## 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, Asministrator, 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:

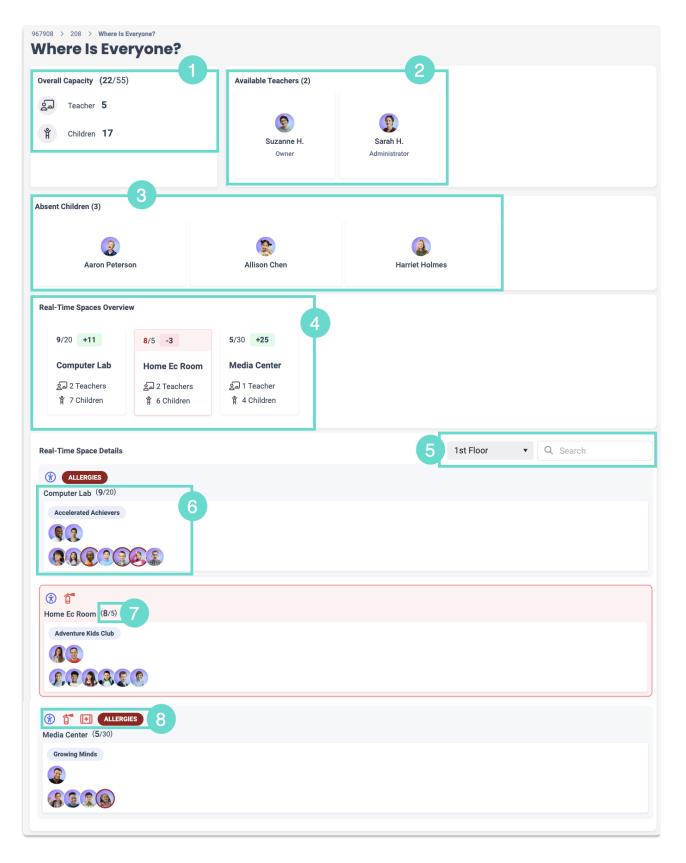
See real-time tracking of child and team member locations to maintain proper staffing ratios.

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.

## See Where Everyone Is

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



- 1 Overall Capacity shows the total number of children and staff members checked in out of the maximum occupancy for all spaces.
- 2 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.