

# Edit All (Staff Portal) Staff Settings

Last Modified on 11/03/2020 12:30 am EST

**Edit All Staff Settings** (*Staff Portal* menu > *Settings*) allows you to work with the individual Staff Portal settings (*Staff record* > *Portal Settings* tab) for multiple staff at one time.

[FAMILIES](#) | [STUDENTS](#) | [CLASSES](#) | [EVENTS](#) | [STAFF](#) | [TRANSACTIONS](#) | [STORE](#) | [REPORTS](#) | [STAFF PORTAL](#) | [TOOLS](#)

?

💡

## Executive Dashboard

REFRESH DASHBOARD

WEEKLY CALENDAR

Alerts **Settings**

0 Wait Lists for Classes with Openings

1 Incomplete Time Entries

0 2-3 Absences in last 14 days

0 4+ Absences in last 30 days

2 Classes Past End Date To Archive

0 Scheduled Trials (Enroll Type= Trial)

1 Birthdays (Active) next 10 days

3 Birthdays (Not Active) next 10 days

0 Items at or below Re-Order Alert Qty

1 Classes with Incomplete Staff Portal Attendance (yesterday)

0 Scheduled Emails

Tasks **Add** **To Do** **Completed** **Assigned To Others** ( ☐ View Completed?)

Due

Task

8-15

Update your hours in your Staff Portal before 8/15!

Assigned By

helpcenter

Revenue Summary **Settings**

Current vs. Prior Year Revenue

12-month trailing revenue - Bar Chart | Current vs. Prior 2 Years Revenue

Aged Accounts **Settings**

0-30	31-60	61-90	> 90	Total	Balance (incl. Credits)
0.00	75.00	0.00	5,024.17	5,099.17	4,957.17

Refresh

Key Metrics **Settings**

26 Enrollment Total

26 Enrollment Category1 Chart

47.27 Enrollment %

0 Total Drops last 15 days

0 Portal Enrollments last 7 days

13 Active Families of 39 total

18 Active Students of 56 total

8 Active Classes of 8 total

3 Active Instructors of 3 total

0 Web Registrations last 7 days

Editing staff settings is also done as the fourth step of the of the Guided Staff Portal Setup and is covered in full detail in our Help article [Staff Portal Setup Step 4 - Customize Staff Settings](#)

## Staff Portal Guided Setup - Step 4 of 5: Staff Settings

SAVE

GO TO STEP 5: STAFF PORTAL SETTINGS →

1. Select the Staff to edit their settings below.

Check All

Uncheck All

☐ Stephanie Andrews

☐ Dianne Harris

☐ John Linton

2. Select the Settings

My Time Card Tab

Time entry method

No Change

?

Default Department

No Change

▼

Additional Dept News

No Change

▲

Delete Existing

ADMIN

D-TEACH

FRTDSK

▼

Can split time between Departments

No Change

?

