

Setup > Daily InSite, Add New Daily InSite

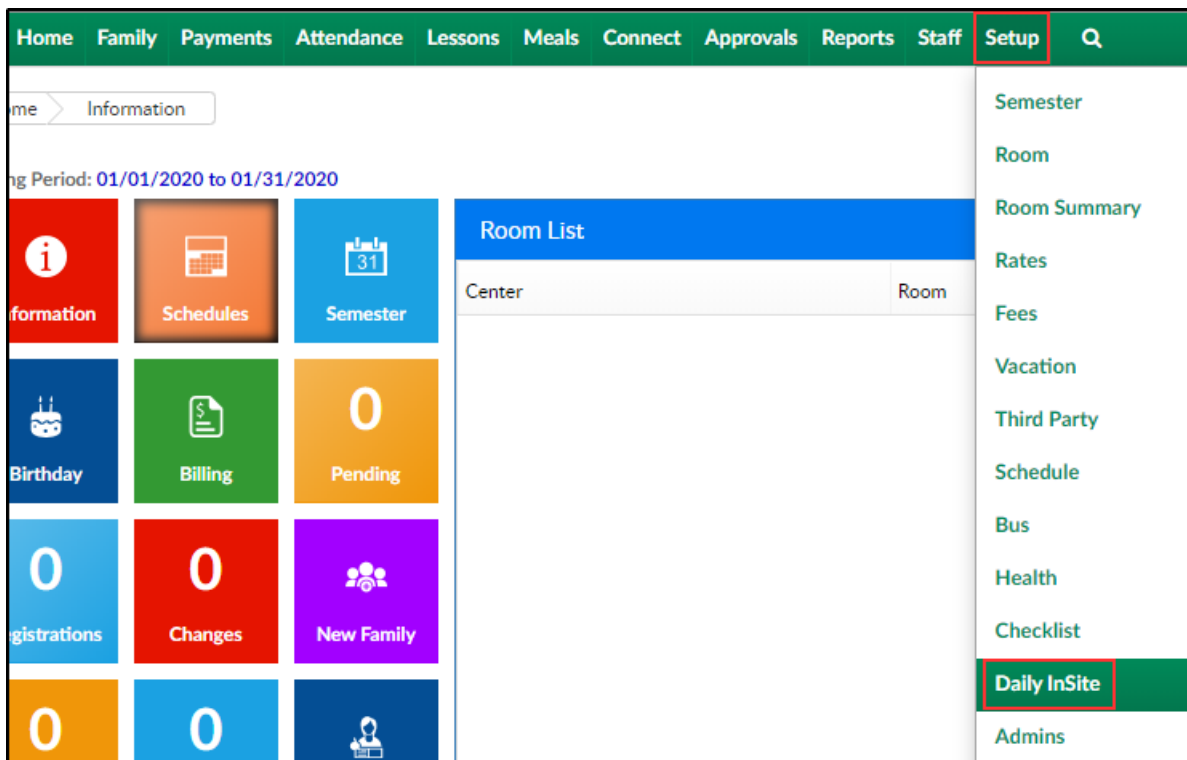
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Setting up Daily InSites allows centers the ability to keep families informed and up to date on what their students are doing within the center. Once Daily Sheets are set up, categories and attributes must be added.

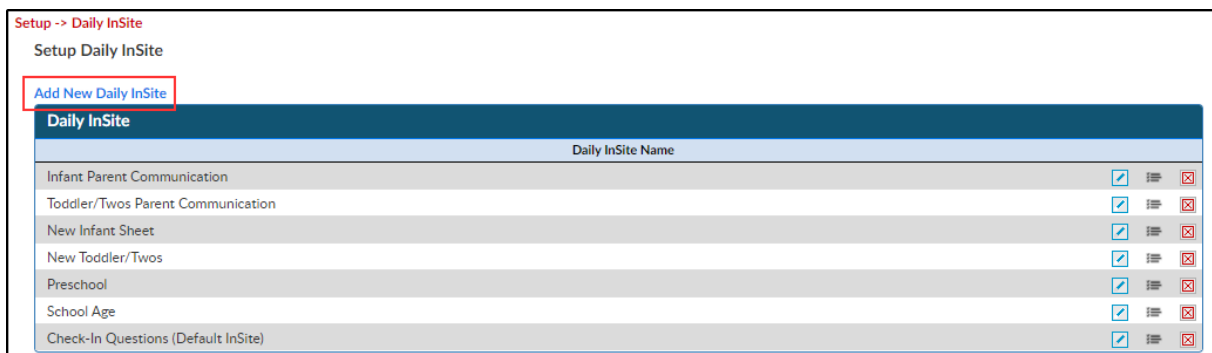
Please Note: In order for a Daily InSite to display, it must be associated to a room under [Setup > Room](#).

Creating Daily InSites

1. Click Setup and select Daily InSites



2. Current Daily Sheets can be viewed in the Daily Sheets section. Click Add New Daily Sheet



3. Enter the name of the sheet and click Save Changes

Add New Daily InSite X

Daily InSite Name:

4. The new InSite will be added to the current list of Daily InSites
 - To edit the sheet name, click the blue edit icon
 - To view/edit the daily sheet, click the black lines icon
 - To delete the sheet, click the red X
5. To add a Category, click the view/edit category icon

[Add New Daily InSite](#) | [Add Check-In Questions](#)

Daily InSite		
Daily InSite Name		
Infant Parent Communication	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Toddler/Twos Parent Communication	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
New Infant Sheet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
New Toddler/Twos	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Preschool	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
School Age	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

6. Click Add New Category

[Add New Category](#)

Daily InSite Categories					
Category Name	Category Type Code	Description	Allow Note?	Allow Additional Row?	
Feeding Times	Feed		N	Y	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Diapering	Dia		N	Y	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Start Nap	Nap		N	Y	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

7. Complete the Add New Category popup

Add New Category X

Category Name:

Default Category:

Sequence Number:

Category Type Code:

Category Description:

Allow Additional Rows for Category?: Yes No
 Allow Note for Category?: Yes No

- Category Name - enter the name of the category for the daily sheet
- Default Category - select a default category from the drop-down list
 - None - if the category is not for attendance or meals, select none
 - Attendance - will show the student's attendance on the daily sheet
 - Meals - will show any meals served to the student on the daily sheet
- Sequence Number - enter the sequence number, if applicable. This will determine the order of the categories on the daily sheet. If no sequence number is entered, they will appear in the order they were added
- Category Type Code - enter an abbreviated code
- Category Description - enter a brief description of the category. This will be used to outline what the category will display on the daily sheet
- Allow Additional Rows for Category?
 - Yes - additional rows can be added for more detail
 - No - only one row for additional details will be added
- Allow Note for Category?
 - Yes - select this for the ability to add notes for the category
 - No - notes are not able to be posted to category

8. Click Save changes

9. Click the Attribute icon to add attributes to a category

Add New Category

Daily InSite Categories					
Category Name	Category Type Code	Description	Allow Note?	Allow Additional Row?	
Feeding Times	Feed		N	Y	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Diapering	Dia		N	Y	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Start Nap	Nap		N	Y	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
End Nap	EndN		N	Y	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Your Child Needs	Need		N	Y	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Today We!	We		N	Y	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Special Notes	Note		N	Y	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

10. Click Add New Attribute to add new activity

Add New Attribute X

Attribute Name:

Attribute Type:

Sequence Number:

Attribute Description:

- Attribute Name - enter the name of the question/field to complete

- Attribute Type - select the type of question (Text, Multiple Choice, Date, Time)
 - If Multiple Choice was selected, enter the answers separated by commas in the Multiple Choice Answers section

Edit Attribute [X]

Attribute Name:

Attribute Type:

Multiple Choice Answers: (seperate answers by comma)

Sequence Number:

- Sequence Number - enter the sequence number or leave blank to default to the order added
- Attribute Description - enter the description of the attribute
- Click Save Changes

11. To associate the Daily Sheet to a room, navigate to Setup, then select Classroom/Program

Search... [Business]

Home Family Payments Attendance Lessons Meals Connect Approvals Reports Staff **Setup** Q

Setup -> Daily Sheets

Setup Daily Sheets

Add New Daily Sheet

Daily Sheets	Daily Sheet Name
	Before and After School
	Math
	Preschool

- Semester
- Classroom**
- Classroom Summary
- Rates
- Fees
- Vacation
- Third Party

12. Locate and click the room name

Preschool B [Room Icon] [Refresh]

[Regular \(View Semester\) -- Parent Managed Room Availability](#)

[Upload a Classroom Picture](#)

[Extra Program Registration Info](#)

[\(Registration Setup\)](#)

[\(Attribute Setup\)](#)

[\(Extra Fee Setup\)](#)

13. Scroll to the Daily InSite field

Daily Sheet:

14. Select the daily InSite from the drop-down

15. Click Save. Daily InSites can now be added to students

Related Articles

The following articles are related to Daily InSites:

- Adding Check-In Questions

Add New Check In Question

Daily Sheet Attributes		
Attribute Name	Description	Attribute Type
Does your child have a fever above 100.4?		CHOICE <input checked="" type="checkbox"/> <input type="checkbox"/>
Does your child have a cough?		CHOICE <input checked="" type="checkbox"/> <input type="checkbox"/>
Does your child have shortness of breath?		CHOICE <input checked="" type="checkbox"/> <input type="checkbox"/>
Has your child been in close contact with a p		CHOICE <input checked="" type="checkbox"/> <input type="checkbox"/>

- Adding Daily InSites via the admin site

Naptime

Did the student nap?	Nap Start Time	Nap End Time
Yes ▼	12 ▼ 00 ▼ PM ▼	01 ▼ 30 ▼ PM ▼
Add Additional Row		
Note: <input type="text"/>		

- Recording Daily InSites via the InSite Provider application

Preschool B | Record an InSite | Student Staff Offsel: 2 0 0

Select a Category

Did the student nap?: Yes

Nap Start Time: 9:45 AM

Nap End Time: 11:15 AM

09	10	
09	13	
10	14	
11	15	AM
12	16	PM
01	17	
02	18	

Photo

- How parents view the Daily InSites via the parent portal