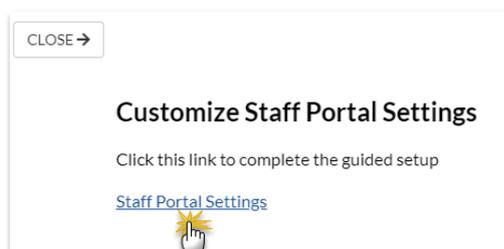


Staff Portal Setup Step 5 - Customize Staff Portal Settings

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

Once you have [customized staff settings \(Staff Portal Setup Step 4\)](#), you can customize some general Staff Portal settings.



Click the **Staff Portal Settings** link to complete the guided setup and land on the *Staff Portal Settings* page. These settings, once enabled, will affect all staff members.

| Settings for Staff Portal | Description |
|----------------------------------|---|
| Staff Session Timeout Limit | Set the length of time the Staff Portal will automatically log out with no activity. |
| Features | Select the <i>Features</i> the staff can use in the Staff Portal. These include: Attendance , Skills/Levels , Time Clock , and Lesson Plans . |
| Family & Student Display Options | Select which information should be listed in the Staff Portal about the student. |
| Attendance Options | Select if the user can save partial attendance . |
| Skill/Level | Select how to manage student Email Skill/Level Progress . |
| Time Clock | Setup Time Clock Departments , Time Clock Pay Periods , and Time Entry Settings . |

You can also access these global Staff Portal Settings from the *Staff Portal* menu > *Settings* > *Portal Settings*.



Executive Dashboard

REFRESH DASHBOARD

WEEKLY CALENDAR

Guided Staff Portal Setup

Launch Staff Portal

Attendance

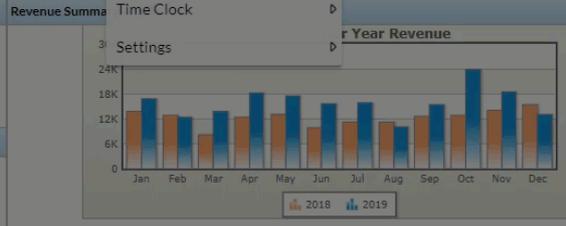
Time Clock

Settings

- Alerts** Settings
- 4 Wait Lists for Classes with Openings
 - 0 Incomplete Time Entries
 - 0 2-3 Absences in last 14 days
 - 0 4+ Absences in last 30 days
 - 0 Classes Past End Date To Archive
 - 0 Scheduled Trials (Enroll Type= Trial)
 - 1 Birthdays (Active) next 10 days
 - 1 Birthdays (Not Active) next 10 days
 - 0 Items at or below Re-Order Alert Qty
 - 14 Classes with Incomplete Staff Portal Attendance (yesterday)
 - 0 Scheduled Emails

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

| Due | Task | Assigned By |
|-----|------|-------------|
| | | |



Aged Accounts Settings

| 0-30 | 31-60 | 61-90 | > 90 | Total | Balance (incl. Credits) |
|----------|----------|-------|------|----------|-------------------------|
| 5,932.87 | 1,008.50 | 0.00 | 0.00 | 6,941.37 | 6,691.62 |

Refresh

- Key Metrics** Settings
- 161 Enrollment Total
 - 161 Enrollment Category 1 Chart
 - 50 Enrollment %
 - 1 Total Drops last 15 days
 - 0 Portal Enrollments last 7 days
 - 0 Class Registrations to be processed last 7 days
 - 98 Active Families of 231 total
 - 108 Active Students of 255 total
 - 52 Active Classes of 52 total
 - 24 Active Instructors of 26 total
 - 0 Web Registrations last 7 days

Announcements Edit

Staff meeting on Monday at 9:00

Enhancements

| Release Date | Enhancement | Description |
|--------------|---|---|
| 12/05/19 | Lesson Plans: Visible in the Staff Portal | Lesson Plans are now visible from inside the Staff Portal when lesson plans have been added to a class record. See Lesson Plans in the Staff Portal Blog for more information |
| 11/21/19 | Web Registration Form: T-shirt size added | The T-shirt size drop-down is now available on the Web Registration form. The field defaults to optional, however, you can change the field to be hidden or required on your form. |

