

Staff Profiles

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

Welcome: Rhian Day! Child Portal: Christop	her Day	Logout 🔉 🌻 *
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Staff Profile		Go back to Staff Profiles
	Rina Raspberry Educator Qualifications • Bach of Childrens Services • Cert III Child Services	
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- 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':

Redbou	rne Child Car	e Services -	Redbourne	Child Care	Support 🔅 -
Child Care -	Processing -		Reports -	Program & Practices -	Redbourne Child Jare Services
Home					Count Settings
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Open the 'Staff Profiles' tab:

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Search Ke	eyword	- Sea	rch Reset						Create Service Profile
urrent for	rah Ontions	Profile Status	: All						
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Click the Create Service Profile button:





SETU	P											
Banks	Child Need	Guard	lian Reminder Catego	ries Roles	Groups	Subsidy Sch	emes	Public Holic	days	Family Contact Types	Staff Profiles	Billing Periods
Priority	of Access	Rounding	Email Templates	BPay Settings	Transp	oort Locations	Holid	ay Periods				
Searc	ch Keyword It Search Optio	• ns: Profile :	Search Reset								Cre	eate Service Profile
There	e are no recor	ds to displa	у									

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.

reate Service Profile	Click the 'Upload' button to select an image to be uploaded.
Upload PROVER	Enter in the staff member's full name.
Middle Name	
Suiname *	Enter the staff member's
Job Trite *	Job Title.
Qualification One *	
Select.	
Qualification Two	Enter the staff
Deept.	member's qualifications
Select.	from the dropdown list
Description	(as required).
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Normal 3 A 94 Sans Sent 6 Er Ja	Enter a description of the staff member and their role, background etc as required.
	Save once complete.

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

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





ETUP										
Banks Child Nee	eds Guard	lian Reminder Catego	ries Roles	Groups	Subsidy Sch	iemes F	Public Holiday	s Family Contact Types	Staff Profiles	Billing Periods
Priority of Access	Rounding	Email Templates	BPay Settings	Transp	oort Locations	Holiday	Periods			
Search Keyword. Current Search Opt	tions: Profile	Search Reset Status: All Crea	ited By		Job Title		Status		Cr	eate Service Profile
Matthews, 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:



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

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

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Search Keyword.		Search Reset							Cr	eate Service Profile
Search Keyword.	ons: Profile	Search Reset							Cr	eate Service Profile
Search Keyword. Current Search Opt	ons: Profile	Search Reset							Cr	eate Service Profile
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Search Keyword Current Search Opt Name Aatthews, Wendy	ons: Profile	Search Reset Status: All Create Lee, K	od By ristie	Ju	ob Title Director	S	atus	Action •	Сп	eate Service Profile

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



