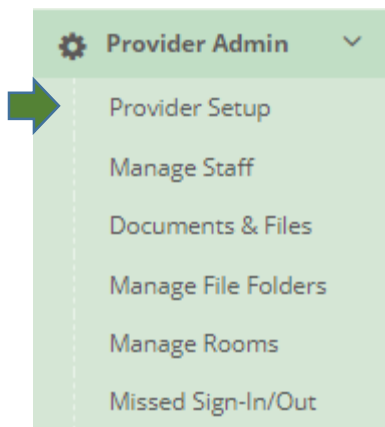


Let's jump into the Provider Admin tab!



The **Provider Admin** tab houses 6 vital sub-tabs that are key for a smooth running daycare. First, let's look at the **Provider Setup** tab.

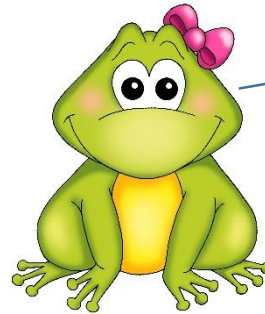
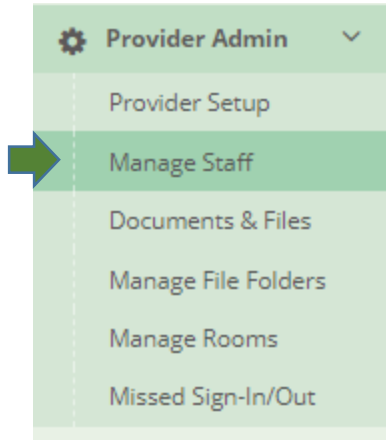
This is where you can choose and upload the logo for your daycare and a background picture for the calendar. You can also set individual billing amounts and billing frequency here.



Provider Setup for Toycare

Logo Toycare The best daycare for your toys!	Upload New Logo Choose File No file chosen Upload Logo
Calendar Background File Toycare The best daycare for your toys!	Upload Calendar Background File Choose File No file chosen Upload File
Parent Billing Settings	





That's it for The Provider Setup tab,
let's get to work with the **Manage Staff** tab!

Here you can see the current staff members of your daycare. You can view their **Name, Email Address, Active Status, Locked Out Status, and Roles.**

Select **Edit User and Roles.**

User List By Name Show Inactive: + Add New App User

Name	EmailAddress	Active	Locked Out	Roles
Frank Fallout	frank@easytimeclock.com	Yes	False	Provider Staff Edit User and Roles Disable
Dawn Mouse	dawn@easytimeclock.com	Yes	False	Provider Staff Edit User and Roles Disable
Ellie Wright	ellie@mylilypadapp.com	Yes	False	Provider Admin Edit User and Roles Disable



Manage Staff Tab

This section allows you to edit or update a staff member's personal and contact information, their role or adding a new role, and password. Don't forget to click **Update Profile** after making changes!

Edit Info for Dawn Mouse [Back to User List](#)

Personal Information

FirstName

LastName

UserName

Email address

Mobile Phone

PIN

Active User

AppProvider Primary User Yes No

Roles

Role Name	Primary Role	
Provider Staff	<input checked="" type="checkbox"/>	Remove
New Staff Type		<input type="text"/>

Password

New password

Confirm new password

[Update Profile](#)

Access Logs

Requested URI	Date of Access	IP Address
/Account/LogOff	6/22/2017 1:49:19 PM	72.200.241.88
/DailySheet/LoadDailySheet/38	6/22/2017 1:48:53 PM	72.200.241.88
/Home/Index	6/22/2017 1:48:49 PM	72.200.241.88

At the bottom of the screen, you can see an **Access Log**. This log will show a history for every action taken by the staff members.





Manage Staff Tab

Back on the **Manage Staff** page, there is an option to **Disable** a staff member.

Roles	
Provider Staff	Edit User and Roles Disable
Provider Staff	Edit User and Roles Disable
Provider Admin	Edit User and Roles Disable

Disabling a staff member puts them in an Inactive status. You can view Inactive staff members by selecting the **Show Inactive** button.

User List By Name

[Show Inactive](#) [+ Add New App User](#)

Name	EmailAddress	Active	Locked Out	Roles
Frank Fallout	frank@easytimeclock.com	Yes	False	Provider Staff Edit User and Roles Disable
Dawn Mouse	dawn@easytimeclock.com	Yes	False	Provider Staff Edit User and Roles Disable
Ellie Wright	ellie@mylilypadapp.com	Yes	False	Provider Admin Edit User and Roles Disable

To make them active again, select **Enable**, and the Staff Member will be moved to the Active list.

User List By Name

[Show Active](#) [+ Add New App User](#)

Name	EmailAddress	Active	Locked Out	Roles
Dawn Mouse	dawn@easytimeclock.com	No	True	Provider Staff Edit User and Roles Enable

← **Show Inactive** **+ Add New App User**

Roles	
Provider Staff	Edit User and Roles Disable
Provider Staff	Edit User and Roles Disable
Provider Admin	Edit User and Roles Disable

The last section on this tab is the **+Add New App User** button.

Here, you can add a new staff member to your daycare.

Add an App User [Back to User List](#)

FirstName	<input type="text"/>
LastName	<input type="text"/>
Email address	<input type="text"/>
Mobile Phone	<input type="text"/>
Primary Role	<input type="text"/>
UserName	<input type="text"/>
New password	<input type="password"/>
Confirm new password	<input type="password"/>

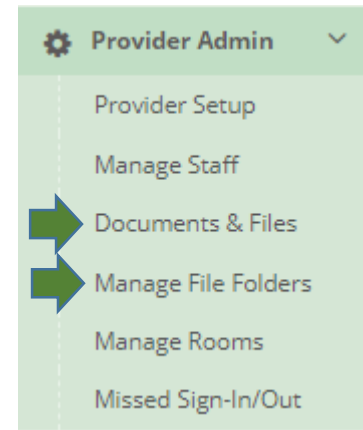
[Add New User](#)





Now let's look at Documents & Files!

Provider Admin Tab!
Customer Support (405) 314-2436



You can upload and store any document, file, or form you need in this section. When you click on a document, it will download a copy to your computer for you to view and print. **Manage File Folders** allows you to edit, organize, and delete files you no longer need.

Provider Files

Folders

- All Files
- Common Forms**
- Misc

Common Forms

File Name	Uploaded By	Date Uploaded	
Accident Injury Report Form.jpg	Zach Wright	8/9/2018	✖
Field Trip Form.jpg	Zach Wright	8/9/2018	✖

Upload Files

Drop your files anywhere on this page.

[+ Add files...](#)
[Upload All](#)
[Clear List](#)

Manage File Folders

Select a Folder Type

- Tenant
- Child**
- Parent

Provider Folder Settings

To re-order, drag and drop the folder items and save the new order.

[📄 to edit.](#)
[✖ to delete.](#)

- Common Forms [📄](#) [✖](#)
- Misc [📄](#) [✖](#)

[Save New Order](#)

Add a New Folder

Folder Name

[Add New Folder](#)

Now, let's look at the **Manage Rooms** tab!



- ⚙️ **Provider Admin** ▾
- Provider Setup
- Manage Staff
- Documents & Files
- Manage File Folders
- ➡️ **Manage Rooms**
- Missed Sign-In/Out

You can change the staff member of a room by clicking the **Assigned To** dropdown box.

Room 1

Assigned To: Dawn Mouse Change

Child Name

Ruby Gloom ✖

Click the **red X** next to a child to remove them from the room.

At the bottom of this page, you can **Create a New Room** and **Deactivate a Room**.

Create a New Room

Room Name

Assigned To Dawn Mouse ▾

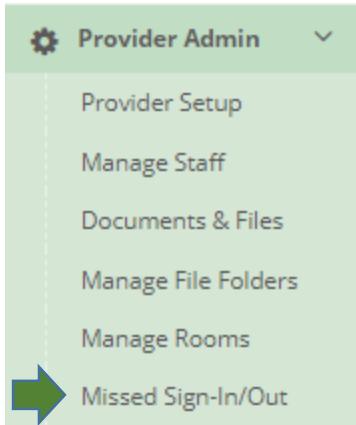
Add Room

Deactivate a Room

Room Room 1 (Ellie Wright) ▾

Deactivate Room





Lastly, let's look at the Missed Sign-In/Out tab!

Here, you can enter a child's missed Sign In or Sign Out. Select a name from the **Child** dropdown box, select the desired **Date**, input the desired **Start** and **End** times, add a **Note** as to why this entry is being added, and lastly, hit **Update**.

Missed Sign-Ins Toycare

Add A Missed Sign-In

Child: Ally Monster

Date: 07/18/2017

Start: 07 : 10 : AM

End: : :

Note (Required):
Forgot to sign Ally in this morning

Update Cancel

