

# E-SIGNATURE SETTINGS

Prior to getting started using e-signatures, you may wish to configure the e-Signature settings to best suit your service's needs.

- [e-Signature Child Tag Permission](#)
- [Page Display](#)
- [Others](#)

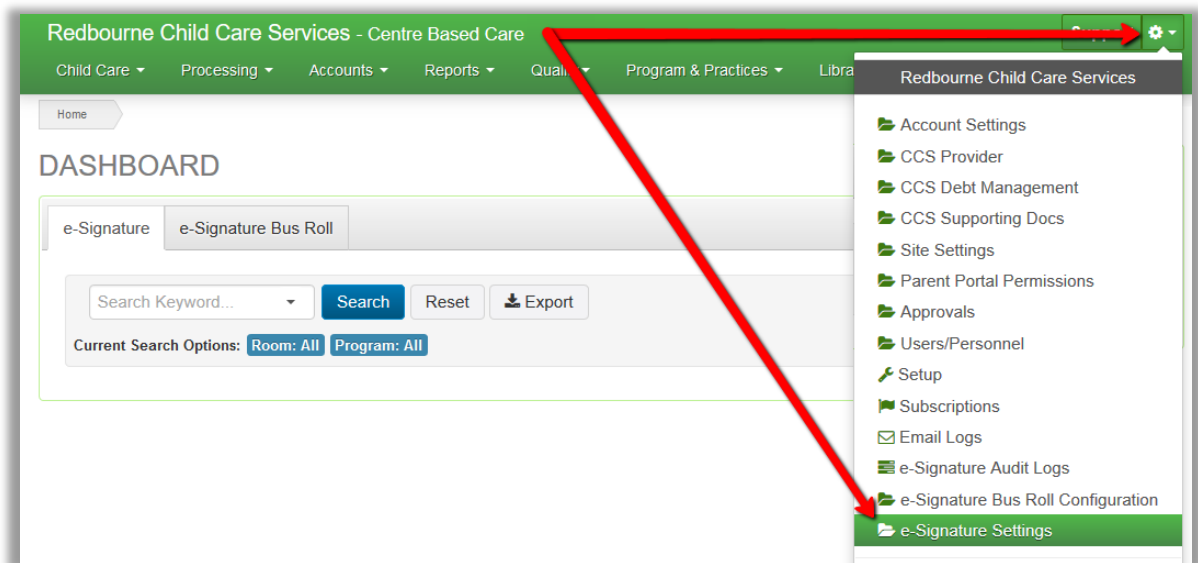
## Summary

1. Click on the cog settings
2. Select e-Signature Settings
3. You can make changes to the following options:
4. Child Tag
5. Page Display
6. Others (first name and surname order)
7. Click Save after each change

# E-SIGNATURE SETTINGS

## Detailed

To open the e-Signature configuration, open the Settings cog menu and select e-Signature Settings:



This will open the following page:

# Detailed

## E-SIGNATURE CONFIGURATION

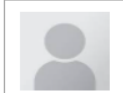
### e-Signature Child Tag Permission

Please select an option to display on the e-Signature Sign In/Out page. This determines the view parent/guardians accessing this page.

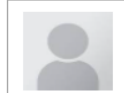
Option 1 (Default)

Option 2

Option 3



[First Name]  
[Surname]



[First Name]



[First Name]  
[Surname]

Save

### Page Display

Please select a sort option for the e-Signature Sign In/Out page. This will determine the options parent/guardians accessing this page will have.

Sort by

Sort by Program

Display all Children

Room(Default)

Search Only (Room and Program filter are hidden)

Save

### Others

Display Children By

[First Name] [Surname]

[Surname] [First Name]

e-Signature Start Date

7/12/2020

Save

## e-Signature Child Tag Permission

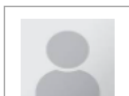
### e-Signature Child Tag Permission

Please select an option to display on the e-Signature Sign In/Out page. This determines the view parent/guardians accessing this page.

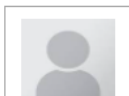
Option 1 (Default)

Option 2

Option 3



[First Name]  
[Surname]



[First Name]



[First Name]  
[Surname]

Save

# Detailed

This setting determines the details which may be viewed for each child on the sign in/out page.

**Option 1:** The default setting will be to display the child's full name and photo (if uploaded within the child's record). If no photo has been uploaded, a grey silhouette will display.



**Option 2** will display as above, excluding the child's surname.



**Option 3** will display the child's full name but no photo.

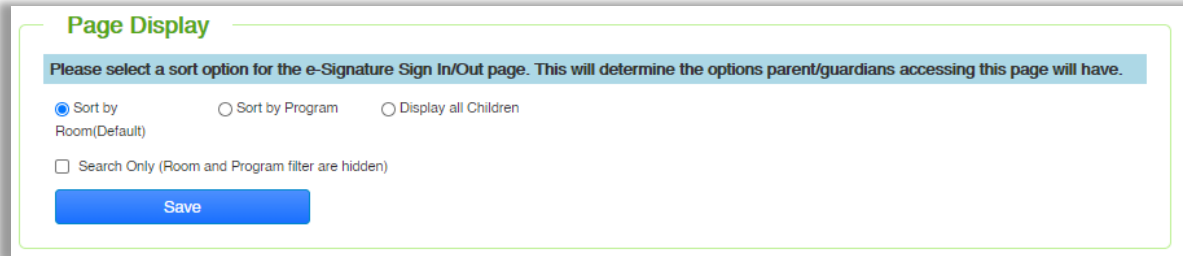


Once you have made your selection, please click the **Save** button.

# Detailed

## Page Display

This setting will determine the default sort order of your Sign In/Out page:



**Page Display**

Please select a sort option for the e-Signature Sign In/Out page. This will determine the options parent/guardians accessing this page will have.

Sort by  
Room(Default)

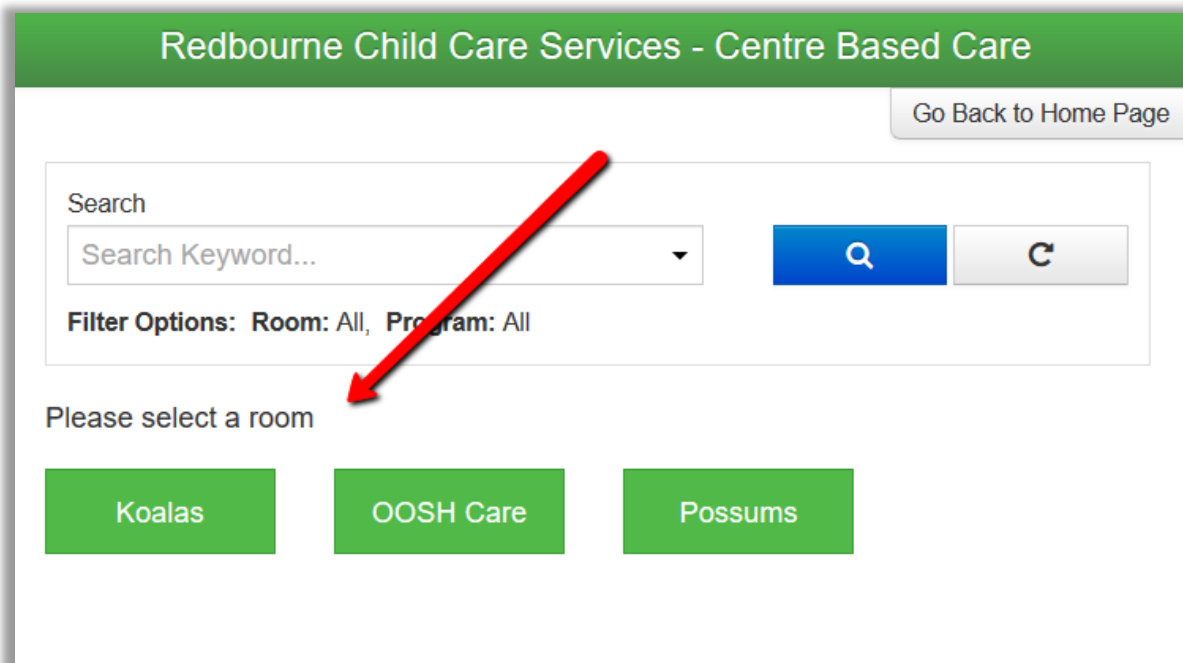
Sort by Program

Display all Children

Search Only (Room and Program filter are hidden)

[Save](#)

The default setting is to sort by room. This will mean that the landing screen for Sign In/Out will require that the person signing in or out will need to select a room to begin:



**Redbourne Child Care Services - Centre Based Care**

[Go Back to Home Page](#)

Search

Search Keyword...

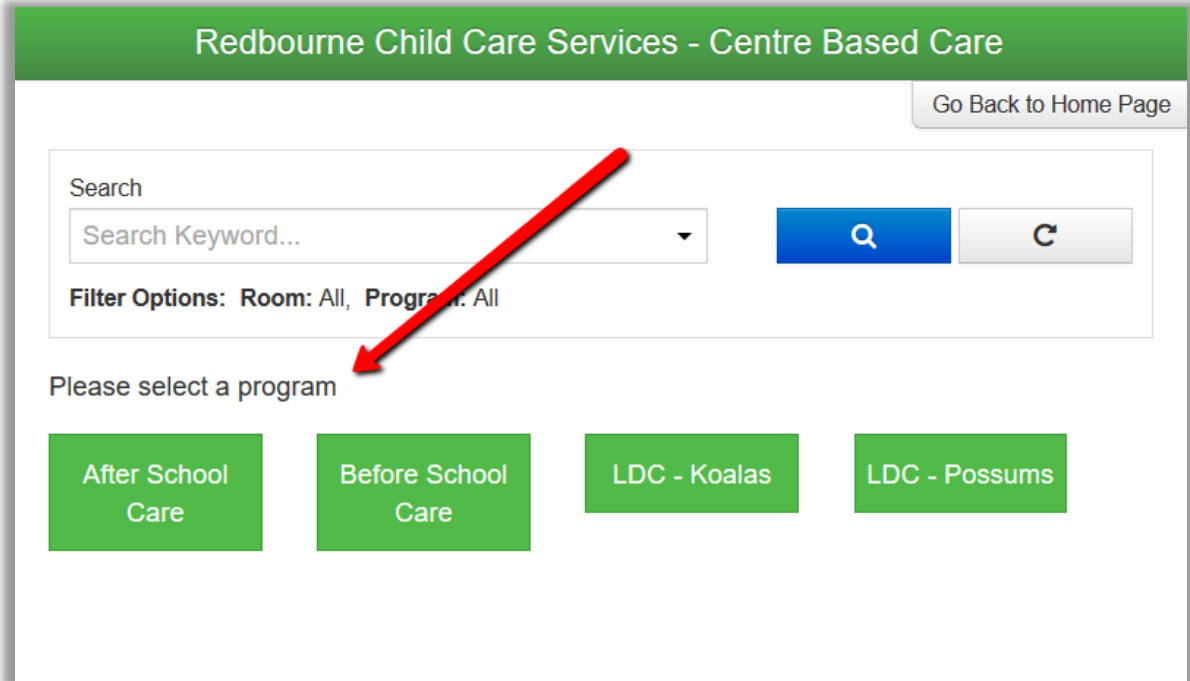
Filter Options: Room: All, Program: All

Please select a room

[Koalas](#) [OOSH Care](#) [Possums](#)

# Detailed

The second option allows the user to sort the page by Program:



Redbourne Child Care Services - Centre Based Care

Go Back to Home Page

Search

Search Keyword...

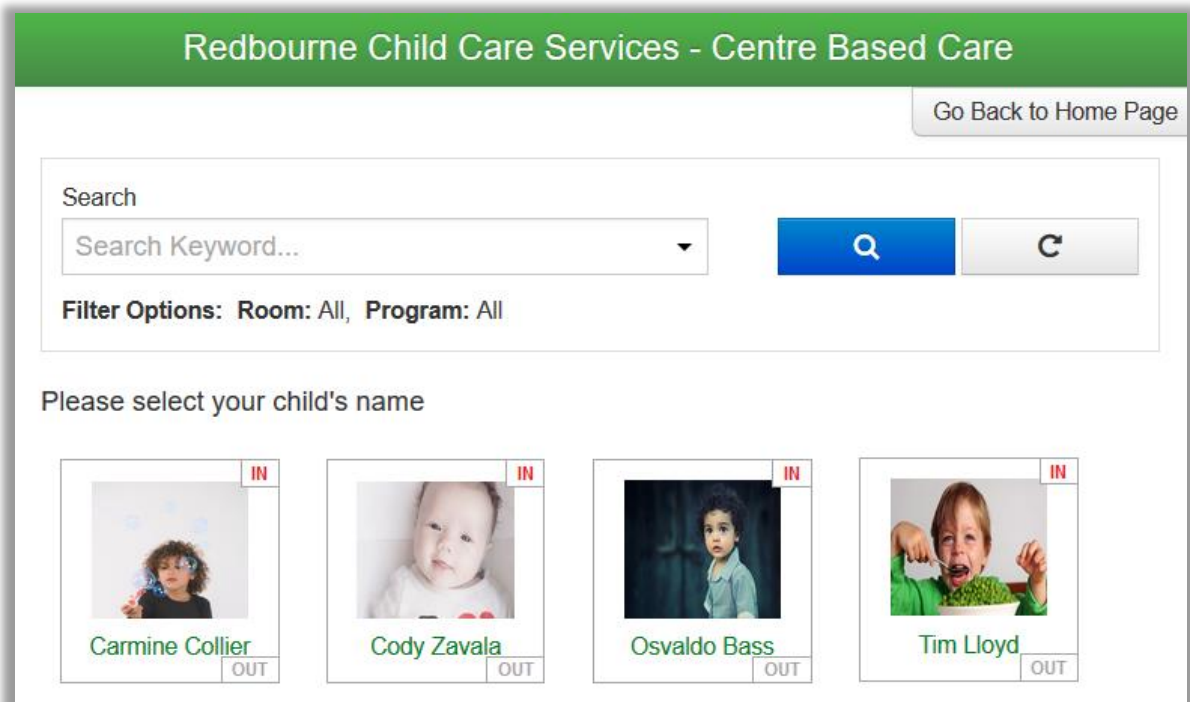
Filter Options: Room: All, Program: All

Please select a program

After School Care    Before School Care    LDC - Koalas    LDC - Possums

A red arrow points to the 'Program: All' filter option.

The third option allows the user to bypass room/program selection and simply list all children:



Redbourne Child Care Services - Centre Based Care


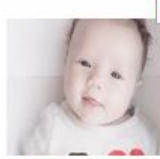


Go Back to Home Page

Search

Search Keyword...

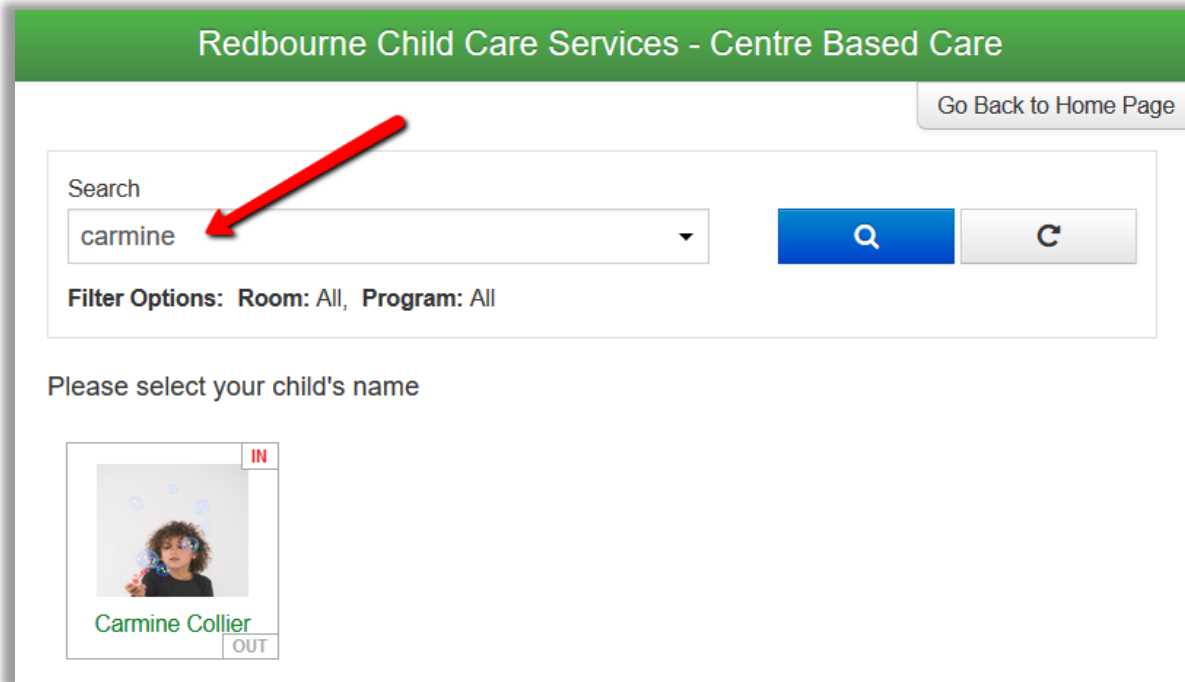
Filter Options: Room: All, Program: All

Please select your child's name

|   |   |  |   |
|---|---|--|---|
| <br>Carmine Collier<br>OUT | <br>Cody Zavala<br>OUT | <br>Osvaldo Bass<br>OUT | <br>Tim Lloyd<br>OUT |
|---|---|--|---|

# Detailed

**Option 4:** The final option (the 'Search Only' checkbox), allows the user to elect to display a blank page and have the user search for their child using the keyword search.



Redbourne Child Care Services - Centre Based Care

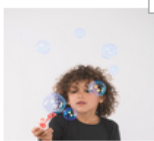
Go Back to Home Page

Search

carmine

Filter Options: Room: All, Program: All

Please select your child's name

 IN

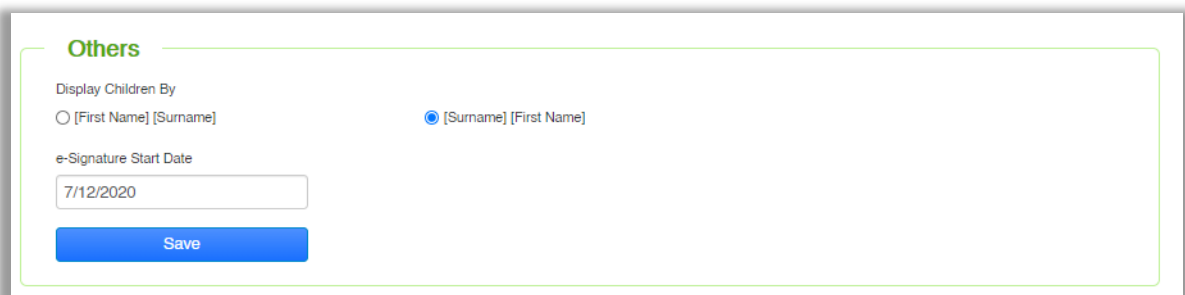
Carmine Collier

OUT

The parent/guardian can start typing in the child's first name or surname and click the search button. The system will then display potential matching children on screen.

Once you have made your selection, please click the **Save** button.

## Others



**Others**

Display Children By

[First Name] [Surname]  [Surname] [First Name]

e-Signature Start Date

7/12/2020

Save

# Detailed

This is where you can filter the child tags by either first name or surname.

## Surname:



## First Name:



It is required that you elect the date you wish to begin using the e-Signature functionality. The support team will enter this date for you.

Please note that you will not be able to access the sign in/out page until this date has been entered.

Sessions prior to the selected date may not be signed in and out using e-Signatures.