary	n (6y0m)			
TI	jam,		ð		11	in .	٠	£	a

Grid View:

Child	~	11 Meal ~	Kaleep/Rest v	+ Sunscreen v	💻 Drink 🗸 🗸	Toilet/Nappy Change ~
Amelia Jeffries	Care Summary					
Amelia Thompson	Care Summary					
Angus Gillies	Care Summary					
Chelsea Gillies	Care Summary					
Child Bass	Care Summary					

The option **Publish daily care record summaries to parent portal again,** you have two options:

*Publish upon creation:* If this option is selected it means that as soon as you create a daily care record, the record will be instantly published to the parent porta.

*Publish Manually:* If this option is selected it means that you will need to manually publish the care records. If the record is not published, then the daily care records will not show in the parent portal.

Records can be manually published either via your dashboard or via the option Daily Care activities via the program and practices menu. To learn more on how to publish these records please see the heading within this tip sheet called **Manually Publish a Daily Care Record**.







## **Accessing Daily Care**

Daily care activities can be located in 2 areas of the system:

1. Within the Work Centre on your home screen click on the Daily Care tile:

DASHBOARD					
Work Centr	e				
Welcome to your Work Centre.	/				
Daily Care	Children In Care	e-Signatures	Parent Feedback	Messages	EOL
<b>₩1 ■</b>			$\mathcal{Q}$	$\sim$	<b>_</b>
byt					

	Daily Care Activitie	S								
AILY CARE [	DASHBOAR	D								Create
earch Keyword	•	Search Rese	t Print E	mail						
rrent Search Options:	Activity-Date: 05/09/20	022 Child: All Child	ren Room: All R	ooms Program: All F	Programs					
rrent Search Options:	Activity-Date: 05/09/20	22 Child: All Child	ren Room: All R	ooms Program: All F	Programs	* Sunscreen	~	P Drink	~	Toilet/Nappy Cha V
Child	Activity-Date: 05/09/20	22 Child: All Child	ren Room: All R	ooms Program: All F	Programs	Sunscreen	~	P Drink	~	Toilet/Nappy Cha ~

NOTE: You may need to customise the tiles displaying on your dashboard if you cannot see the Daily Care tile. To do this please see the tip sheet called 'Work Centre'.

2. Via the Program and Practices Menu and select Daily Care Activities.









## **Creating an Activity**

You have the option to create an activity for the current day or for a date in the past.

#### Current Day:

To create an activity for the current day click on **Create New** while in the **Daily Care Dashboard** tab:

	any ouror carne				
ILY CARE DA	ASHBOAR	D			Create
arch Keyword	-	Search Reset Print	Email		
ent Search Options: Ac	tivity-Date: 05/09/20	22 Child: All Children Room:	All Rooms Program: All Programs		
0.11					
Child	· ·	T1 Wear	Sieep/Rest V	* Sunscreen V	Proneuwappy Cha V
					No items to display

#### Date in the Past:

To create an activity for the current day and/or a date in the past click on **Create New** while in the **Daily Care Activities** tab:

Care Dashboard Daily	Care Activities								•		
ILY CARE ACT	IVITIES										Create
arah Kauward	- Control	Deret									
	Joeard	Reset									
rent Search Options: Child: A	All Children Room: Al	I Rooms Progr	am: All Programs 🛛 A	Activity Type	e: All Activity Types						
rent Search Options: Child: A	All Children Room: Al	I Rooms Progr	am: All Programs A	Activity Type	e: All Activity Types						
rent Search Options: Child: A	<ul> <li>Search</li> <li>All Children Room: All</li> <li>Times</li> </ul>	I Rooms Progr	am: All Programs (A Children	Activity Type	e: All Activity Types Type	•	Status	~	Date Created	~	28
Date 29/04/2022	V Jean All Children Room: All V Times 11:30	Reset	am: All Programs A	Lotivity Type	e: All Activity Types Type Meal	•	Status Published	~	Date Created	•	a e

The only difference here is that you will see a date field:

Add Activity		×
Date*		
Room*	vSelect	¥
		Cancel Save

When you click on **Create New** you will first select a **Room** and **Program**:





Add Activity		د
Room*	Program*	v
		Cancel Save

The next field will then open where you will then be asked to select a **child**:

Add Activity			\$
Room*		Program*	
Red Room 2-3yrs	¥	Red Room	v
Child Selector*			
Select			
			Select All
			Cancel Save

All children who have daily sessions will display here. You can select individual children or select all.

Once you have a selected a child you now select the type of activity you are recording from a drop down menu:

dd Activity		
Room*		Program*
Red Room 2-3yrs	<b>v</b>	Red Room 👻
Child Selector*		
× Andre Rodgers × Andr	ew Arrow 🗴 Dean Rodgers	s 🛛 🛪 Lena Connor 🗍 🛪 Rosario OBrien
		Deselect All
Select Type*		
Select	*	
	٩	
Sleep/Rest		
Meal		Cancel Save
Drink		
Sunscreen		
Nappy		







#### Sleep/Rest

dd Activity	
Room*	Program*
Red Room 2-3yrs	Red Room 🔻
Child Selector*	
× Andre Rodgers × Andrew Arrow × Dean Rodgers	x Lena Connor x Rosario OBrien
	Deselect All
Select Type*	Level*
Sleep/Rest 🔹	Select
From*	To*
<u>ا</u>	
Comments	+ Add Times
Limit to 500 characters	
Comment length /500	
	Cancel Save

You will be required to fill out all information with a red asterisk before you can save.

Level: Select from either Sleep, Rest or Quiet Time

From/To: Enter in the times the child has either slept, rested or had quiet time.

**+Add Times:** If the child has had multiple rest times you can add in a second set of times.







#### Meal

dd Activity			\$
Room*		Program*	
Red Room 2-3yrs	v	Red Room	v
Child Selector*			
x Andre Rodgers x Andrew Arrow x Dea	n Rodgers	🛛 🗶 Lena Connor 🖉 🛪 Rosario OBrien	
·			Deselect All
Select Type*		Time*	
Meal	v		±
Meal Type*			+ Add Times
Select			
Ata	¥.		
Limit to 500 characters			
Food eaten info length /500			h
Comments			
Limit to 500 characters			
Comment lenath /500			
		C	ancel Save

You will be required to fill out all information with a red asterisk before you can save.

Time: Add the time the child has the meal

**+Add Times:** If the child has had multiple meals throughout the day, you can add in a second set of times.

**Meal Type:** Select either Breakfast, Morning Tea, Lunch, Afternoon Tea, Dinner, Snack or Dessert

Ate: You can list here what the child ate at their meal type.







#### Drink

Add Activity	, ,
Room*	Program*
Red Room 2-3yrs	Red Room 🔹
Child Selector*	
× Andre Rodgers × Andrew Arrow × Dean Rodge	ers 🗴 Lena Connor 🗶 Rosario OBrien
	Deselect All
Select Type*	Time*
Drink	
	A Add Times
Drink Type*	From
eg. Milk, Water, Juice, etc.	Select
Amount	1
eg. 100mL.	
Comments	
Limit to 500 characters	
Comment length /500	
	0
	Cancel Save

You will be required to fill out all information with a red asterisk before you can save.

Time: Add the time the child has had the drink

**+Add Times:** If the child has had multiple drinks throughout the day, you can add in a second set of times.

**Drink Type:** Where you need to enter what type of drink the child had: Milk, Water, Juice etc.

From: Select from either a bottle or cup.

Amount: You can enter the amount of drink the child has had.







#### Sunscreen

dd Activity			×
Room*		Program*	
Red Room 2-3yrs	w	Red Room	•
Child Selector*			
× Andre Rodgers × Andrew Arrow × Dean Re	odgers	Lena Connor X Rosario OBrien	
			Deselect All
Select Type*		Application Time*	
Sunscreen	w		±
Comments			+ Add Times
Limit to 500 characters			
Comment length /500			
		Ca	incel Save

You will be required to fill out all information with a red asterisk before you can save.

Application Time: Add the time the child has had the sunscreen applied.

**+Add Times:** If the child has had sunscreen applied multiple times throughout the day, you can add in a second set of times.







#### Nappy

dd Activity	
Room*	Program*
Red Room 2-3yrs	Red Room
Child Selector*	
🗴 Andre Rodgers 🗐 🛪 Andrew Arrow 🗐 🛪 Dean Rodger	rs 🛛 🛪 Lena Connor 🖉 🛪 Rosario OBrien
	Deselect All
Select Type*	Time Changed*
Nарру 👻	<u>ا</u>
	+ Add Times
Condition*	Treatment Applied
Select *	eg. Nappy Rash Cream
Comments	
Limit to 500 characters	
Comment length /500	
	Cancel Save

You will be required to fill out all information with a red asterisk before you can save.

**Time Changed:** Add the time you changed the child's nappy

**+Add Times:** If the child has had multiple nappy changes, you can add in a second set of times.

Condition: Select either wet, soiled, dry or wet and soiled

**Treatment Applied:** Free text field for you to list if you have applied any treatment such as Nappy Rash Cream.







#### Toilet

dd Activity			
Room*		Program*	
Red Room 2-3yrs	*	Red Room	-
Child Selector*			
× Andre Rodgers × Andrew Arrow × Dean Ro	dgers	Lena Connor 🗙 Rosario OBrien	
			Deselect A
Select Type*		Time*	
Toilet	*		<u>ا</u>
			+ Add Times
Condition	_	I reatment Applied	
Select	Ŧ	eg. Nappy Rash Cream	
Assisted/Self			
Select	*		
Comments			
Limit to 500 characters			
Comment lenath /500			
		Ca	ncel Save

You will be required to fill out all information with a red asterisk before you can save.

Time: Add the time the child went to the toilet

**+Add Times:** If the child has had multiple toilet trips you can add in a second set of times.

Condition: Select between either wet or soiled

**Treatment Applied:** Free text field for you to list if you have applied any treatment such as Nappy Rash Cream.

**Assisted/Self:** Drop down meu where you can select if Assistance was Provided or Self Managed.







### **Care Summary**

Whether you are in child view or grid view you will be able to see the option **Care Summary** against each child's name:

and a	Gerry Dillon (1) Care Summary	y-8m)			
	<b>T1</b>	(Lan)	<b>\$</b>	<b></b>	Ş
	09:00AM, 11:30AM, 02:00PM	12:00PM	08:15AM, 02:30PM	09:00AM, 11:30AM, 01:30PM, 03:00PM	08:00AM, 11:15AM, 01:15PM, 03:03PM

When you click on this option the following summary will appear for the child:

Daily Care Summary	×
	17/03/2021
Daily Care Summary for:	
Gerry Dillon	
🚪 <u>I had a toilet trip at 8:00 AM</u>	
A l had sunscreen applied at 8:15 AM	
I ate Shapes, Cheese stick for Morning Tea at 9:00 AM	
PI drank Water at 9:00 AM	
I had a toilet trip at 11:15 AM	
PI drank Water at 11:30 AM	
I ate Vegemite Sandwich & Grapes. for Lunch at 11:30 AM	
I slept from 12:00 PM to 1:00 PM	
Thad a toilet trip at 1:15 PM	
PI drank Water at 1:30 PM	
I ate Watermelon & Strawberries for Afternoon Tea at 2:00 PM	
I had sunscreen applied at 2:30 PM	
PI drank Water at 3:00 PM	
E I had a toilet trip at 3:03 PM	
	Close





# Search, View, Edit and Delete activities

#### Search Options

You have search options within both the **Daily Care Dashboard** tab and **Daily Care Activities** tab.

If you are wanting to search for records created against an individual child utilise the search keyword bar at the top of the page, where you can type in either the child's first or surname:



Then click **search** to view the results.

If you click on the **down arrow** within the search keyword box you will get a variety of search options.

Daily Care Dashboard additional search options:



Daily Care activity additional search options:

DAILY CARE ACTIVITIE	S
Search Keyword	Search Reset
Date From Date To	om: All Rooms Prog
Child	<ul> <li>Times</li> </ul>
All Children 🔻	12:00PM
Room	12.001 11
All Rooms 🔻	11:30AM
Program	09:00AM
All Programs 🔻	00.004M 11.20
Activity Type	03.00/101, 11.50
All Activity Types	08:15AM, 02:30
04/02/2024	00:00414 44:45







Once you have applied the filter, click on **search** to view the results.

To clear the filters you've applied via the search keyword box/menu, click on the reset button:



Alternatively, each of your column headings have filter options within them.

Within in Daily Care Activities you can also search via each column heading.

To access the filter, click on the **down arrow**, click on **filter**, and **enter the data** you wish to search for and click **search**.

In the example below, I want to see all records that haven't yet been published to the parent portal. I've clicked on the status tab, clicked on filter, and typed in unpublished, then clicked search:

AILY CARE ACT	IVITIES											Publish	Creat
earch Keyword ment Search Options: Codd.	See	I Reset	lly Type: All	Activity Types									
Date	×	Times	×	Children	· •	Туре	v	Status	•	Date Created	1	*	0 1
01/02/2021		12:00PM		Allison Anders, Amelia Th		Sleep/Rest		Unpublished		III Columns			Action
01/02/2021		11:30AM		Allison Anders, Amelia Th		Meal		Unpublished					***or
01/02/2021		09:00AM		Amelia Thompson		Meal		Unpublished	$ \rightarrow $	Filter		Contains	0
01/02/2021		09:00AM, 11:30AM, 01:30PM		Amelia Thompson		Drink		Unpublished		01/02/200	-	unnuhlished	or
01/02/2021		08:15AM, 02:30PM		Amelia Thompson		Sunscreen		Unpublished		01/02/2021	1	unpublished	or
												Filter Clear	

All results containing the word 'unpublished' will display:

AILY CARE ACTIVITIES						Publish Create N
Search Keyword 🔹 💽	Search Reset					
urrent Search Options: Child: All Children Room	: All Rooms Program: All Programs Activity Type	: All Activity Types				
Date	~ Times	<ul> <li>Children</li> </ul>	Type ~	Status •	Date Created	~ Ø 🔒
01/02/2021	12:00PM	Allison Anders, Amelia Th	Sleep/Rest	Unpublished	01/02/2021	Action 🕶
01/02/2021	11:30AM	Allison Anders, Amelia Th	Meal	Unpublished	01/02/2021	Action -
01/02/2021	09:00AM	Amelia Thompson	Meal	Unpublished	01/02/2021	Action -
01/02/2021	09:00AM, 11:30AM, 01:30PM	Amelia Thompson	Drink	Unpublished	01/02/2021	Action -
01/02/2021	08:15AM, 02:30PM	Amelia Thompson	Sunscreen	Unpublished	01/02/2021	Action -
01/02/2021	08:00AM, 11:15AM, 01:15PM	Amelia Thompson	Toilet	Unpublished	01/02/2021	Action -
н 4 1 н н						1 - 6 of 6 items

To clear the filters you've applied via the column headings, click on the bin icon:







DAILY CARE ACT	TIVITIES					Publish Create New
Search Keyword Statuch Reset						
Date	~ Times	~ Children	~ Туре	✓ Status ▲	<ul> <li>Date Created</li> </ul>	~ 28
01/02/2021 01/02/2021	12:00PM 11:30AM	Allison Anders, Amelia Th Allison Anders, Amelia Th	Sleep/Rest Meal	Unpublished Unpublished	01/02/2021 01/02/2021	Action =
01/02/2021	09:00AM	Amelia Thompson	Meal	Unpublished	01/02/2021	Action -

#### Edit an Activity

There are two different locations you can edit an activity.

**1** – Whether you are on the Daily Care Dashboard tile you will be able to see the option **Care Summary** against each child's name:

Amelia Thompson ( Care Summary	6y1m)			
T1		*		Ş
09:00AM, 11:30PM	12:00PM	08:15AM, 02:30PM	09:00AM, 11:30AM, 01:30PM, 03:00PM	08:00AM, 11:15AM, 01:15PM, 03:00PM, 04:25PM

When you click on this option the following summary will appear for the child. Each of the activities listed are a hyperlink. If you click on an activity:

Daily Care Summary	×
	17/03/2021
Daily Care Summary for:	
Gerry Dillon	
L had a toilet trip at 8:00 AM	
🄯 I had sunscreen applied at 8:15 AM	
I ate Shapes, Cheese stick for Morning Tea at 9:00 AM	
PI drank Water at 9:00 AM	
L had a toilet trip at 11:15 AM	
PI drank Water at 11:30 AM	
I ate Vegemite Sandwich & Grapes. for Lunch at 11:30 AM	
I slept from 12:00 PM to 1:00 PM	
L had a toilet trip at 1:15 PM	
PI drank Water at 1:30 PM	
I ate Watermelon & Strawberries for Afternoon Tea at 2:00 PM	
A l had sunscreen applied at 2:30 PM	
PI drank Water at 3:00 PM	
L had a toilet trip at 3:03 PM	
	Close

It will then take you to the Edit Activity screen:







Edit Activity	×
Date* 17/03/2021	
Room*	Program*
Blue Room 0-1yrs	Blue Rooom
Child Selector*	
Gerry Dillon Jeremy Johnson Stu Henderson Teg	gan Ellison
Select Type*	Application Time*
Sunscreen 👻	2:30 PM
	Application Time*
	8:15 AM
	+ Add Times
Comments	
Limit to 500 characters	
	4
Comment length /500	
	Cancel Save

Make the changes required and click **Save**.

**2** - Via the **Daily Care Activities** tile. All activities you have created will display here. Find the record, click on the **action** button, and select **edit**:







ILY CARE						
aily Care Dashboard Daily	y Care Activities					
AILY CARE ACT	TIVITIES					Publish Create Ne
Search Keyword	Search Reset					
Current Search Options: Child: /	All Children Room: All Rooms Program: All Programs Activ	nty Type: All Activity Types				
Date	~ Times	~ Children	~ Туре	<ul> <li>✓ Status</li> </ul>	~ Date Created	~ <b>D</b> =
Date 25/03/2021	<ul> <li>Times</li> <li>07:004M</li> </ul>	<ul> <li>Children</li> <li>Felicia Offies, Felicia</li> </ul>	<ul> <li>Type</li> <li>Sleep/Rest</li> </ul>	<ul> <li>Status</li> <li>Published</li> </ul>	<ul> <li>Date Created</li> <li>25/03/2021</li> </ul>	V DB
Date 25/03/2021 25/03/2021	<ul> <li>Times</li> <li>07:004M</li> <li>09:004M</li> </ul>	Children     Felicia Gillies, Felicia     Amelia Thompson, Amelia T	<ul> <li>Type</li> <li>SiespiRest</li> <li>SiespiRest</li> </ul>	<ul> <li>Status</li> <li>Published</li> <li>Published</li> </ul>	<ul> <li>Date Created</li> <li>25/03/2021</li> <li>25/03/2021</li> </ul>	<ul> <li>✓ Ø B</li> <li>Action +</li> <li>Edit</li> </ul>
Date 25/03/2021 25/03/2021 09/03/2021	Times           07.0044           09.0044           09.0044           09.0044	Children     Felicia Gilles, Felicia     Amelia Thompson, Amelia T     Allison Anders, Ally Hart	<ul> <li>Type</li> <li>Sleep/Rest</li> <li>Sleep/Rest</li> <li>Drink</li> </ul>	V Status Published Published Published	<ul> <li>Date Created</li> <li>25/03/021</li> <li>25/03/021</li> <li>06/03/021</li> </ul>	<ul> <li>✓ Ø B</li> <li>Action ▼</li> <li>Edit</li> <li>Delete</li> </ul>
Date 25/03/2021 25/03/2021 99/03/2021 08/03/2021	<ul> <li>Times</li> <li>07 004M</li> <li>09 004M</li> <li>09 004M</li> <li>00 004M</li> </ul>	Children     Felcia Olles, Felcia     Anela Thompson, Anela T     Allion Anders, Aly Hart     Amela Jethies	V Type SteepRest SteepRest Drink Nappy	V Status Published Published Published Published Published	<ul> <li>Date Created</li> <li>25/03/021</li> <li>25/03/021</li> <li>09/03/021</li> <li>09/03/021</li> </ul>	
Date 25/03/2021 25/03/2021 09/03/2021 08/03/2021 08/03/2021	<ul> <li>Times</li> <li>07 004M</li> <li>09 004M</li> <li>09 004M</li> <li>09 004M</li> <li>00 004M</li> </ul>	Chaktron     Felcia Olites, Felcia     Amsia Thompson, Amsia T     Altison Anders, Aky Hat     Amsia Jenties     Amsia Jenties	Type     BiespRest     SiespRest     Drink     Nagy     Meal	✓ Status Published Published Published Published Published	✓ Date Created 25932021 25932021 99932021 09932021 09932021 09932021 09932021	<ul> <li>C B</li> <li>Actor •</li> <li>Edit</li> <li>Delete</li> <li>Actor •</li> <li>Actor •</li> </ul>

It will then take you to the **Edit Activity** screen:

Date*			
25/03/2021			
Doom*		Drogrom*	
Poseume			
	Ŧ	LDO - POSSUIIIS	Ŧ
Folioio Gillioo			
Felicia Gilles			
Select Type*		Level*	
Sleep/Rest	×	Quiet Time	
From*		To*	
7:00 AM	±.	8:00 AM	
			+ Add Times
Comments			
Limit to 500 characters			
Comment length /500			,
ooninient length / ooo			

Make the changes required and click **Save**. When editing, you cannot change the room/program or child. Therefore, if you need to a make a change to this area you will first need to delete the record and create it again.

#### Delete an Activity

When you delete a record, it will instantly remove it from the parent portal.

While in the **Daily Care Activities** tile, use search options as needed to find the record. Click on the actions button and select delete:







AILY CARE						
Daily Care Dashboard Dai	ily Care Activities					
DAILY CARE AC	TIVITIES					Publish Create New
	- Search Reset					
Current Search Options: Child	All Children Boom: All Rooms Program: All Programs	Activity Type: All Activity Types				
Date	~ Times	~ Children	~ Туре	<ul> <li>Status</li> </ul>	~ Date Created	× <b>D</b> =
25/03/2021	07:00AM	Felicia Gilles, Felicia	Sleep/Rest	Published	25/03/2021	Action -
25/03/2021	09:00AM	Amelia Thompson, Amelia T	Sleep/Rest	Published	25/03/2021	Edit

You will then receive a confirmation message. To confirm the record being deleted click ok:

Confirm Delete	×
Are you sure you want to delete this activity?	
	Cancel OK

The record is now deleted.

# **Publish Daily Care Records**

If you have applied to publish daily care records to the portal instantly you will not need to do this process, as each time you create and/or edit a record it will instantly update the parent portal.

If you have your settings set to *manually publish* the daily care activities, then there are two different areas throughout the module which you can manually publish these records. Its up to you how often you publish the records, and you can publish multiple times a day if you wish.

You will see the publish on both tabs.

Daily Care Dashboard:







DAILY CARE	
Daily Care Dashboard Daily Care Activities	
DAILY CARE DASHBOARD	Publish Create New
Search Keyword	
Current Search Options: Addivity-Date: 2500/2021 Child: Al Children Tillooms Program: All Programs	

#### Daily Care Activities:

DAILY CARE	
Daily Care Dashboard Daily Care Activities	
DAILY CARE ACTIVITIES	Publish Create New
Search Keyword	
Current Search Options: Gridst All Griddem   Rooms All Floorms All Programs   Achinity Types	

No matter which area you go to, the process is all the same.

Click on the **publish** button, select a **date** and click **Publish**:

Publish to Parent Porta	l i i i i i i i i i i i i i i i i i i i			×
Publish Daily Care Record to	o Parent Portal			
25/03/2021	Current Status:	Not Published		
			Car	ncel Publish

The status will then change from **Unpublished**:

ILY CARE ACTI	VITIES					Publish Create
arch Keyword	Search Reset					
ent Search Options: Child: All	Children Room: All Rooms Program: All Programs Activity	y Type: All Activity Types				
Date	~ Times	~ Children	~ Туре	~ Status	~ Date Created	v Ø 🗄
1/02/2021	12:00PM	Allison Anders, Amelia Th	Sleep/Rest	Unpublished	01/02/2021	Action -
1/02/2021	11:30AM	Allison Anders, Amelia Th	Meal	Unpublished	01/02/2021	Action -
1/02/2021	09:00AM	Amelia Thompson	Meal	Unpublished	01/02/2021	Action -
1/02/2021	09:00AM, 11:30AM, 01:30PM	Amelia Thompson	Drink	Unpublished	01/02/2021	Action -
1/02/2021	08:15AM, 02:30PM	Amelia Thompson	Sunscreen	Unpublished	01/02/2021	Action -
1/02/2021	08:00AM, 11:15AM, 01:15PM	Amelia Thompson	Toilet	Unpublished	01/02/2021	Action -
8/01/2021	07:00AM	Amelia Jeffries, Ellie Je	Nappy	Published	28/01/2021	Action -
8/01/2021	11:00AM, 11:15AM	Amelia Thompson, Angus Gi	Drink	Published	28/01/2021	Action -
8/01/2021	09:00AM, 11:00AM, 01:00PM	Amelia Thompson, Angus Gi	Sunscreen	Published	28/01/2021	Action -
5/01/2021	MA00:90	Hot Chocolate, Kappy Zapp	Sunscreen	Published	15/01/2021	Action -

To Published:







D,	Daily Care Activities					<ul> <li>Daily care activity records succe published</li> </ul>	sstully
6	iearch Keyword 🔹 🛛 Se	arch Reset					
0	rrent Search Options: Child: All Children Room: A	All Rooms Program: All Programs Activity Type: Al	Activity Types				
	Data	Terre	Children	Tura	Clasher	Data Created	
	01/02/2021	12 MPM	Alicon Anders Amalia Th	Sign/Rest	Status *	01/02/021	Action
	01/02/2021	11:30AM	Allison Anders, Amelia Th	Meal	Published	01/02/2021	Action •
	01/02/2021	09:00AM	Amelia Thompson	Meal	Published	01/02/2021	Action •
	01/02/2021	09:00AM, 11:30AM, 01:30PM	Amelia Thompson	Drink	Published	01/02/2021	Action -
	01/02/2021	08:15AM, 02:30PM	Amelia Thompson	Sunscreen	Published	01/02/2021	Action -
	01/02/2021	08:00AM_11:15AM_01:15PM	Amelia Thomoson	Tolet	Published	01/02/2021	Action •

You will receive a successful message advising you of this.

# **Printing Daily Care Activities**

You can access the print option while in the daily care dashboard tab:

Daily Care Dashboard	Daily Care Activities	
DAILY CARE	DASHBOARD	
Search Keyword	✓ Search	Reset Print Email

Upon clicking on the **Print** button the following screen will open:

Print Daily Care Record	×
<b>Report Options:*</b> O Daily O Weekly O Per Child	
	Cancel Print

You will have the option to print 3 different reports.







#### Daily

Print Daily Care Record	×
<b>Report Options:</b> * ● Daily ○ Weekly ○ Per Child	
Room	
All Rooms	*
Program	
All Programs	*
Select Date:*	
26/03/2021	
	Cancel Print

If you select daily you can then filter this per room and/or program, then select a **date**. When you open the report you will see all activities that have been created per child on the day you have selected.

Sample:

Centre Based Care 12 Lakeview Drive Chermside QLD 4032 07 2435 1234			Provider Id: Name: ABN:								
		Daily Car	e Records								
		As at 26/03/	2021 04:37 PM								
Report Options: Rooms: Koalas, Pro	Report Options: Koons: Koalas, Programs: LDC - Koalas, Date Kange: 26/03/2021										
Koalas Room											
Child Name	Meal	Sleep/Rest	Sunscreen	Drink	Toilet/Nappy Change						
Amelia Thompson											
Angus Gillies	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM							
Chelsea Gillies	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM							
Child Bass	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM							
Ellie Stebbings	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM							
Elsie Lloyd	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM							
Enrique Copeland-7887	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM							
Harper Lovell	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM							
Hart Lovell	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM							
Johnathan Thompson	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM							
Lennon Lisgow	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM							
Lisa Dean	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM							
Michael Ellison	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM							
Robbie Robards	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM							
Stan Marsh	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM							
toni juice	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM							
Tracey Ellison-9856	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM							
Zeke Key	11:00AM	11:30AM	09:00AM, 12:30PM, 02:15PM	11:00AM, 03:00PM							
Total Children: 18											







#### Weekly

Report Options:*		
◯ Daily		
Room		
All Rooms		v
Program		
All Programs		¥
From Week Starting:*	Week Ending:	
22/03/2021	28/03/2021	

Upon selecting weekly you can then filter this per room and/or program if you wish, and then select **start date**. The end date will automatically prefill and cannot be edited. When you open the report, you will see all activities and times that have been recorded per child for the whole week.

#### Sample:

entre Based Care 2 Lakeview Drive hermside QLD 4032 7 2435 1234											Å	Redbourr Child Car	7e 0							Pro	vider Id: Name: ABN:				
									C	)aily As	<b>Ca</b> at 26/03	re R	<b>ecoi</b> 04:39 P	'ds ™											
Report Options: Ro Koalas Room	ooms: K	oalas, Pr	rograms	: LDC -	Koalas,	Date Ra	nge: 22	/03/2021	- 28/03/	2021															
			Meal				5	Sleep/Re	st			8	Sunscree	n				Drink				Toilet/	Nappy C	hange	
Child Name	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
Nison Anders																									
Ally Hart																									
Amelia Thompson									09:00AM 09:00AM																
Angus Gillies					11:00AM					11:30AM					09:00AM 12:30PM 02:15PM					11:00AM 03:00PM					
Anna Henderson															02.101 1										
Apple Juice					1																				
Apricot Jam																									
Blackberry Jam																									
Cathy Dean	1																								
Chanel Brockwell																									
Charlie Knight																									
Chelsea Gillies					11:00AM					11:30AM					09:00AM 12:30PM 02:15PM					11:00AM 03:00PM					
Child Bass					11:00AM					11:30AM					09:00AM 12:30PM 02:15PM					11:00AM 03:00PM					
Ellie Stebbings					11:00AM					11:30AM					09:00AM 12:30PM 02:15PM					11:00AM 03:00PM					
Elsie Lloyd					11:00AM					11:30AM					09:00AM 12:30PM 02:15PM					11:00AM 03:00PM					
Elyse Knight																									
Enrique Copeland-7887					11:00AM					11:30AM					09:00AM 12:30PM 02:15PM					11:00AM 03:00PM					
Hans Zavala-1510	İ				1								1												
Harper Lovell					11:00AM					11:30AM					09:00AM 12:30PM 02:15PM					11:00AM 03:00PM					







#### Per child

Report Options:* O Daily O Weekly		
Child Selector*		
Select		
		Select Al
From Week Starting:*	Week Ending:	
22/03/2021	28/03/2021	

If you select per child you have the option to select 1, multiple children or use the select all button. Next select a week starting date. Just like the weekly report, the end date will prefill and cannot be edited. When you open the report each child will show on a new page and display each activity recorded per day.

#### Sample:

entre Based Care 2 Lakeview Drive hermside QLD 4032 7 2435 1234		C.	Ρ	Provider Id: Name: ABN:					
Daily Care Records									
		As at 26/0	3/2021 04:57 PM						
Report Options: Rooms: All, Amelia Jeffries	Programs: All, Date Range: 15/02/2021	- 21/02/2021							
		Sleen/Rest	Supportoon	Drink	Toilet/Nappy Change				
Date	Meal	Oleep/reat	Sunscreen		rolleerrappy change				
Date Monday 15/02/2021	08:58AM, 11:00AM, 03:00PM	Greep/rivest	08:30AM, 11:00AM, 01:15PM, 04:00PM		Толеонарру снануе				
Date Monday 15/02/2021 Wednesday 17/02/2021	08:58AM, 11:00AM, 03:00PM	Ulephresi	08:30AM, 11:00AM, 01:15PM, 04:00PM						

## **Emailing Daily Care Activities**

You can access the email option while in the daily care dashboard tab:







Daily Care Dashboard	Daily Care Activities
DAILY CARE	DASHBOARD
Search Keyword	Search Reset Print Email

Upon clicking on the **Email** button the following screen will open:

Email Daily Care Record	>
<b>Report Options:*</b> ○ Daily ○ Weekly ○ Per Child	
Email To*	
	Cancel Email

The same options as you had within the print option is also available for you now in the email option.

In addition to this you have an **Email To** field. Type in the email address you wish to send the report to and click on email. You will then receive a successful message:



The recipient will receive an email from <u>noreply@redbourne.com.au</u> with the report attached.

# Activities in the Parent Portal

Not only will the daily care activities show within the parent portal, if you use our esignature module, the in/out times will also display here!

When the parent logs into the portal they will see a new menu heading called 'Daily Care Record'



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If the child has a daily session for the current day, but has no activities/e-signature data record it will display:

Jarryd's Space	
Daily Care Record The Diary My Portfolio Programming My Service My Account	Jarryd Thompson 👻
My Daily Care Record Monday, 01 February 2021	Archives
I am booked into care today	<ul> <li>February 2021</li> <li>Mo Tu We Th Fr Sa Su 25 26 27 28 29 30 31</li> </ul>
	1         2         3         4         5         6         7           6         9         10         11         12         13         14

When the child is signed in/out via e-signatures and daily care activities are recorded this will display in the portal:







Amelia Daily Care Record	S Space The Diary My Portfolio Programming My Service My Account	Amelia Thompson 🗸
	My Daily Care Record Monday, 01 February 2021	Archives
	I was signed into care at 08:59 AM	< February 2021
ē	I had a toilet trip at 8:00 AM	25         26         27         28         29         30         31           1         2         3         4         5         6         7
\$	I had sunscreen applied at 8:15 AM	8         9         10         11         12         13         14           15         16         17         18         19         20         21           22         23         24         25         26         27         28
۳1	I ate Shapes, Cheese Stick for Morning Tea at 9:00 AM	22         23         24         25         20         21         20           1         2         3         4         5         6         7
<b>.</b>	l drank Water from a Cup at 9:00 AM	
5	l had a toilet trip at 11:15 AM	
<b>_</b>	l drank Water from a Cup at 11:30 AM	
¥1	I ate Vegemite and Cheese Sandwich Grapes for Lunch at 11:30 AM	
	I slept from 12:00 PM to 1:00 PM	
2	I had a toilet trip at 1:15 PM	
	l drank Water from a Cup at 1:30 PM	
<b>İ</b>	I had sunscreen applied at 2:30 PM	

If the parent clicks on the symbol & the symbol at 8:16AM a pop-up box will open with more information (e.g comments):

Amelia	' <mark>s</mark> Spac	9							
Daily Care Record	The Diary	I had sunscreen applied at 8:15 AM	×		Ame	ia Thoi	npsor		~
	М	Banana Boat Kids SPF 50+ Sunscreen was applied before we we each time.	ent outside		A	chiv	es		
	I was signed w	TO CARE AT US:09 AIM							
	-			Mo	Tu We	Th	Fit Sa	Su	
5	I had a toilet tr	ip at 8:00 AM		1					
10				8					
tột.	I had sunscree	n applied at 8:15 AM							

The parent can navigate to past records via the calendar displaying on the right hand side. When a record is recorded the date will display in white:







My Daily Care Record Monday, 01 February 2021				Archives						
(III)	l was signed into care at 08:59 AM		« Ma	J	lanu We	ary Th	202 Fr	1 Sa	» Su	
4	l had a toilet trip at 8:00 AM		28 4	29 5	30 6	31 7	1	2 9	3 10	
<b>\\$</b>	I had sunscreen applied at 8:15 AM		<b>11</b> 18			14 21			17 24	
۳ſ	I ate Shapes, Cheese Stick for Morning Tea at 9:00 AM		25 1	26 2	27 3	28 4	29 5	30 6	31 7	

If the parent clicks on the date, the corresponding daily care records will display.

# **Daily Carte Activties**

Troubleshooting







**Issue:** I cannot see any children on my dashboard or when I try to create a record.

Why? The children displaying here come from your daily sessions. Please forecast.

**Resolution:** To do this follow the below steps:

- 1. Processing
- 2. Daily Sessions
  - a. Select attendance date
  - b. Select All Rooms
  - c. Click on forecast

For more information on how to forecast please see the tip sheet called **Daily Sessions.** 

**Issue:** I forgot to create an activity yesterday/in the past. Can I go back and do that now?

**Resolution**: Yes, absolutely.

- 1. Click on **Program & Practices** menu
- 2. Select Daily Care
- 3. Click on Daily Care Activities tab
- 4. Click on **Create New**.

Here is where you can select any date to create a new record.

**Issue:** I am trying to edit an activity but the field I want to change is greyed out.

Why? There are certain fields you cannot edit while in this screen such as room program and child.

**Resolution:** If the details are incorrect in these field, you will need to delete the record and create it again with the correct details. To do this:

- 1. Click on **Program & Practices** menu
- 2. Select Daily Care Activities
- 3. Find the record, click on the **actions** button and select **delete**
- 4. Confirm the action by clicking on **ok**.

The record is now deleted and you can create a new one as needed.