





ROLL CALL

The purpose of this feature is to allow Educators to periodically perform a Roll Call of children currently in care. All Roll Calls performed will be stored, and reports may be generated as required.

All users who have edit access to e-Signatures will be able to view, download, and perform Roll Calls.

This tip sheet will walk you through:

- Accessing roll call •
- Performing a roll call
- Roll call actions
- Email
- Troubleshooting

Summary

Perform a Roll Call

- 1. Open the Child Care menu
- 2. Select Roll Call
- 3. Within the Roll Call tab click on Roll Call button
- 4. Select username and enter pin, click ok
- 5. When the roll call window opens:
 - a. Select type either Roll Call, Fire, Evacuation or Lockdown
 - b. Filter by room or program if applicable
 - c. Check off present children
 - d. Enter comment if applicable
 - e. Click complete







ROLL CALL

Detailed

Accessing Roll Call

Roll Call can be accessed via 3 locations within the software:

1. Child Care Menu - Open the Child Care menu, select Roll Call:







2. Work Centre Dashboard - Your Work Centre Dashboard will display the Roll Call tile:



3. Via the Children in Care page - When accessing Children in Care you will see a new action button labelled **Roll Call**:

Redbourne Child Care Services - Redbourne Child Care	Child Care - Processing -	Accounts - Reports -	Quality •	Program & Practices +	Admin 👻		Support O	
Home Children In Care								
CHILDREN IN CARE SUMMARY								
Search Keyword • Search Reset Pri	Search Reyword. Pint Email Displaying 25 out of 25 Rei Cail Bas Rei Egy InCOLT							
Current Search Options: Room: All Program: All Include Casual Sign Ins: Ye	86							
PENDING ARRIVAL	IN C	ARE		/	ABSENT		LEFT CARE	

Upon selecting Roll Call, the following screen will open:

Search Keyword	✓ Sea	rch Reset				Roll Call
Current Search Optic	ons: Date From: 03/09/2021 Dat	e To: 03/09/2021 ~ Created By	∽ Туре	✓ Details	~	2 🖻
₩ 4 0 ►					N	o items to display







Performing a roll call

After selecting Roll Call, , click on the button labelled **Roll Call**:

Search Keyword	- Search Reset				Rol
urrent Search Options: Dat	te From: 09/09/2021 Date To: 09/09/2021				
	-		_		
Date	~ Time	~ Created By	~ Туре	~ Details	~
					No items to dir

Upon selecting this option, you will need to select your name and enter your pin:

e-Signature PIN Authentication		×
Please select your name from the list below		
User *		-
PIN *		v
Please enter your PIN		••••1 9+
	Cancel	ОК

The following window will open:







Roll Call				×
Туре	Boll Call	◯ Fire	◯ Evacuation	◯Lockdown
Selection		0.1.10		0 200100 1111
	All Rooms	v	OProgram	
Childron outstands shifted when				
Cilia Thempson	resent			
Greta Flores				
Jarryd Thompson				
Jeremy Johnson				
Johnathan Thompson				
□ Lamont Lin				
Lena Connor				
☐ Lisa Bass				
☐ Riley Henderson				
☐ Robert Ray				
☐ Rosario OBrien				
☐ Stu Henderson				
Tegan Ellison				
Tim Lloyd				
+ add child				
Comments				
				11
			Cance	COMPLETE

Type: Select the type of roll call you are performing. Options include **Roll Call, Fire, Evacuation, Lockdown**. The default selected option is **Roll Call**.





Selection: Your selection here determines who the Roll Call is being performed for (for example, 'All Rooms' and 'All Programs' will list all children service wide, while an individual Room or Program may also be selected).

If you select **Room** the dropdown menu underneath will display a list of all active Rooms for the Site. You may choose either 'All Rooms' or a specific Room.

If you select **Program** a dropdown menu will appear under Program containing a list of all active programs for the site. You may choose either 'All Programs' or a specific Program.

Based on your selection, all children who have a daily session in the selected room or program for the current day will display under 'Children'.

Children: Check the box of each child who is present. NOTE: only children with daily sessions for the selected room/program will display here. Children whose daily sessions have been marked as cancelled or absent will not. Additional children may be added via the 'Add Children' option.

As the children have been selected – the number of children will be listed below, and the complete button is now available:



Comments: If you wish to record a note or comment, you may use this text box.

Once finished, click on the 'Complete' button. You will receive a success message and the roll call will display in the grid.



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r	e	d	b	0	u	r	n	e
_			— G	RO	UP-			



OLL CALL				Roll Call Call Call C	complete reated successfully.
Search Keyword	Searce State From: 09/09/2021 Date	n Reset			Roll Call
Date	~ Time	 Created By 	~ Туре	 Details 	~ 2 =
09/09/2021	03:53 PM	KL Tester	Roll Call		Q 🛓 🖬
00/00/0004	03:53 PM	KL Tester	Roll Call		Q 🛃 🖬
09/09/2021					
09/09/2021	03:52 PM	KL Tester	Roll Call		Q 🛃 🖬

NOTE:

When performing a Roll Call, each child's name is a hyperlink, and when clicked will open the **Child Profile**.

Roll Call				\$
Туре	 Roll Call 	○Fire	⊖Evacuation	OLockdown
Selection	Room		○ Program	
	All Rooms		0 0	
Children Select to children who a	re present			
🗆 Aaya Gupta 🥌				
Alice Paccer				
Allison Anders				
Ally Hart				
Amelia Jeffries				
Amelia Thompson				
Amit Gupta				

The Child Profile will show an extract from the Child's Record, capturing all the important information Educators may need quick access to.

This includes:

- Basic child/guardian details
- Medical Alerts, including:
 - Disability/Special Needs
 - o Allergies



-





- o Risk of Anaphylaxis
- \circ Asthma
- Dietary Requirements
- Medical Conditions
- o Medication Required
- o Diabetes
- Safety Alerts, including
 - o Court Orders in place
 - Parenting Orders in place
 - Parenting Plans in place









Example of a child with Asthma flagged in their child record.

NOTE: children who have a medical or safety warning (eg risk of anaphylaxis, court order in place etc) will be displayed in red, for quick identification.

ype				
	Roll Call	○ Fire	O Evacuation	OLockdown
selection	Room		OProgram	
	All Rooms			
Children Select # Children	who are present			
🗆 Aaya Gupta 🦰				
Alice Paccer				

Roll Call Actions

Within Roll Call you may search, view, download and email roll call reports. Below are instructions for each option.

Search

To search through records (created today), you may use the search keyword box.

If you are looking for previous records, click on the dropdown menu and select a date, then click search:

Search Keyword	i 🗸 🚽	Search Reset
Other Options	1	Dau 11 09/09/2021
Date From	Date To	
00/00/2024	09/09/2021	~
09/09/2021	00.00.2021	

You may also search for roll call records using the column headers:

	Time	 Created By 	×	Туре	~	Details	~
--	------	--------------------------------	---	------	---	---------	---







Clicking the arrow on each column will provide you with search options. You may select the filter option to type a keyword:

Date	~ Time	~ Created By	~ Туре	~ Details	~	0
07/07/2021	04:39 PM	Annie Burton	Fire	III Columns 🕨	Q ± 1	2
07/07/2021	04:28 PM	Annie Burton	RollCall			N
и и т н					Contains	of 2 items
					fire	
					Filter Clear	

Once you click the **Filter** button, only roll call records relating to your search will display. To clear your search filter, click the **button**:

Date ~	Time ~	Created By ~	Туре	Details	· <u> </u>
07/07/2021	04:39 PM	Annie Burton	Fire		0 2 3 1
07/07/2021	04:28 PM	Annie Burton	RollCall		Q ± =
H 4 1 H					1 - 2 of 2 items

Viewing Records

Click the **Q** button under the action column:

Date	~ Time	~ Created By	~ Туре	 Details 	~	08
07/07/2021	04:39 PM	Annie Burton	Fire		Q	7 2 2
07/07/2021	04:28 PM	Annie Burton	RollCall		Q	± = ,
H 4 1 + +	м					1 - 2 of 2 items

The roll call details will open for you to view:







View Roll Call - 07/07/2021 04	l:39 pm			×
Type Selection	 Roll Call Room All Rooms 	. Fire	 Evacuation Program 	OLockdown
Children Select the children who are p Amelia Thompson Andre Rodgers Andre Rodgers Andre Warrow Anna Henderson Dean Rodgers Elsie Lloyd Enrique Copeland Enzo Connor Gerry Dillon Greta Flores Jarryd Thompson Jeremy Johnson Johnathan Thompson Lamont Lin Lena Connor Lisa Bass Riley Henderson Robert Ray Rosario OBrien Stu Henderson Tegan Ellison Tim Lloyd 15 children selected Comments	All Rooms			
				ĥ
				Close

Download a Report

A PDF report may be downloaded by clicking on the

t 🛓 🗤 under the action column:

l	Date ~	Time ~	Created By ~	Туре	~ Details	~ 28
I	07/07/2021	04:39 PM	Annie Burton	Fire		۵ 🛓 🖬 🌔
I	07/07/2021	04:28 PM	Annie Burton	RollCall		۹ 🛓 🖬 🖕
l	14 4 1 F					1 - 2 of 2 items

Sample





QLD Chermside 4032 1300733667
Roll Call As at 07/07/2021 04:39 PM
Selection: All Room
Roll Call token by: Annie Burton
Total Children Present: 15
Children Present
Andre Rodgers
Andrew Arrow
Dean Rodgers
Elsie Lloyd
Enzo Connor
Gerry Dillon
Greta Flores
Johnathan Thompson
Lena Connor
Riley Henderson
Rosario OBrien
Stu Henderson
Tegan Ellison
Tim Lloyd
Total: 15

Email

You may email roll call reports by clicking on the solution under the action column:

Date ~	Time ~	Created By ~	Туре	~ Details	~		(C 🔒
07/07/2021	04:39 PM	Annie Burton	Fire		C	۵ 🛓	-	<u>^</u>
07/07/2021	04:28 PM	Annie Burton	RollCall		C	۵ 🛓	2	
14 4 1 F F						1	- 2 of :	2 items

Once selected, the following window will open where you can enter the **email address** of the recipient, the **subject** will prefill but can be changed if needed, then type in a **message**. The Roll Call report will automatically be attached.







Click **Send** when ready:

Send Email Details		×
Email Address		
Subject	Roll Call 08/07/2021	
Message		
Attachments	rollcall08072021.pdf	
	Cancel	Send

You will then receive a success message:

Search Keyword	- Sear	ch Reset			Roll Call
Current Search Option	1s: Date From: 09/09/2021 Date	e To: 09/09/2021			
Date	~ Time	 Created By 	~ Туре	✓ Details	~ 3
09/09/2021	03:53 PM	KL Tester	Roll Call		Q 🛓 🔳
00/00/2021	03:53 PM	KL Tester	Roll Call		Q 🛃 🔤
05/05/2021					
09/09/2021	03:52 PM	KL Tester	Roll Call		Q 🛃 🔤

ROLL CALL







Troubleshooting

Issue: Why don't I have the Roll Call tile?

Why? There may be 2 reasons for this:

- 1. You do not have permission within your role to see this.
- 2. You may have hidden the tile.

Resolution:

If you have hidden the tile please follow the below steps to bring it back:

- 1. Click on the settings 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

For more information please see the tip sheet called **Work Centre.**

If this doesn't resolve your issue it will be due to your permissions.

The roll call is linked to the e-Signatures permission and is assigned to all users with a full access role however, your service may have assigned you a different role and therefore may have not enabled this permission. To fix this please follow the steps below:

First you need to find what type of permission the user has:

- 1. Click on the cog settings
- 2. Select user/personnel
- 3. Find the user within the list and click edit
- 4. Click on the Sites tab
- 5. View the role name assigned to the user:

EDIT USER ANDREW SIMONS (CONTAGE)								
General Details Sites Generals / CCMS Personnel Approvals CCS Personnel Roles e-Signature								
Displaying 1 of 1								
Cite Home								
Redbourne Child Care Centre	e-signature	Yes	Ent					

Troubleshooting







Next, change permissions for that role:

- 1. Click on the cog settings
- 2. Select setup
- 3. Click on the roles tab
- 4. Next to edit, click on the down arrow and select Permissions
- 5. Select the component Child Care
- 6. Scroll to find the sub-component Parent Feedback
- 7. Drop down the permission type to select either edit or view
- 8. Click save