

CHILDREN IN CARE DASHBOARD

The new children in care dashboard displays children currently signed in/out of care based on e-Signature data for the current day only. The information on the dashboard can also be printed and emailed.

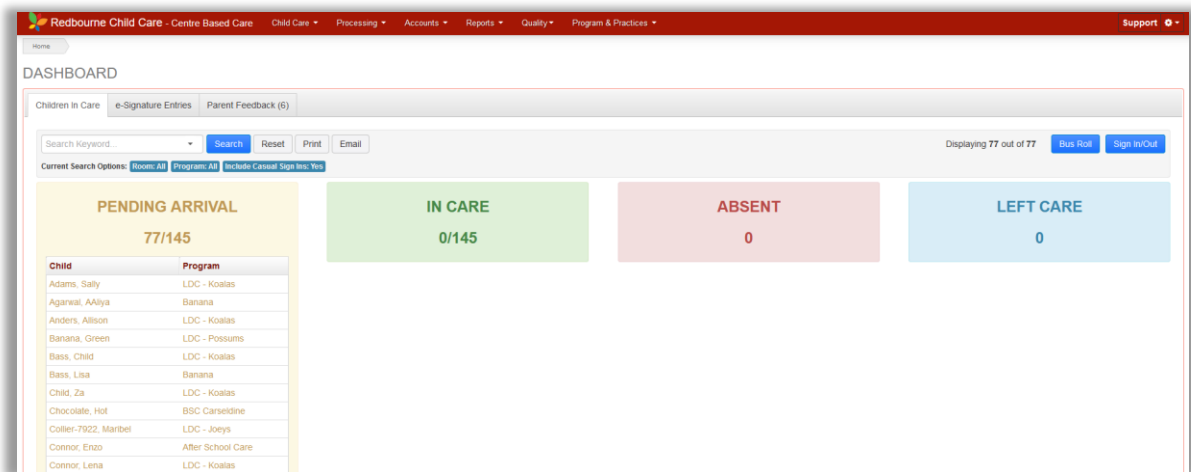
When viewing children on the dashboard it will display their name and program. The surname or first name order is determined based from your site settings.

This tip sheet will walk you through:

- [Pending Arrival](#)
- [In Care](#)
- [Left Care](#)
- [Absences](#)
- [Casual](#)
- [Viewing e-Signatures](#)
- [Search Options](#)
- [Print/Email Options](#)
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CHILDREN IN CARE DASHBOARD

Detailed

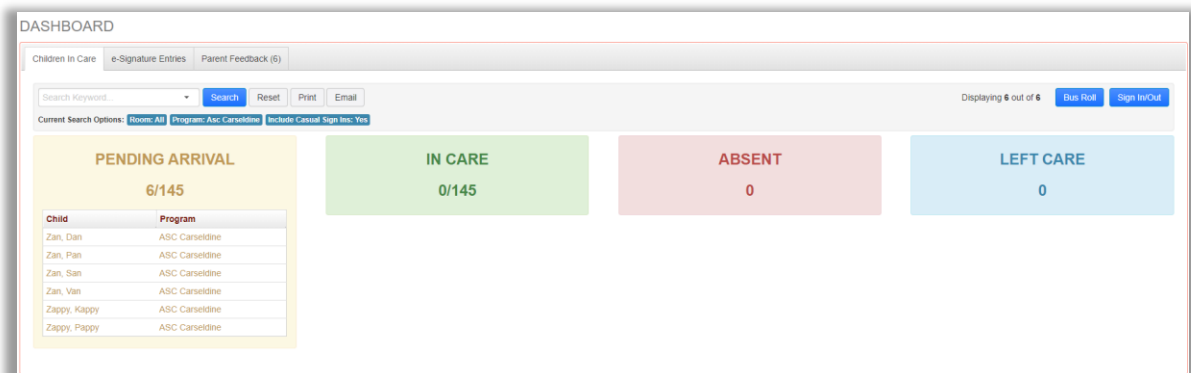


Pending Arrival

All children who have daily sessions for the current day will be listed under the column of Pending Arrival.

If children have multiple sessions in the day e.g. 1 Before School Care 1 After school care the child will be listed twice.

The number displaying at the top of the column will reflect how many children in pending arrival vs capacity.



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 vs Capacity.

NOTE: The capacity comes from your set up in rooms. If you need to adjust the capacity, refer to the tip sheet called "Rooms and Programs".

The screenshot shows a dashboard with four main columns: PENDING ARRIVAL (0/145), IN CARE (6/145), ABSENT (0), and LEFT CARE (0). The 'IN CARE' column is highlighted in green and contains a table of children's names and programs.

Child	Program
Zan, Dan	ASC Carseldine
Zan, Pan	ASC Carseldine
Zan, San	ASC Carseldine
Zan, Van	ASC Carseldine
Zappy, Kappy	ASC Carseldine
Zappy, Pappy	ASC Carseldine

Left Care

As children leave care and are signed out via e-Signature their record will move to the Left Care column:

The screenshot shows the same dashboard as above, but the 'LEFT CARE' column is highlighted in blue and now shows 6 children. The 'IN CARE' column now shows 0/145.

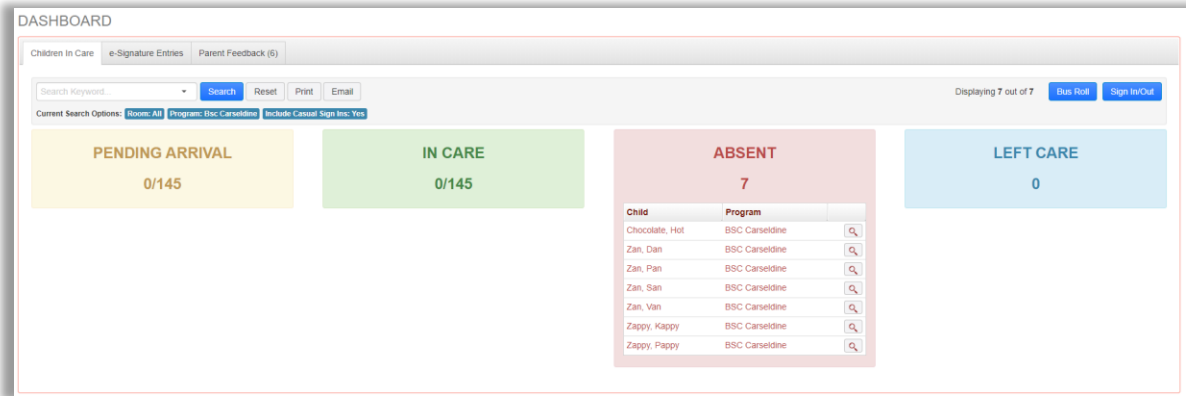
Child	Program
Zan, Dan	ASC Carseldine
Zan, Pan	ASC Carseldine
Zan, San	ASC Carseldine
Zan, Van	ASC Carseldine
Zappy, Kappy	ASC Carseldine
Zappy, Pappy	ASC Carseldine

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 absent will display under the appropriate column:



DASHBOARD

Children in Care | e-Signature Entries | Parent Feedback (5)

Search Keyword: [] Search Reset Print Email | Displaying 7 out of 7 | Bus Roll Sign In/Out

Current Search Options: Rooms: All | Program: BSC Careeldine | Include Casual Sign Ins: Yes

PENDING ARRIVAL 0/145	IN CARE 0/145	ABSENT 7	LEFT CARE 0
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Child	Program	
Chocolate, Hot	BSC Careeldine	<input type="text"/>
Zan, Dan	BSC Careeldine	<input type="text"/>
Zan, Pan	BSC Careeldine	<input type="text"/>
Zan, San	BSC Careeldine	<input type="text"/>
Zan, Van	BSC Careeldine	<input type="text"/>
Zappy, Kappy	BSC Careeldine	<input type="text"/>
Zappy, Pappy	BSC Careeldine	<input type="text"/>

Casual

If a casual has been created via daily sessions, then the child will be listed in the pending arrival column and already linked to a program.

If you create a casual session via the e-Signature process first, then a C will be displayed next to the child's name and they will not be linked to a program unless a session is created via daily sessions:



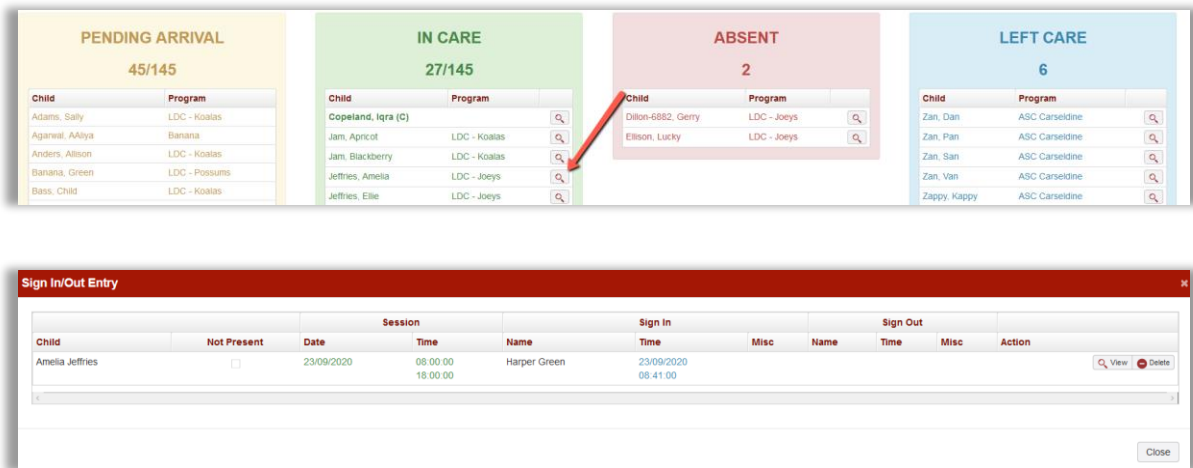
IN CARE
7/145

Child	Program	
Copeland, Iqra (C)		<input type="text"/>
Jeffries, Amelia	LDC - Joeys	<input type="text"/>
Jeffries, Ellie	LDC - Joeys	<input type="text"/>
Jeffries, Hannah (C)		<input type="text"/>
Jeffries, Hayden	LDC - Joeys	<input type="text"/>
Jeffries, Wendy	LDC - Joeys	<input type="text"/>
Jeffries, Zack	LDC - Possums	<input type="text"/>

Detailed cont.

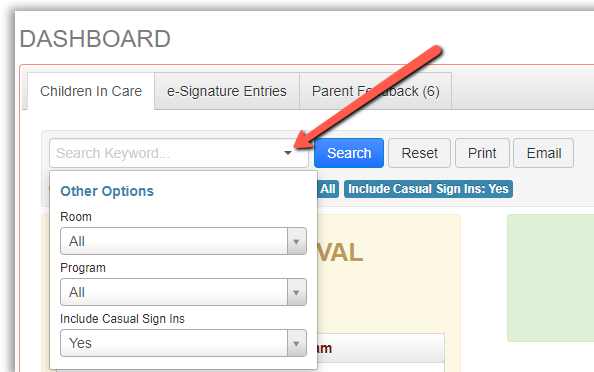
Viewing e-Signatures

You have the ability view the e-Signature data and delete incorrect e-Signatures directly from this dashboard:



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**
- To Search for a room or program click on the down arrow first, select the room or program and click search:

The capacity will also be updated depending on the room you've selected.

Detailed cont.

DASHBOARD

Children In Care | e-Signature Entries | Parent Feedback (6)

Search Keyword: [] Search Reset Print Email

Current Search Options: Room: Koalas Program: All Include Casual Sign Ins: Yes

Displaying 19 out of 19 [Bus Roll] [Sign In/Out]

PENDING ARRIVAL		IN CARE		ABSENT		LEFT CARE	
Child	Program	Child	Program	Child	Program		
Dean, Lisa	LDC - Koalas	Bassi, Child	LDC - Koalas	Ellison, Michael	LDC - Koalas		
Jalco, Ioni	LDC - Koalas	Child, Za	LDC - Koalas	Ellison-9856, Tracey	LDC - Koalas		
Key, Zeke	LDC - Koalas	Copeland-7887, Enrique	LDC - Koalas	Loveit, Harper	LDC - Koalas		
Legow, Lennon	LDC - Koalas	Gilles, Angus	LDC - Koalas	Loveit, Hart	LDC - Koalas		
		Gilles, Chelsea	LDC - Koalas				
		Lloyd, Elsie	LDC - Koalas				
		Marsh, Stan	LDC - Koalas				
		Robards, Robbie	LDC - Koalas				
		Stebbing, Ellie	LDC - Koalas				
		Thompson, Amelia	LDC - Koalas				
		Thompson, Johnathan	LDC - Koalas				

Print/Email Options

You can print and email reports at any stage.

DASHBOARD

Children In Care | e-Signature Entries | Parent Feedback (6)

Search Keyword... Search Reset **Print** **Email**

Current Search Options: Room: All Program: All Include Casual Sign Ins: Yes

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.

The recipient will receive an email with the PDF document attached.

Email Children In Care Summary [X]

Email to: *

support@childcarecentral.com.au

Send Close

Detailed cont.

Sample Report

Centre Based Care
12 Lakeview Drive
QLD Chermerside 4032
07 2435 1234

Children In Care

As at 25/09/2020 10:44 AM

Report Options: Rooms: All, Programs: All, Include Casual Sign Ins: Yes

Pending Arrival	In Care	Absent	Left Care
Bass, Lisa	Bass, Child	Chocolate, Hot	
Connor, Enzo	Child, Za	Ellison, Michael	
Dean, Lisa	Connor, Jett (C)	Ellison-9856, Tracey	
Flintstone, Pebbles	Copeland-7887, Enrique	Lovell, Harper	
Gupta, Amit	Dillon-6882, Gerry	Lovell, Hart	
Hatch, Emily	Ellison, Lucky (C)	Zan, Dan	
Hatch, Roy	Gillies, Angus	Zan, Pan	
Jeffries, Amelia	Gillies, Chelsea	Zan, San	
Jeffries, Hayden	Gillies, Felicia	Zan, Van	
Jeffries, Wendy	Gillies, Lisa	Zappy, Kappy	
juice, toni	Lloyd, Elsie	Zappy, Pappy	
Key, Zeke	Lloyd-6447, Tim		
Landon, Jye	Marsh, Stan		
Landon, Jye	Robards, Robbie		
Lin-6696, Lamont	Stebbing, Ellie		
Lisgow, Lennon	Stebbing, Jace		
OBrien-3581, Rosario	Thompson, Amelia		
Zan, Dan	Thompson, Jarryd		
Zan, Pan	Thompson, Johnathan		
Zan, San			
Zan, Van			
Zang, Fang			
Zang, Fang			
Zang, Kang			
Zang, Kang			
Zang, Lang			
Zang, Lang			
Zang, Nang			
Zang, Nang			
Zang, Yang			
Zang, Yang			
Zappy, Kappy			
Zappy, Pappy			
Total: 33	Total: 19	Total: 11	Total: 0