



## Nursery View Permissions

### Nursery Users

Manager

Nursery Admin

Deputy Manager

Room Leader

Senior Practitioner

Pracitioner

Register Only

#### 1 Nursery settings

##### 1.1 Sessions

View sessions



Add sessions



Edit sessions



##### 1.2 Invoice settings

View Invoice settings



Edit invoice settings



##### 1.3 Extra items

View extra items



Add extra items



Edit extra items





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#### 1.4 Payment methods

View payment methods



Add payment methods



Edit payment methods



#### 1.5 Term dates

View term dates



Add term dates



Edit term dates



#### 1.6 Funding

View funding



Add funding



Edit funding





## Nursery View Permissions

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#### 1.7 Nursery information

View nursey information



Edit nursey information



#### 1.8 Staff leave types

Add leave types



Edit leave types



Delete leave types



#### 1.9 Nursery files

View nursery files



Add nursery files



Edit nursery files



## 2 Finance settings



### Nursery View Permissions

### Nursery Users

Manager

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Senior Practitioner

Pracitotoner

Register Only

View all finance settings



Add all finance settings



Edit all finance settings



## 3 Staff

### 3.1 Staff list

Add/edit /list/details staff



Download csv



### 3.2 Staff profile

View their own profile 'about' tab



View others staff profile 'about' tab



### 3.2.1 Staff contracts

View contracts



Only their own

Only their own

Only their own

Only their own

Only their own



### Nursery View Permissions

### Nursery Users

Manager

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Deputy Manager

Room Leader

Senior Practitioner

Pracititoner

Register Only

Add contracts



Edit contracts



Delete contracts



### 3.2.2 Staff files

View staff files



Only their own

Only their own

Only their own

Add staff files



Only their own

Only their own

Only their own

Edit staff files



Only their own

Only their own

Only their own

### 3.3 Staff register

View register



Clock in



### 3.4 Staff worklog

View work log





### Nursery View Permissions

### Nursery Users

Manager

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Room Leader

Senior Practitioner

Pracititoner

Register Only

Add working times



Edit working times



### 3.5 Staff rota

View rota



Add shifts



Edit shifts



Add leaves



Edit leaves



Export rota



### 3.6 Staff attendance

View staff attendance



Add actual or planned hours





### Nursery View Permissions

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Edit actual or planned hours



Delete actual or planned hours



### 3.7 Staff leaves

View staff leaves overview



View leaves from their own profile



Add leave



Edit leave



Delete leave



View leave entitlement notes



Create leave entitlement notes



Edit leave entitlement notes



Delete leave entitlement notes





## Nursery View Permissions

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Register Only

#### 4 Children

##### 4.1 Children list

Add new child



##### 4.2 Child profile

View child profile



View All about me information



Edit child full name



Add child profile information



Edit child profile information



Archive child



Attendance



Diary







## Nursery Users

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Add Notes	✓	✓	✓	✓	✓	✓	
Edit Notes	✓	✓	✓	✓	✓	✓	
View files	✓	✓	✓	✓	Key children only	Key children only	Key children only
Add files	✓	✓	✓	✓	Key children only	Key children only	Key children only
Edit files	✓	✓	✓	✓	Key children only	Key children only	Key children only
<b>4.2.1 Child contacts</b>							
View contact information	✓	✓	✓	✓	✓	✓	
Add contact information	✓	✓	✓	✓			
Edit contact information	✓	✓	✓	✓			
<b>4.2.2 Child booking pattern</b>							
Invoicing	✓	✓					
View sessions	✓	✓	✓	✓	✓	✓	



### Nursery View Permissions

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Add sessions



Edit sessions



Add sessions (with invoicing on)



Edit sessions (with invoicing on)



View extra sessions



Add extra sessions



Edit extra sessions



View extra items



Add extra items



Edit extra items



View funding



Add funding





### Nursery View Permissions

### Nursery Users

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Pracititoner

Register Only

Edit funding



### 5 Child register

Full register access except extra session



Add extra session (with invoicing off)



Add extra session (with invoicing on)



Download pdf printable register



### 6 Blossomboard

Time widget



Attendance widget



Observations widget



Search key children widget



Make observation and send diary buttons





### Nursery View Permissions

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Allergies widget



Next steps widget



3 Finance widgets (if invoicing is on)



## 7 Next steps

View and manage next steps



## 8 Observations

View observations



Make observation



Delete all observation



Delete own observations



Edit approved observations



## 9 Parent inbox



### Nursery View Permissions

Nursery Users						
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View all observations from home

- ✓
- ✓
- ✓
- ✓
- ✓
- ✓

### 10 Approvals

Send observations for approval

- ✓

Approve own observations

- ✓
- ✓
- ✓
- ✓
- ✓

Send reports for approval

- ✓
- ✓

Approve own reports

- ✓
- ✓
- ✓
- ✓

Approve all draft/pending obs/reports

- ✓
- ✓
- ✓
- ✓

### 11 Formative reports

View formative reports

- ✓
- ✓
- ✓
- ✓
- ✓
- ✓

Make formative report

- ✓
- ✓
- ✓
- ✓
- ✓
- ✓

Delete all formative reports

- ✓
- ✓
- ✓
- ✓
- ✓
- ✓

Edit approved formative reports

- ✓
- ✓
- ✓
- ✓



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<b>12 Framework</b>							
View framework	✓	✓	✓	✓	✓	✓	
Edit framework	✓	✓	✓	✓	✓	✓	
View observation links	✓	✓	✓	✓	✓	✓	
<b>13 Cohort tracking</b>							
Observation tracker	✓	✓	✓	✓	✓	✓	
Progress tracker	✓	✓	✓	✓	✓	✓	
Comparison reports	✓	✓	✓	✓	✓	✓	
<b>14 Security</b>							
<b>14.1 Authorise devices</b>							
Authorise devices	✓		✓				
Self authorise devices	✓		✓				



## Nursery View Permissions

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Register Only

Authorise device with PIN



## 14.2 Access logs

View access logs



## 15 Diary

View approved diary



Add diary entries



Edit diary entries



## 16 Rooms

View all room moves



Add rooms



Edit rooms



Archive rooms





### Nursery View Permissions

### Nursery Users

Manager

Nursery Admin

Deputy Manager

Room Leader

Senior Practitioner

Pracitioner

Register Only

Add default room moves



Edit default room moves



### 17 My profile

Edit my profile



### 18 Reports

Starters List



Key Person List



Leavers List



Dietary requirements & allergies



Emergency contacts list



Photo Permission



### 19 Occupancy





**Nursery View Permissions**

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View occupancy report

✓ ✓ ✓ ✓

View occupancy planner

✓ ✓ ✓ ✓

**20 Finance Reports**

View all finance reports

✓

**21 Accident/Incident records**

View an accident or incident record

✓ ✓ ✓ ✓ ✓ ✓

Log an accident or incident record

✓ ✓ ✓ ✓ ✓ ✓

Approve an accident or incident record

✓ ✓ ✓ ✓

Edit an accident or incident record

✓ ✓ ✓ ✓ only draft and signatures needed only draft and signatures needed

Delete an accident or incident record

✓ ✓ ✓ ✓ only draft and signatures needed only draft and signatures needed

**22 News**

View news posts

✓ ✓ ✓



**Nursery View Permissions**

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Add news posts	✓	✓	✓				
Edit news posts	✓	✓	✓				
Remove news posts	✓	✓	✓				
Add new recipients to news posts	✓	✓	✓				
Remove recipients from news posts	✓	✓	✓				