

Quick Links- Things to Do

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From the menu bar select the star icon, hover over the Quick Links- Things to Do option.

The screenshot shows the software interface with a search bar at the top left and a user profile icon at the top right. The main navigation bar includes Home, Family, Payments, Attendance, Lessons, Meals, Connect, Approvals, Reports, Staff, and Setup. The 'Quick Links - Things To Do' dropdown menu is open, listing the following actions:

- Add A New Child
- Submit Payments
- Take Attendance
- View Room Report
- View Outstanding Payments
- View Payment Report
- Current Statements
- Print Batch Statements
- Batch And Report
- Financial Reports
- Assignment Billing
- Attendance Journal

The background dashboard features several widgets: Information, Schedules, Birthday, Billing, Registrations, Changes, Waitlist, Program, and Live Ratios. A table is visible in the background with the following data:

	Classroom	M	T	W	Th	F
Transactional- Center 1	AM, Before School Care	8	7	8	7	8
Transactional- Center 1	Flexible Child Care Registration	0	0	0	0	0
Transactional- Center 1	PM, After School Care	3	3	3	3	3
Transactional- Center 1	Weekly Enrichment	1	1	1	1	1

From anywhere in the system users are able to select this list and jump to the actions listed below.

- [Add a New Child](#)- add a new family to the system
- [Submit Payments](#)- receipt payments from the Payments > Journal screen
- [Take Attendance](#)- take attendance for a classroom Attendance > Entry screen
- [View Room Report](#)- pull room/program reports from the Reports > Room/Program screen
- [View Outstanding Payments](#)- send outstanding balance emails, add late fees or pull balance reports
- [View Payment Report](#)- pull a report displaying payments that have been receipted during a user defined time frame
- [Current Statements](#)- select this link to batch create current statements in a PDF file. Go to [Print Batch Statements](#) to open the file.
- [Print Batch Statements](#)- download PDF files of statement batches
- [Batch and Report](#)- group received payments together to make bank reconciliation easier
- [Financial Reports](#)- pull revenue, balance and ledger reports from the Reports > Financial screen
- [Assignment Billing](#)
- [Attendance Journal](#)- review clock ins/outs and see any errors that may have occurred from the InSite Check-In or Classroom applications