Dependent Care Dashboard (Administration)

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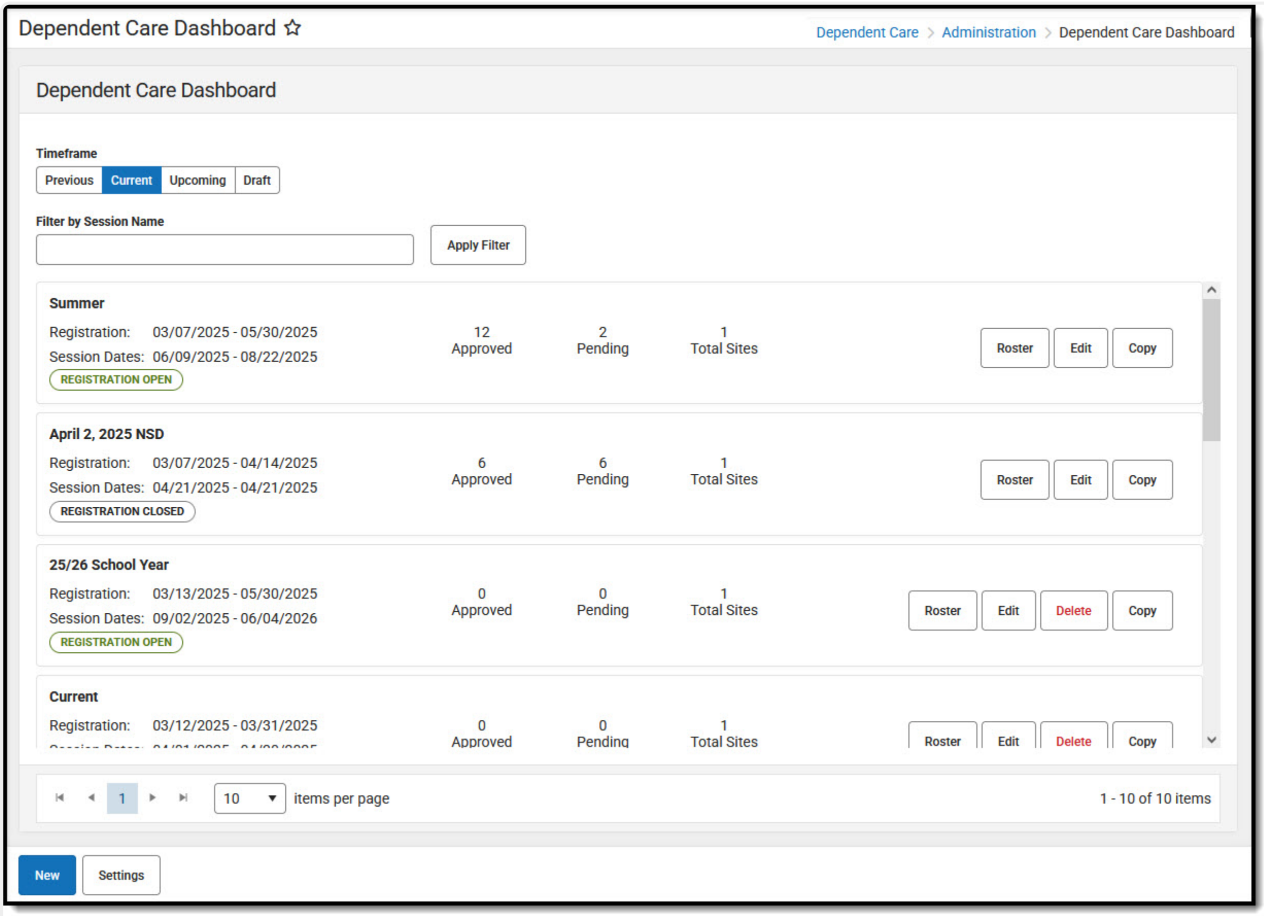
Tool Search: Dependent Care

The Dependent Care Dashboard allows users to view current, past, and future sessions. Sessions define the period of time devoted to a specific period of childcare. Users may also view sessions currently in the process of creation. The Dashboard is also used to create new sessions, define the settings that apply to all sessions, edit, and copy sessions.



Dependent Care Dashboard

Dependent Care Dashboard Fields

Timeframe

The Timeframe options allow users to select the sessions to view. Users may view previous, current, upcoming, or draft sessions.

Timeframe	Definition
Previous	Sessions displayed in the Previous timeframe are sessions that have ended and are considered Complete. Session End Dates are *earlier than* the current system date.
Current *(Default View)*	Sessions that display in the Current timeframe are currently occurring sessions. This includes sessions with an open registration date, session start dates that are *equal to/prior to* the current system date, and session end dates that are *greater than* the current system date.
Upcoming	Sessions displayed in the Upcoming timeframe are sessions with a *registration* start date *later than* the current system date.
Draft	Sessions displayed in the Draft timeframe are sessions that administrators have started but are not yet complete.

Filters

Filters can be used to quickly find a specific session. Simply begin typing in the session name on which to filter a search and press **Apply Filter**.

Depending on the amount of information typed in, any session names fitting the typed in information display. The filter applies only to the sessions in the *selected* timeframe.

To clear the filter and return to viewing all sessions in the selected timeframe, press **Reset**.

Sessions

The Sessions section displays all sessions for the selected Timeframe. From here, users can view session Rosters, edit sessions, copy sessions, and, in some instances, delete sessions. Users are also to view the number of approved and pending registratons for a session and the total number of sites attached to the session.

Session Rosters

Rosters allow users to view all students registered for the session. Users are able to: add pending registrations to sessions, view/edit dependent details, registration status, and form status. See the Session Rosters article for more information.

Editing Sessions

Users may edit some session details. Editing capabilities vary depending on registration status. See the Editing Sessions article for more information.

Deleting a Session

Users may delete a session if there are no registrations tied to the session. See the Deleting a

Session article for more information.

Copying a Session

Copying sessions can be used to save time when creating a new session. If most of the details will remain the same, it is easier to copy a session and make a few minor edits. See the Copying a Session article for more information.

New

The New button is used to create new dependent care sessions. See the Creating a New Session article for more information.

Dependent Care Settings

Dependent Care Settings allow users to select Program and Invoice Settings that will apply to ALL Dependent Care sessions. See the Dependent Care Settings article for more information.