

View Dashboard

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The Dashboard is found on the left menu in Jackrabbit Care. The Dashboard will look different for each team member based on their role and assigned classes. Owners and Administrators can use the Dashboard to see how many total children and team members are currently checked in, available openings, and financial information. Teachers and Timeclock roles can use the Dashboard to see class Details and Enter Class Mode.



See Class Details for today's or tomorrow's classes.

Enter Class Mode to see the Roster, take Attendance, or send Messages.

View financial information if you are an Owner or Administrator.

[Expand/Collapse All](#)

See how a Dashboard looks and its functions for each type of team member below:

Owners and Administrators

967908 > 208 > Select An Option

Search... SUBMIT A TICKET 🗨️ 📄 ? 👤

Welcome, Lewis

Today Jul 03, 2024

After School Program
Summer All Stars (Elementary)

[Details](#) Enter Class Mode

Tomorrow

After School Program
Summer All Stars (Elementary)

[Details](#)

CURRENTLY CHECKED IN

13

Currently here

MISSING INFORMATION

55

/64
People are missing info

OPENINGS

27

/50
Available Openings

July 03, 2024

Status	Amount
Posted	\$42,469.12
Scheduled	\$2,820.00
Pending	\$2,820.00
Past Due	\$8,834.88

Past Due

Top 5 of 32

Family Account	Billing Profile	Past Due
Kessler	Weekly Billing Profile	\$1,700.00
Dennis	Weekly Billing Profile	\$1,680.00
Sharon	Weekly Billing Profile	\$1,340.00
Peterson	Weekly Billing Profile	\$1,200.00
Pham	Weekly Billing Profile	\$1,090.00

[See More](#)

Messages

FAMILIES INBOX

Bedi
Hey Abhay! Were you still interested ... Yesterday

Traska
I will be late for pick up today 06/20/2024

Summers
We are on the way 06/05/2024

Alman
Hello! Leigha is enrolled in the All ... 06/03/2024

[See All Messages](#)

Birthdays 🎂

UPCOMING

Child	Date	Turning Age
Willow Slaymen	July 05	7
Jerome Dennis	July 10	10
Kiama Dennis	July 10	10

1 See all assigned classes for the current and following day.

- Click **Details** to go to the Class Details tab.
- Click **Enter Class Mode** to see the class Roster, take Attendance, or send Messages.
- Click the **Expand** icon (➤) to open more details about the class.


If no classes are assigned, *This team member is not associated with any classes.* will appear in this area.

2 See how many total children and team members are currently checked in.

- Learn more about how to [View & Manage Time Entries](#)

- 3 See the total number of people missing at least one piece of information.
 - Learn more about how to [View Missing Information](#).
- 4 See the total number of openings for classes available for enrollment.
 - Learn more about how to [Enroll Children in Classes](#).
- 5 See an overview of Posted, Scheduled, Pending, and Past Due fees. Click any of the fee types on the graph or list to see a more detailed overview.
 - Learn more about the [Financial Reporting - Overview](#).
- 6 See an overview of Past Due fees with the highest balance.
 - Click an **Account Name** or the **Billing Profile** to go directly to the Family's Account.
 - Click **See More** to go to the Past Due Fees report.
 - Learn more about [Financial Reports](#).
- 7 See a preview of messages between team members and families.
 - Learn more about [Messaging to the CircleTime Mobile App](#).
- 8 See a preview of birthdays for children occurring in the upcoming week.
 - For a full view, go to the [Upcoming Birthdays Report](#).

Site Administrators

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 - Click **Enter Class Mode** to see the class Roster, take Attendance, or send Messages.
 - Click the **Expand** icon  to open more details about the class.

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Teachers and Timeclock

A Teacher or Timeclock team member who has assigned classes will have a Dashboard that looks similar to the following. If no classes are assigned, *This team member is not associated with any classes.* will appear in this area.


The dashboard features a search bar, a 'CHAT WITH US' button, and a user profile icon. The main content is divided into three sections:

- Today Jul 03, 2024** (marked with a '1' in a teal circle):
 - Class: After School Program **Adventure Kids Club**
 - Checked in ratio: 1 : 2 (Max 1:10)
 - Schedules: All Day Care
 - Space: Home Ec Room
 - Dates: Mon Jun 03, 2024 - Fri Aug 30, 2024
 - Attendance: 2 of 6
 - Teachers: Andre Brighton (In), Sarah Henderson (Out)
 - Buttons: [Details](#), [Enter Class Mode](#)
- Tomorrow** (marked with a '2' in a teal circle):
 - Class: After School Program **Adventure Kids Club**
 - Button: [Details](#)
- Birthdays** (marked with a '3' in a teal circle):
 - UPCOMING

Child	Date	Turning Age
Willow Slaymen	July 05	7
Jerome Dennis	July 10	10
Kiama Dennis	July 10	10


1 See all assigned classes for today's date.

- Click **Details** to go to the Class Details tab.
- Click **Enter Class Mode** to see the class Roster, take Attendance, or send Messages.

- Click the **Expand** icon  to open more details about the class.

2 See classes scheduled for tomorrow.

- Click **Details** to go to the Class Details tab.

- Click the **Expand** icon  to open more details about the class.

3 See a preview of birthdays for children occurring in the upcoming week.

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