Claire Jacobs

Username: Claire

First Name: Claire

Last Name: Jacobs

Email: testingsdfgsdgf@sdfsdf.com

Assigned Room: All Rooms

SYSTEM | Access

Account Information
View payment information, upgrade the system, pay outstanding fees and place the system on hold. ✖

Global Settings
Change global system settings including the default currency and Live Feed display. ✖

Bulk Download
Bulk download documents for any child on the system. ✔

Personalised Home Page
Manage personalised home pages visible by parents when they login to the system. ✔

System Colour Schemes
Personalise the system in the colour scheme of their choice. ✔

Website Login Form
View the information required to place a login form on another website. ✖

MANAGE | Access

Rooms
Manage the rooms on the system and the children assigned to the rooms. ✖

Occupancy
View the occupancy of all the rooms on the system. ✖

Food Menu Helpers
Manage food helpers that appear within the food menu creation pages. ✔

Profile Sections
Manage the child profile sections that are included when adding or editing a child on the system. ✔

THE SETTING | Access

General Notes
Manage the general notes on the system. ✖

Documents
Manage documents on the system that can be assigned to parents to view. ✔

Visitors
Manage visitors and regular visitors, sign in and sign out any visitors on any day. ✔

Fire Drills
Manage and create fire drills that took place in the setting. ✖

Fire Plans
Manage, edit and create the setting's fire plans. ✔

	Risk Assessments	
	Manage the Risk Assessments for the setting including those that can be seen by parents.	✔

	SEF	
	Manage the self evaluation forms on the system.	✔

	Calendar	
	Manage groups, labels and events in the calendar.	✔

DAILY   **Access**

	Notes	
	Manage the daily notes section for all children on the system.	✔

	Actions	
	Record bottle feeds, toileting, sleep times and arrival and departure times in the register.	✘

	Bottles	
	Manage and record children's bottle feeds, both time and amount drunk.	✔

	Toileting	
	Manage and record children's toileting, both wet and soiled.	✔

	Sleeping	
	Manage and record children's sleep times, both sleep and wake times.	✘

	Temperatures	
	Record the temperatures on any day for fridges, freezers, rooms and food.	✔

	Food Menus	
	Manage food menus for all children.	✘

	Daily Checklist	
	View and mark the daily checklist actions as complete for the day within the setting.	✔

	Register	
	View children's attendance registers and record their arrival and departure times.	✔

CHILDREN   **Access**

	Children	
	Manage children in their rooms.	✔

	Included	
	Manage which sections on the system children will appear within.	✘

	Moving	
	Manage which children will be moving to a different room in the future.	✔

	Waiting	
	Manage the children that are on the waiting list due to start in the setting.	✔

	Leaving	
	Manage the forms that parents need to sign when their child has left or is due to leave.	✘

	Birthdays	
	See an overview of children's birthdays.	✔

PARENTS   **Access**

	Parental Access	
	Manage children's parental access and decide which sections of the system parents can view along with their login details.	✔

	Parent iSign	
		✔

Setup and Manage parent's iSign signatures that they use to sign documents on the system.

Authorised Persons
Manage children's authorised persons and who can collect them from the setting. ✖

STAFF   Access

My Profile
Manage their profile including their username, password and profile image. ✖

Administrators
Manage all the administrators on the system including allowing them to delete other administrators. ✖

Access Times
Manage the days of the week and times that administrators can connect to the system. ✔

Staff iSign
Manage administrator's iSign signatures that they use to sign documents on the system ✔

Assistant's Register
Manage administrators in the staff register including deleting records. ✔

Regular Hours
Manage the regular hours section for administrators in the assistant's register. ✔

Staff Policies
Manage the policies that other staff members will read and sign their acceptance of. ✔

Accidents / Incidents
Manage administrators accidents, incidents and existing injuries. ✔

PROGRESS DEVELOPMENT & PLANNING   Access

Progress / Learning Journal
Manage children's progress learning journal including observations and next steps. ✖

Observation Approval
All Observations added will need to be approved prior to going live on the system and appearing in children's Progress. ✔

Pending Observations
Can view Pending Observations and approve them for release on to children's Progress. ✖

Next Steps & ILP's
Manage children's next steps including the creation of individual learning plans. ✔

Starting Points
Complete children's baseline / starting points that then appear in their progress. ✖

Progress Trackers
View children's trackers to visualise how they are progressing through the EYFS. ✔

Progress Statistics
View children's progress statistics in a monthly, quarterly or yearly view. ✔

Achievements Search
Run an achievement search between specific dates for children. ✔

Termly Reports
Create termly reports between specific dates for children. ✔

2 Year Progress Check
Modify children's two year reports. ✔

Outcome Search
Search through the early years outcomes within the EYFS. ✔

Planning
Manage medium and short term plans for rooms on the system. ✔

MEDICAL   Access

Overview
View the medical overview page displaying children's accidents, medications and concerns. ✔

Vaccinations
Manage children's vaccination records. ✘

Accidents
Manage children's accidents, incidents and existing injuries. ✔

Short Term
Manage children's short term medications. ✔

Long Term
Manage children's long term medications. ✔

Concerns
Manage children's medical and other concerns. ✔

Medicines
Manage the medicines and treatments that are used when creating short and long term medications for children. ✘

First Aid Boxes
Manage the first aid boxes for the setting. ✔

BUSINESS & LEGAL   Access

Accounts
Manage invoices, expenses, monthly and yearly income. ✘

Contracts
Manage contracts that are assigned to parents to view and sign. ✘

Permissions
Manage permissions that are assigned to parents to view and sign. ✔

Policies
Manage policies that are assigned to parents to view and sign. ✔

GALLERIES - PHOTOGRAPH & VIDEO   Access

Photograph Galleries
Manage the photograph galleries including the progress, general and parent galleries. ✔

Photograph Comments
Manage all the comments that have been left on photographs by parents and administrators. ✘

Photograph Statistics
View the photograph gallery statistics displaying total uploads for all galleries. ✔

Bulk Download
Bulk download photographs that have been uploaded to any gallery. ✘

Video Galleries
Manage the video galleries including the progress, general and parent galleries. ✔

Video Comments
Manage all the comments that have been left on videos by parents and administrators. ✔

Video Statistics
View the photograph gallery statistics displaying total uploads for all galleries. ✔

COMMUNICATE

Overview
View the communicate overview section displaying the newsletters and quick messages sent. ✔

Compliments & Complaints
Manage compliments and complaints that have been added by parents. ✖

Newsletters
Manage newsletters that are sent to selected parents. ✔

Questionnaires
Manage the questionnaires that are assigned to parents to complete and sign. ✔

Quick Messages
Manage quick messages that are sent to parents via email. ✔

Private Messages
Manage their personal private messages that are sent and can be received from parents and administrators. ✖