

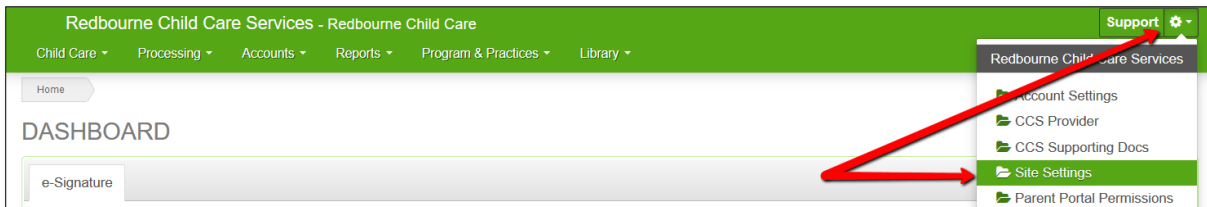
## Staff Profiles

Profiles for staff members may be created in your software and published to the Parent Portal.

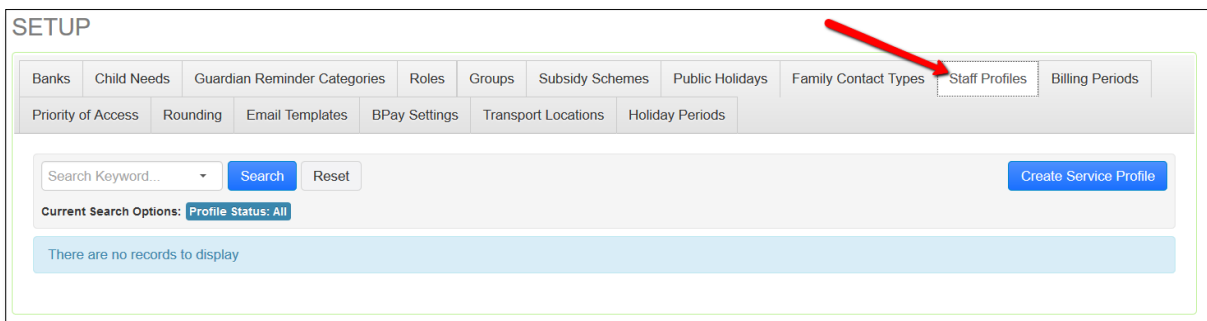


- A sample of a Staff Profile published to the Parent Portal.

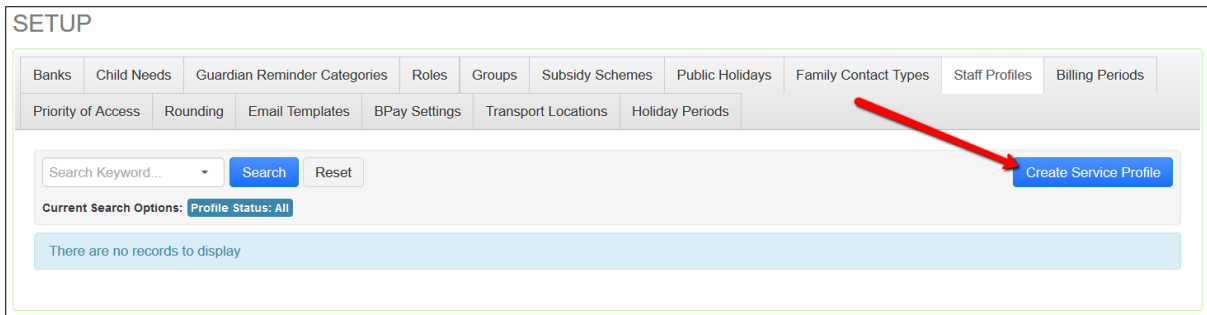
To create a Staff Profile, click on the 'Settings' cog and open 'Site Settings':



Open the 'Staff Profiles' tab:

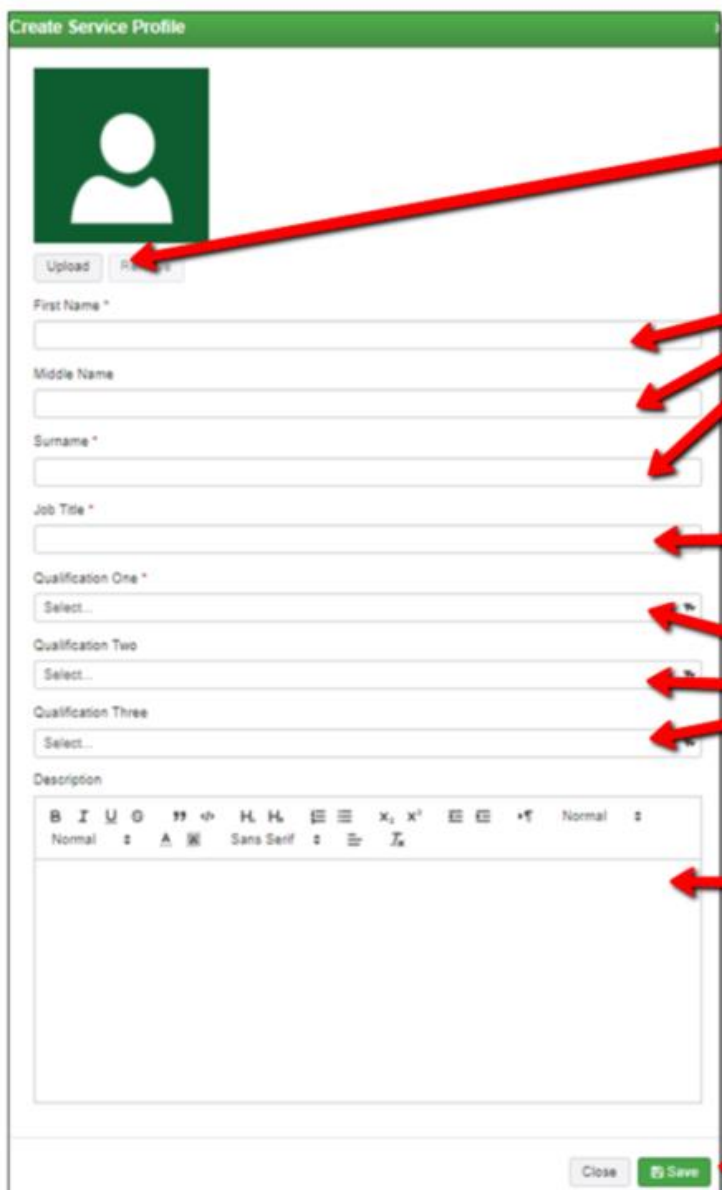


Click the **Create Service Profile** button:



This will open the 'Create Service Profile' window. You will now need to enter the staff member's information for the each of the fields.

Please note that the fields containing a red \* are mandatory.



- Click the 'Upload' button to select an image to be uploaded.
- Enter in the staff member's full name.
- Enter the staff member's Job Title.
- Enter the staff member's qualifications from the dropdown list (as required).
- Enter a description of the staff member and their role, background etc as required.
- Save once complete.

Once you have saved the record it will display in the list in the status of 'Draft':

SETUP

Banks Child Needs Guardian Reminder Categories Roles Groups Subsidy Schemes Public Holidays Family Contact Types Staff Profiles Billing Periods

Priority of Access Rounding Email Templates BPay Settings Transport Locations Holiday Periods

Search Keyword... Search Reset Create Service Profile

Current Search Options: Profile Status: All

Name	Created By	Job Title	Status	Action
Mathews, Wendy	Lee, Kristie	Director	Draft	Action ▾

1

Displaying 1 out of 1

The **Action ▾** button will allow you to view/edit, delete or publish the record:

Action ▾

- View
- Edit
- Delete
- Publish

To publish the record, select 'Publish'. Click the **OK** button when the validation message appears:

Publish Profile

Are you sure you want to publish this profile?

Cancel OK

The status of the record will change to 'Published'.

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Search Keyword... Search Reset Create Service Profile

Current Search Options: Profile Status: All

Name	Created By	Job Title	Status	Action
Mathews, Wendy	Lee, Kristie	Director	Published	Action ▾

1

Displaying 1 out of 1

Once published, you will have the option to unpublish the record if required:

Action ▾

- View
- Edit
- Delete
- Unpublish