

# REPORTING ACTUAL TIMES

## ENTERING TIMES MANUALLY

To enter times manually from your attendance sheets:

Select > Group > eg babies, toddlers > attendances tab

All children who have a booking for that day will be listed in grey.

Right click on child's name (or double click from time).

Update attendance starting &/or finishing times > OK.

The child's name and updated time/s will now be black.

Continue until you have updated all times for all the children.

Before sending attendances to Canberra (finalising your accounts) check all children on all day's names and from / to times are black.

Absences are still recorded in the bookings tab.

Note: changing times in the attendances tab does not change the booking. The **booking** remains the time/session that the child is booked in for / expected to arrive and the **attendance** is the actual time the child arrived and left.

**Weekly billing/finalising can only be done after the close of business Friday, or when the last child has left your service, and a staff person has checked that the attendance tab has black times on every day for all children for the week.**

## ENTERING TIMES USING ELECTRONIC SIGNING

### **SPIKE VIEWER**

In the Person detail screen on Spike, you will see that each person has been given a 6 digit Pin Code, this includes emergency contacts and collection authorities, this will need to be given to each relevant person.

For ease of allocating go to > Reports > Person > Person Pin Code List / Person Pin Code List by Group. Pin codes are used to identify who has dropped off or collected a child therefore they are not to be shared. If a person does not have a pin code they will need to sign the daily attendance sheet. A staff member will then need to manually enter the time in Spike Viewer.

All staff also have a Pin Code, this can be given to staff persons who need to sign children in/out eg of BSC and ASC. These staff members need to be on the Employees tab.

In Spike, Select > Group > Attendance tab: you will need to check that all children have been signed in and out each session/day.

As a child is electronically signed in/out, this action updates the attendance times

and the time on this screen will turn from grey to black. At times of busy usage it will take approx. 5 mins to update the viewer. As the usage drops the time taken to update the viewer increases. Simply putting your pin code into the tablet/ipad will speed up the server and reduce the time back to 5 minutes.

To check that all children have been signed in and out each session/day, you use the attendance screen to check all times are black, if you have grey times you need to ascertain why and do the signing on behalf of the parent, to do this double click on the time or right click on child's name, and edit the time if necessary, click OK.

EG: If the time is grey it may mean an absence needs to be recorded. If either the sign in or out time is grey, staff will need to confirm the time. You will still need to record all absences and enter bookings for all casual attendances in the Spike Viewer.

**Weekly billing/finalising can only be done after the close of business Friday, or when the last child has left your service, and a staff person has checked that the attendance tab has black times on every day for all children for the week.**

### **GETTING YOUR TABLET / IPAD ES READY**

Ensure that your tablet / ipad has the latest operating system and Google Chrome.

Enter web address:

<https://spike.economicoutlook.net/yoursuffix/admin/attendances/>

Save this page to your home screen.

### **TABLET / IPAD**

Staff can enter their pin code to see a list of children expected to attend that day. You can view them as a whole list or by group.

Staff members are able to sign children in and out or mark them as absent.

(Parents do not have the option to mark their children as absent)

Parents simply enter their pin code and the children who have a booking on that day will be listed. They tap the child's name and/or arriving/leaving and then **must select confirm**. The screen will now go back to: "Please enter your 6 digit pin". You will see a small pop up window saying whether the attendance has been successfully updated or if an error has occurred. The time that the pin code has been entered is the recorded attendance time.

If a staff member has previously signed their child in or out, they will need to verify these times the next time they come in. They will need to verify past

attendances **and** select and **confirm** the current attendance. Times need to be verified by a parent/guardian/authorised collection person for audit reasons.

Note: electronic signing times change in the attendances tab. It does not change the booking. The **booking** remains the time/session that the child is booked in for / expected to arrive and the **attendance** is the actual time the child arrived and left.

We recommend that you have paper based signing available each day/week to cater to persons with no Pin Code, internet being down, power failures etc. We would recommend the Weekly signing in/out sheets.

### **HANDY REPORTS FOR ELECTRONIC SIGNING**

Reports > Person > Person Pin Code List / Person Pin Code List by Group

Reports > Group > Recorded Attendances– this report shows you who has signed the child in / out

### **UPDATES**

When entering times manually into Spike Viewer you can now just change the from time and the to time will remain grey. (Previously it would update both to and from times and they would then show up in black).

Currently invoices are showing booking times but will be updated soon to show actual times. If you charge session times there will be no change to the parents charge, hours charged or CCS.

As always if you are unsure of anything please request a call back, that's what we are here for!

Your Spike Team

**PS. We have some exciting additions coming to Spike soon.....keep an eye on your emails with updates and information..... your feedback on what you would like to see added or updated with your Spike system would be greatly appreciated 😊**