




Where is Everyone in Real-Time

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Use Where is Everyone? to ensure child and team member safety and maintain compliance with child-to-teacher ratios. As an Owner, Administrator, or Site Administrator, go to **Dashboard** (left menu) and click **Where is Everyone?** to open the *Where is Everyone?* page and use the following features:

-  See real-time tracking of child and team member locations to maintain proper staffing ratios.
 -  Manage space compliance efficiently for children and team members.
 -  Receive instant push notifications on the Staff App and take corrective actions when ratios are not met.
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See Where Everyone Is

Use the following legend to understand the *Where Is Everyone?* page.

967908 > 208 > Where Is Everyone?

Where Is Everyone?

Overall Capacity (22/55)

- Teacher 5
- Children 17

Available Teachers (2)

- Suzanne H. Owner
- Sarah H. Administrator

Absent Children (3)

- Aaron Peterson
- Allison Chen
- Harriet Holmes

Real-Time Spaces Overview

9/20 +11 Computer Lab 2 Teachers 7 Children	8/5 -3 Home Ec Room 2 Teachers 6 Children	5/30 +25 Media Center 1 Teacher 4 Children
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Real-Time Space Details

1st Floor
 Search

ALLERGIES
Computer Lab (9/20)
 Accelerated Achievers

Home Ec Room (8/5)
 Adventure Kids Club

ALLERGIES
Media Center (5/30)
 Growing Minds

- Overall Capacity shows the total number of children and staff members checked in out of the maximum occupancy for all spaces.
- Available Teachers shows the total number of staff members checked in that are not assigned to a space. Staff members can be assigned to classes in spaces using the Staff App. Click a staff member to go to their Details tab.

- 3 Absent Children shows all children marked absent during attendance. Click a child, then select **Incomplete Time Entries** to manage entries.
 - 4 The Real-Time Spaces Overview displays one card per space. If a space is over capacity, its card turns red. Click a card, then select **Space Details** to make changes.
 - 5 Use the drop-down menu to view spaces on other floors. Use the Search tool to find which class children or team members are currently in.
 - 6 Each class in a space appears on its own card under Real-Time Space Details. Class cards show the class's name, with team members on the top row and children on the bottom row. Click any class card in a space to make changes to that space.
 - 7 When a space exceeds its capacity, its card turns red. The number at the top shows the total of checked-in children and team members out of the space's maximum occupancy. Multiple classes can share the same space.
 - 8 Icons indicate if a space is ADA compliant, has a fire extinguisher, or includes a first aid kit. An Allergies badge appears if any children in the class have allergies.
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