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
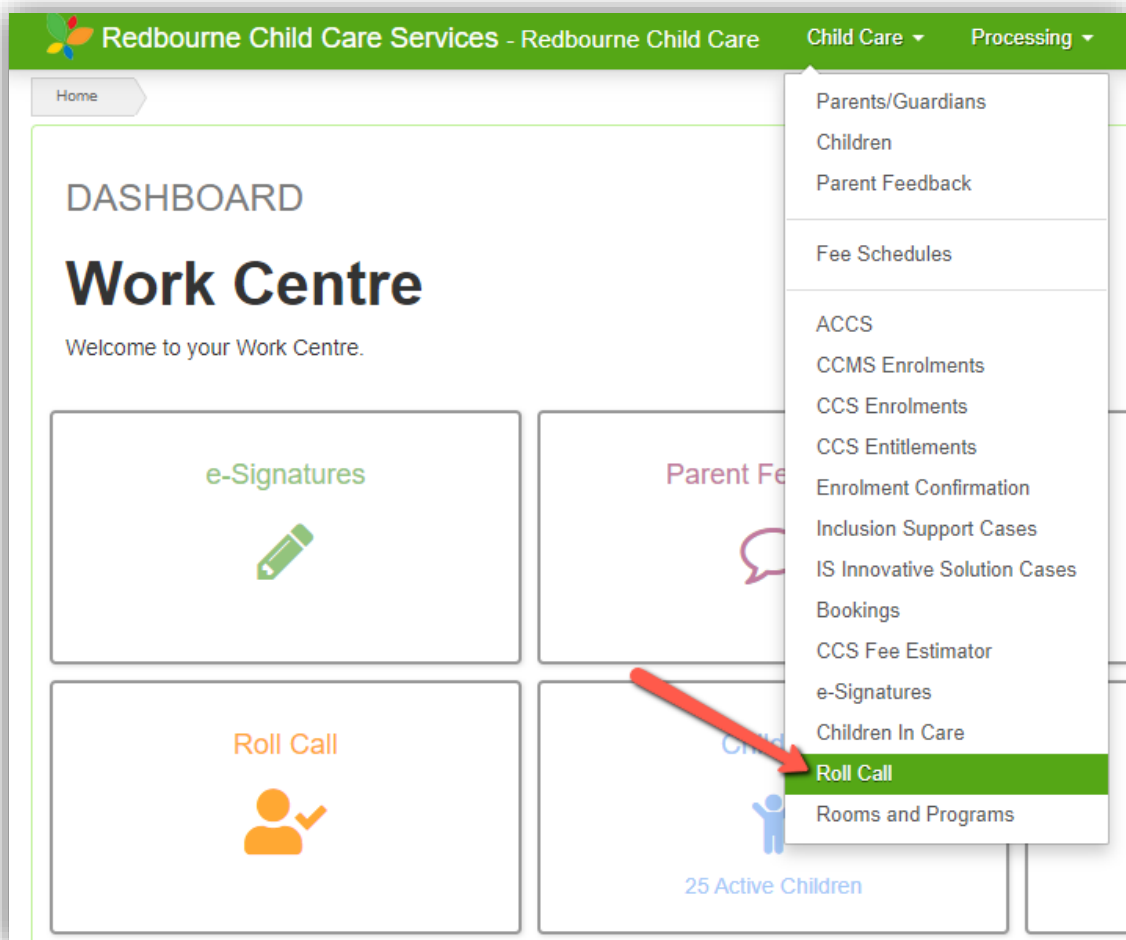   d. Enter comment if applicable
   e. Click complete
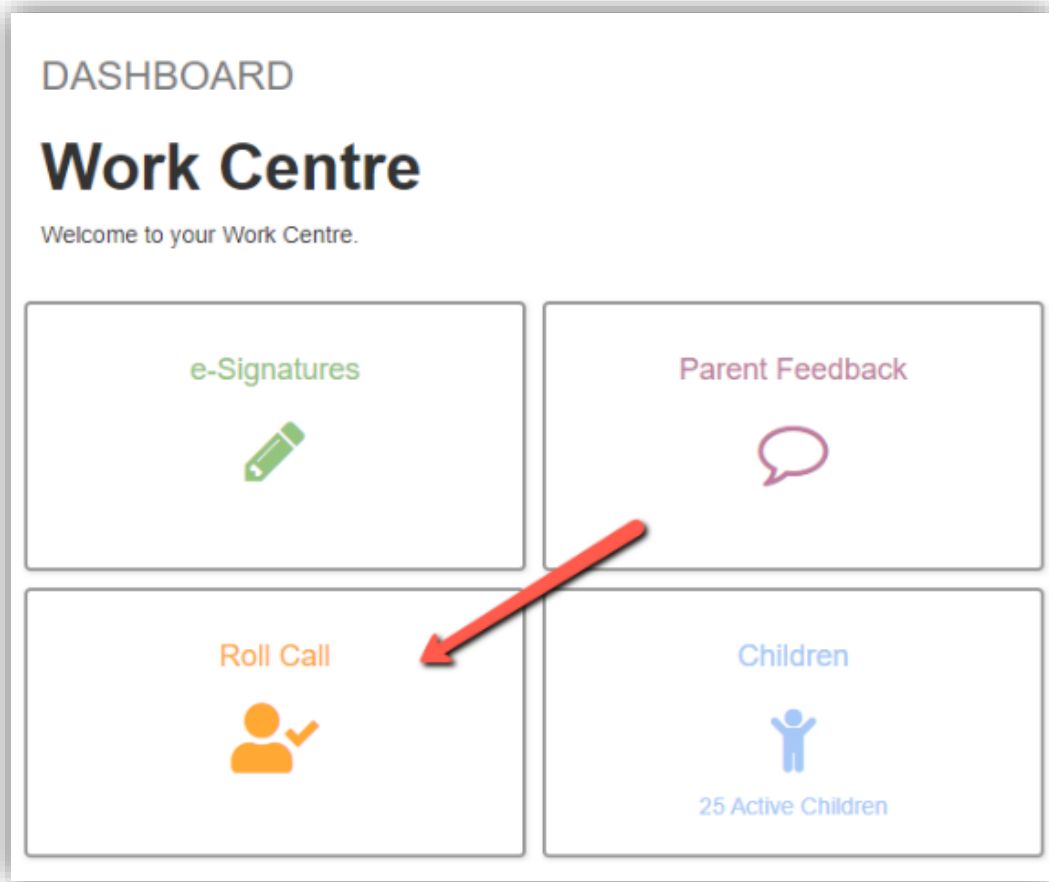
ROLL CALL

Detailed

Accessing Roll Call

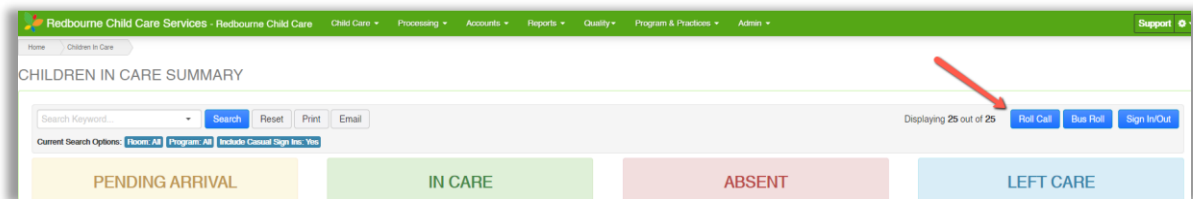Roll Call can be accessed via 3 locations within the software:

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

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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**:
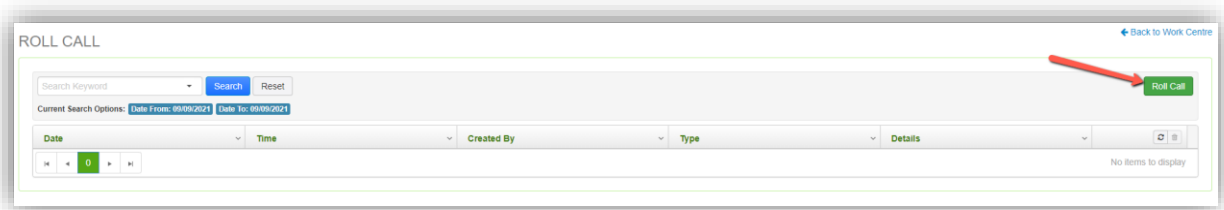

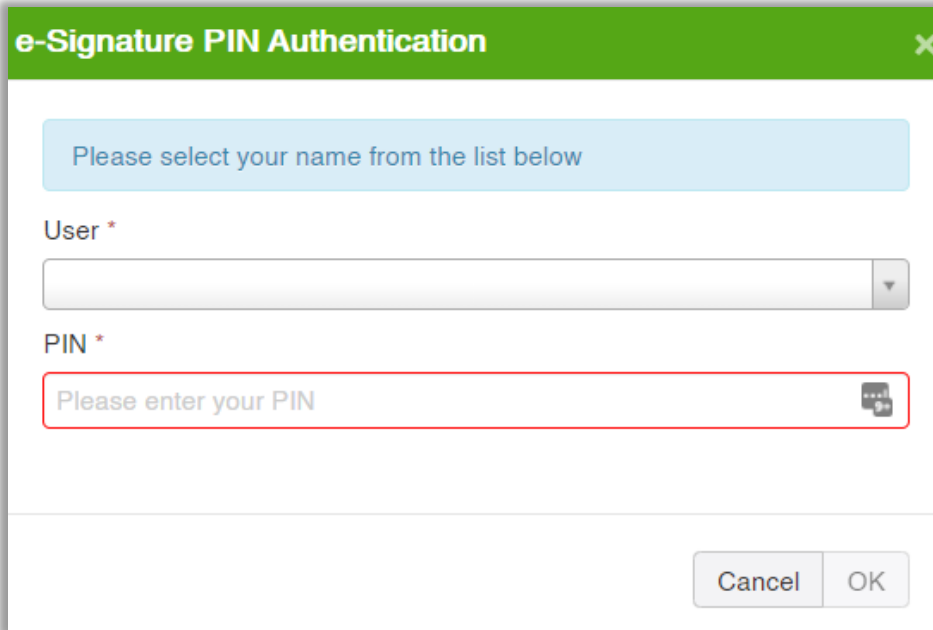Upon selecting Roll Call, the following screen will open:

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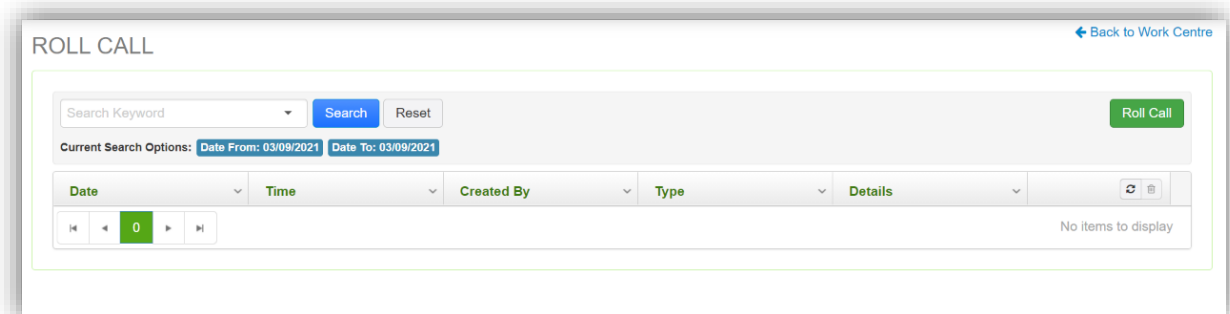
Performing a roll call

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

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

The following window will open:

Roll Call

Type
Selection

○ Roll Call ○ Fire ○ Evacuation ○ Lockdown
○ Room ○ Program
All Rooms

Children Select the children who are present

☐ Amelia Thompson
☐ Andre Rodgers
☐ Andrew Arrow
☐ 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

+ add child

Comments

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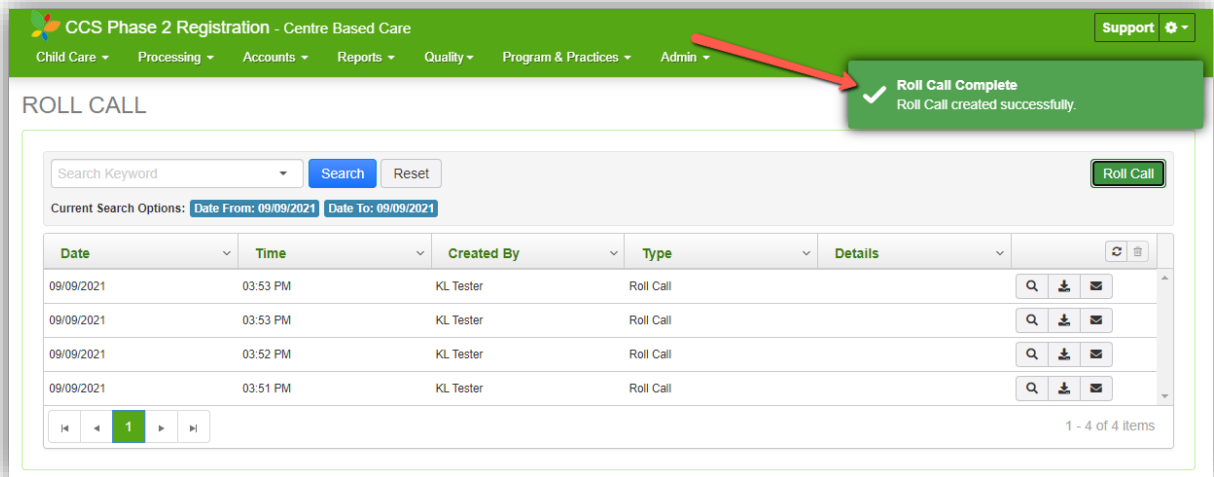
As the children have been selected – the number of children will be listed below, and the complete button is now available:
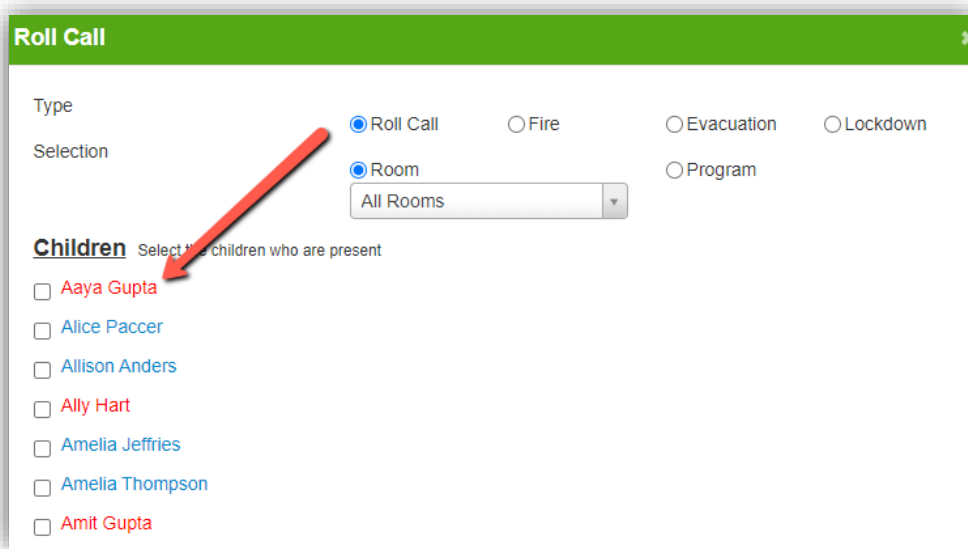

Comments: If you wish to record a note or comment, you may use this text box.

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

NOTE:

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

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
  - Allergies

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- o Risk of Anaphylaxis
- o Asthma
- o Dietary Requirements
- o Medical Conditions
- o Medication Required
- o Diabetes
- Safety Alerts, including
  - o Court Orders in place
  - o Parenting Orders in place
  - o Parenting Plans in place
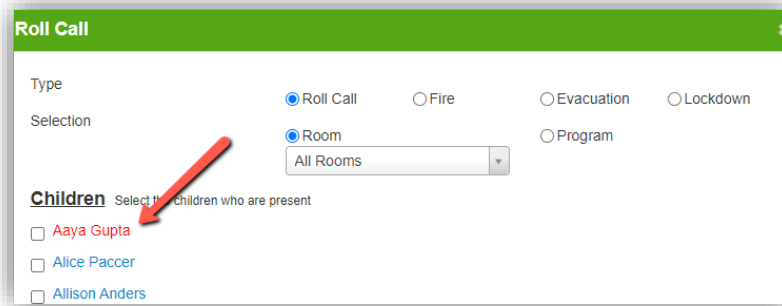
Example of a child with Asthma flagged in their child record.

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.
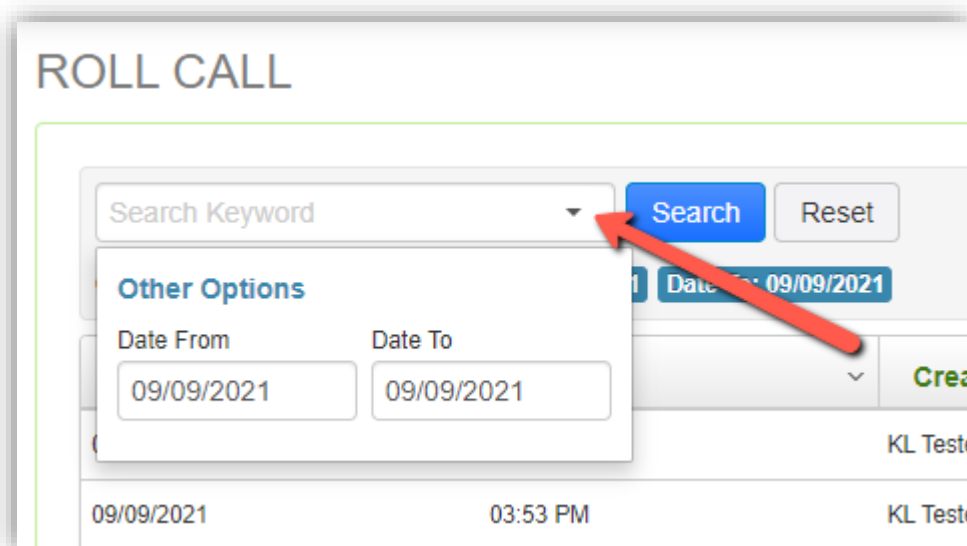
Roll Call Actions

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:

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

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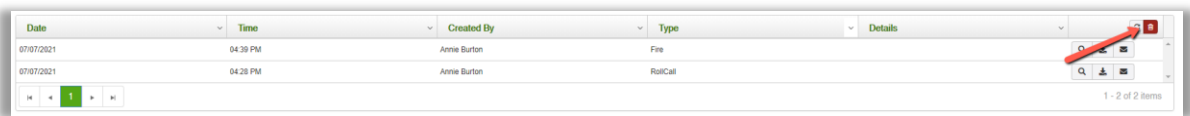
Clicking the arrow on each column will provide you with search options. You may select the filter option to type a keyword:
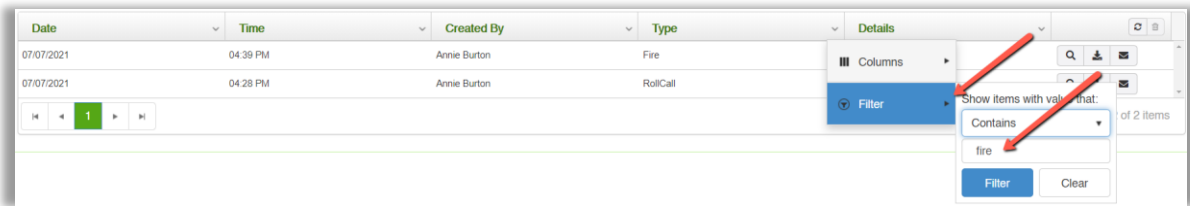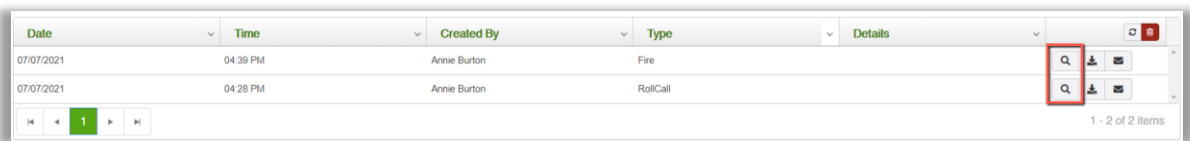

Once you click the **Filter** button, only roll call records relating to your search will display. To clear your search filter, click the 🗑 button:

Viewing Records

Click the 🔍 button under the action column:

The roll call details will open for you to view:

Download a Report

A PDF report may be downloaded by clicking on the   b ⬇ on under the action column:

Sample

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Redbourne Child Care

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

Amelia Thompson

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 [✉] button under the action column:

Date	Time	Created By	Type	Details	
07/07/2021	04:39 PM	Annie Burton	Fire		🔍 ⬇ ✉
07/07/2021	04:28 PM	Annie Burton	RollCall		🔍 ⬇ ✉

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:

You will then receive a success message:

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:

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