

Harmony for Educators

Welcome to Harmony for Educators.

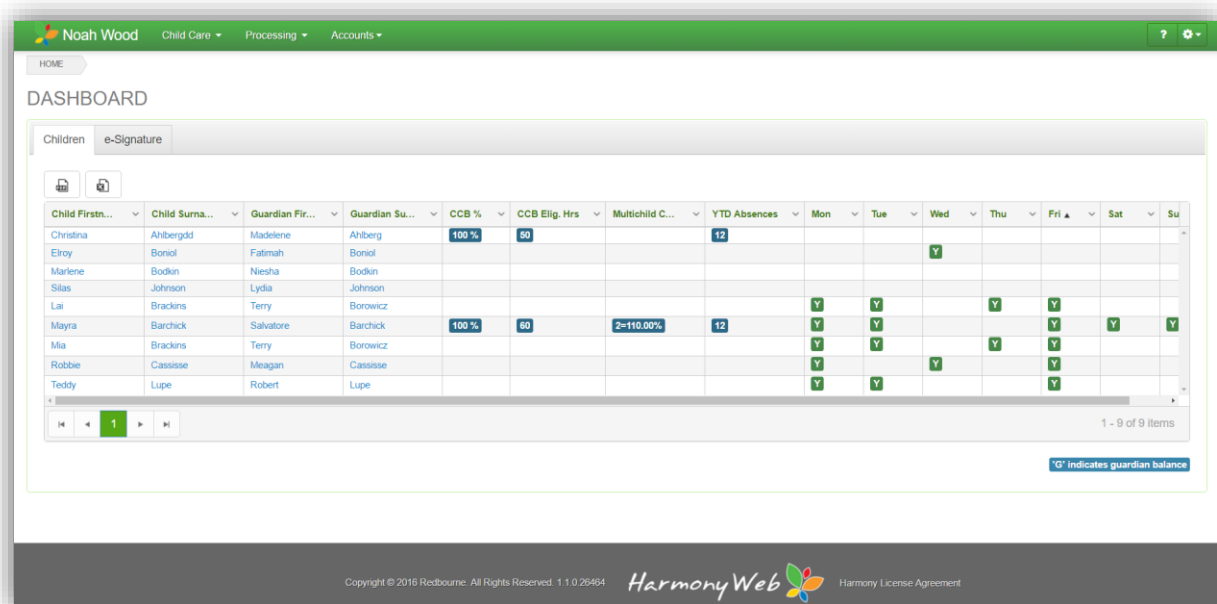
Harmony for Educators offers you a software fully integrated between Service and Educator. This allows you benefits such as instant access to CCMS enrolment updates and electronic timesheet submission.

This document will guide you through accessing data, processing timesheets and creating fee estimates.

Getting Started

Home Page

The home screen will provide you with a Dashboard:



Child First...	Child Surma...	Guardian Fir...	Guardian Su...	CCB %	CCB Elig. Hrs	Multichild C...	YTD Absences	Mon	Tue	Wed	Thu	Fri	Sat	Su
Christina	Ahlbergdd	Madeline	Ahlberg	100 %	50		12			Y				
Etroy	Boniol	Fatimah	Boniol											
Marlene	Bodkin	Niesha	Bodkin											
Silas	Johnson	Lydia	Johnson											
Lai	Brackns	Terry	Borowicz					Y	Y		Y	Y		
Mayra	Barchick	Salvatore	Barchick	100 %	60	2=110.00%	12	Y	Y		Y	Y	Y	Y
Mia	Brackns	Terry	Borowicz					Y	Y		Y	Y		
Robbie	Cassise	Meagan	Cassise					Y	Y	Y		Y		
Teddy	Lupe	Robert	Lupe					Y	Y			Y		

All families assigned to you will display on this page, along with their CCMS enrolment data and booked days.

The CCB%, CCB Elig. Hours and YTD Absences columns display live enrolment data. An overnight query runs on the enrolment data each night. Any changes queried will be displayed in your dashboard. Changes will be highlighted in red.

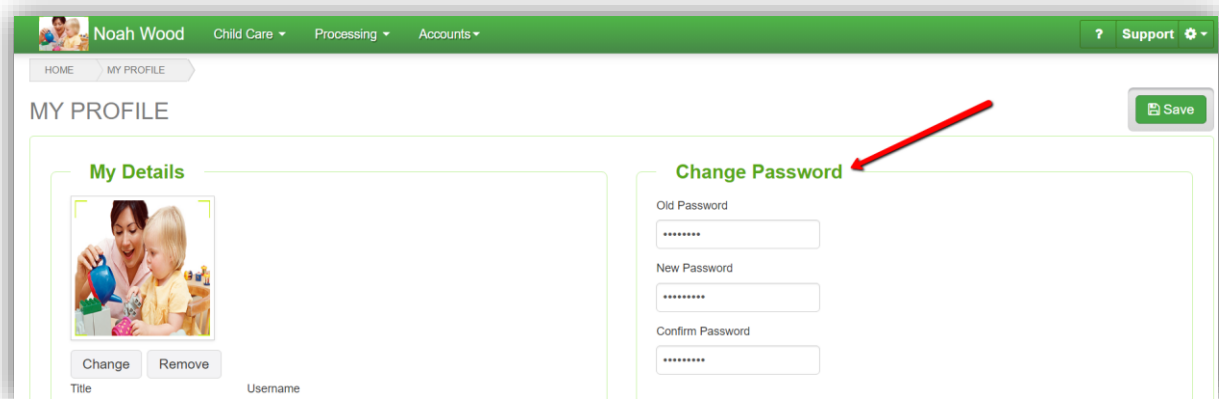
My Profile

This will allow you to update your password.

Click the **'Settings'** cog and select **'My Profile'**.

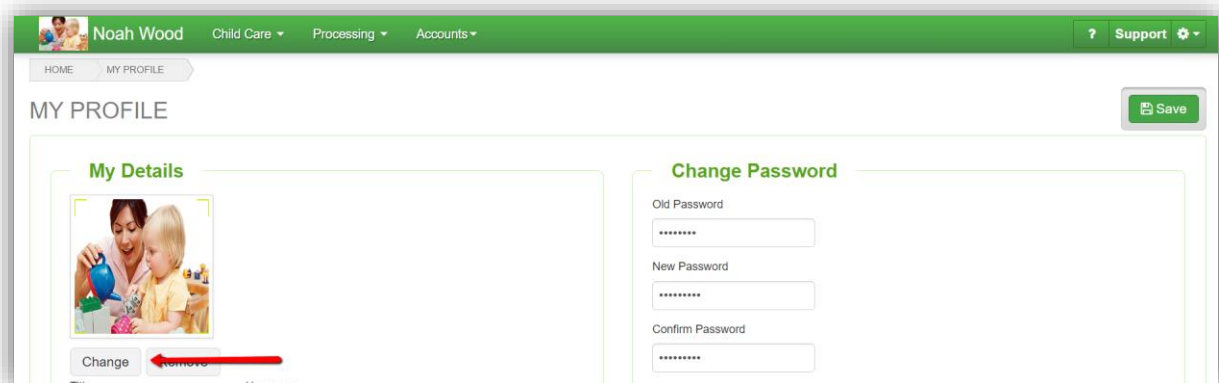


Enter your old password. Enter your new password and confirm it.

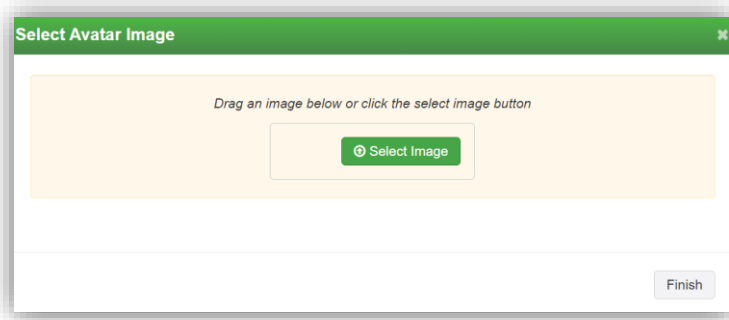


Click the **'Save'** button. A message will appear to let you know the password has been successfully updated.

You may also upload your photo in the **'My Profile'** window. Click the **'Change'** button:



The following window will appear:



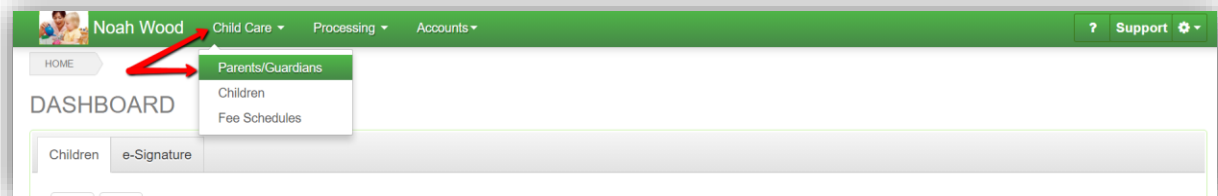
Click **'Select Image'** and select an image to upload. Click **'Finish'**.

Parents and Children

You now have access to the Parent and Child records that your service has created. This allows you to view live CCMS enrolment data and bookings. As the records belong to the service, you will only be able to view and not edit the data.

Parents/Guardians

Click **'Child Care'** and select **'Parents/Guardians'**:



The Parents/Guardians window will load. All active parents will display:

Harmony Web - The Sandbox Child Care Processing Finance

HOME FAMILY GUARDIANS Quick Search

GUARDIANS





Search Keyword... Search Reset Displaying 4 out of 4

Current Search Options: Status: Active

Full Name	Children	Email	Phone	Mobile	Work	Active	
Jamie Gilboy	Valentina Gilboy		0412345678	0412345678		Yes	View
Leah Greene	Embry Greene, Chantel Greene		0412345678			Yes	View
Magda Herriot	Hunter Herriot		0412345678			Yes	View
Donald Keegan	Annalise Keegan	don@test.com.au	0412345678			Yes	View

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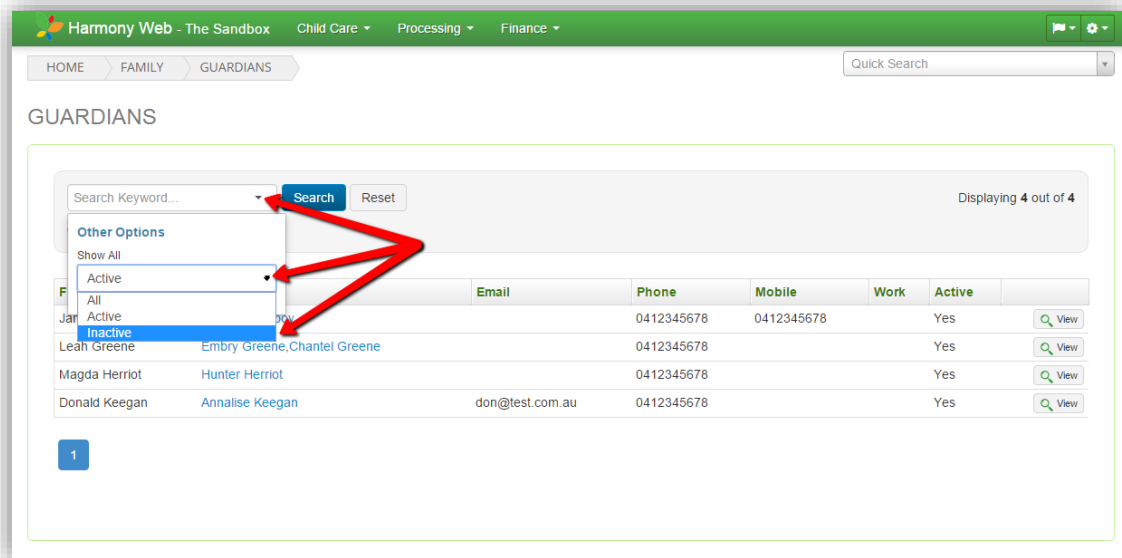
Click **'View'** to view a record:

Full Name	Children	Email	Phone	Mobile	Work	Active	
Jamie Gilboy	Valentina Gilboy		0412345678	0412345678	Yes	Yes	
Leah Greene	Embry Greene, Chantel Greene		0412345678		Yes	Yes	
Magda Herriot	Hunter Herriot		0412345678		Yes	Yes	
Donald Keegan	Annalise Keegan	don@test.com.au	0412345678		Yes	Yes	





The record will open for you to view.

Viewing Inactive Parents

Click the search dropdown menu and select **'Inactive'**.



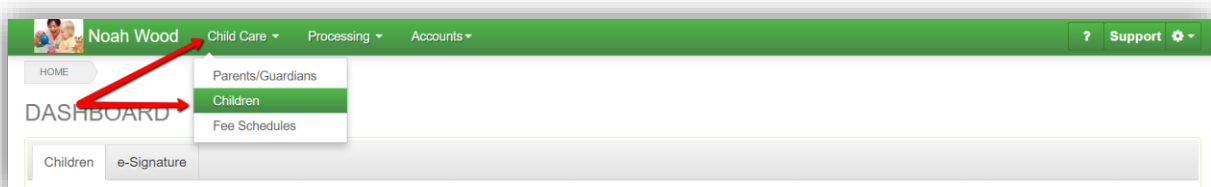
The screenshot shows the Harmony Web interface with the 'GUARDIANS' section active. A search dropdown menu is open, showing 'Other Options' with 'Inactive' selected. The table below shows the results of the search, including the 'Inactive' status for the first record.

Full Name	Children	Email	Phone	Mobile	Work	Active	
Jamie Gilboy	Valentina Gilboy		0412345678	0412345678	Yes	No	
Leah Greene	Embry Greene, Chantel Greene		0412345678		Yes	Yes	
Magda Herriot	Hunter Herriot		0412345678		Yes	Yes	
Donald Keegan	Annalise Keegan	don@test.com.au	0412345678		Yes	Yes	

Click the **'Search'** button. Any inactive (archived) parents/guardians will display.

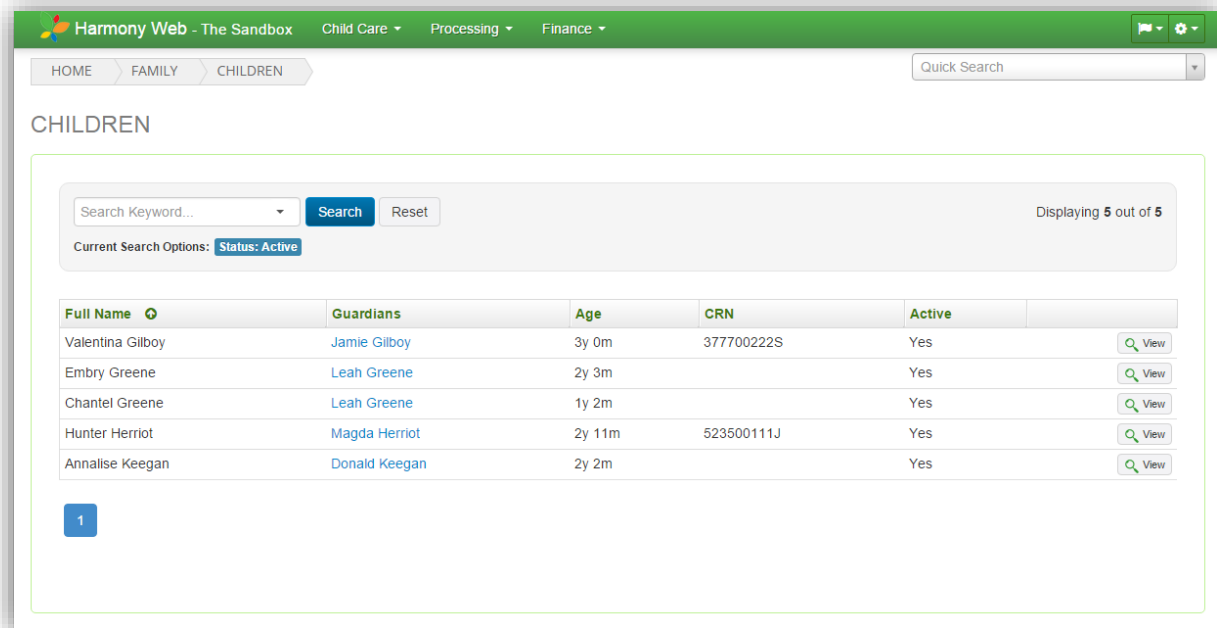
Children

Click **'Child Care'** and select **'Children'**.



The screenshot shows the Harmony Web dashboard for user Noah Wood. The 'Child Care' menu is open, and 'Children' is selected. The dashboard includes sections for 'Children' and 'e-Signature'.

The Children window will load. All active children will display:



Harmony Web - The Sandbox Child Care Processing Finance

HOME FAMILY CHILDREN Quick Search

CHILDREN

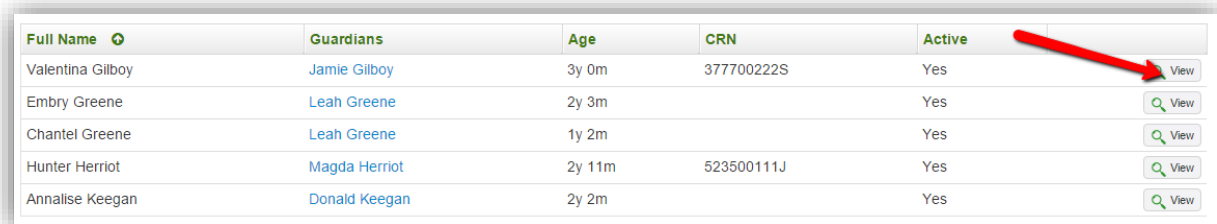
Search Keyword... Search Reset Displaying 5 out of 5

Current Search Options: Status: Active

Full Name	Guardians	Age	CRN	Active	
Valentina Gilboy	Jamie Gilboy	3y 0m	377700222S	Yes	View
Embry Greene	Leah Greene	2y 3m		Yes	View
Chantel Greene	Leah Greene	1y 2m		Yes	View
Hunter Herriot	Magda Herriot	2y 11m	523500111J	Yes	View
Annalise Keegan	Donald Keegan	2y 2m		Yes	View

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Click **'View'** to view a record:

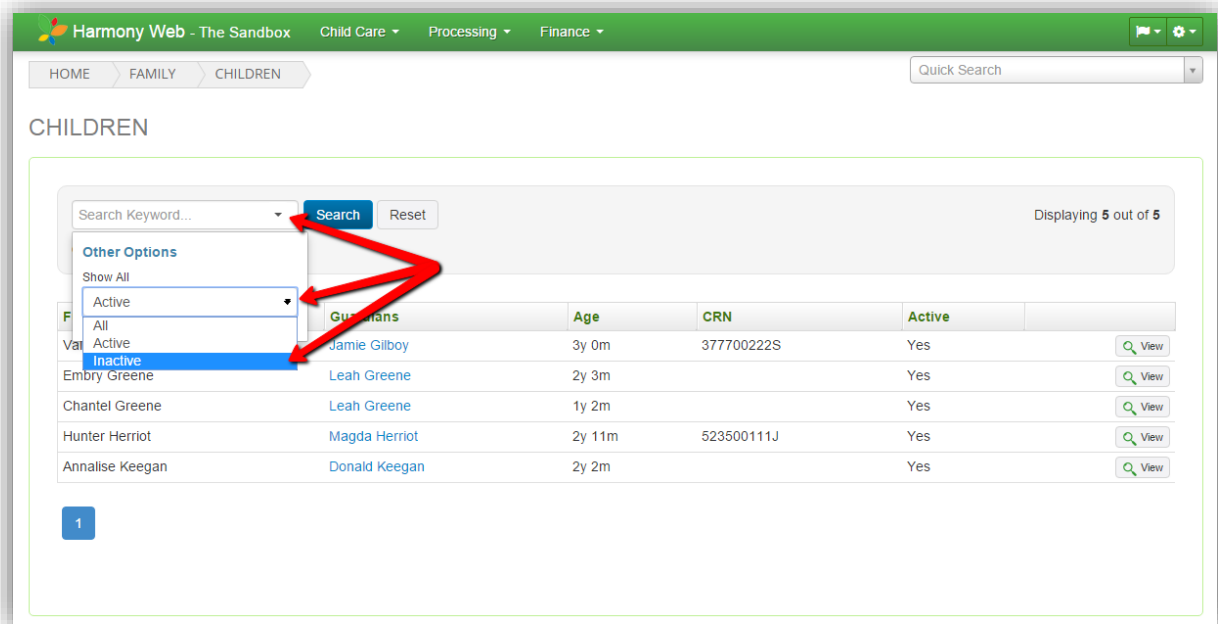


Full Name	Guardians	Age	CRN	Active	
Valentina Gilboy	Jamie Gilboy	3y 0m	377700222S	Yes	View
Embry Greene	Leah Greene	2y 3m		Yes	View
Chantel Greene	Leah Greene	1y 2m		Yes	View
Hunter Herriot	Magda Herriot	2y 11m	523500111J	Yes	View
Annalise Keegan	Donald Keegan	2y 2m		Yes	View

The record will open for you to view.

Viewing Inactive Children

Click the search dropdown menu and select **'Inactive'**:

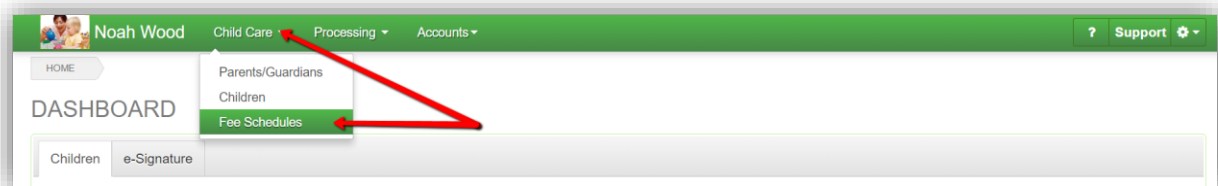


Click the **'Search'** button. Any inactive (archived) children will display.

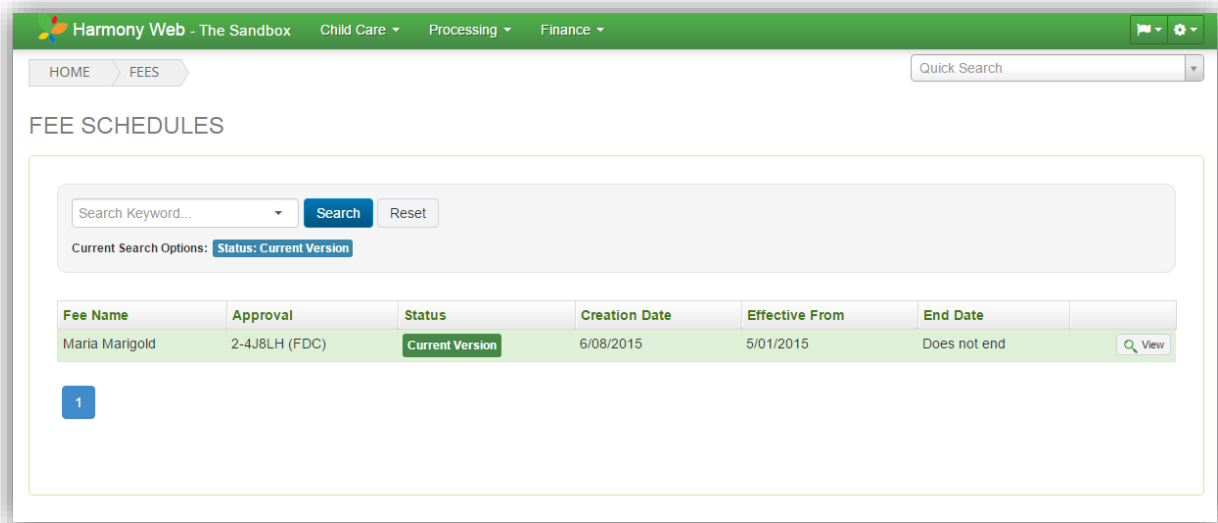
Fee Schedule

You may view your fee schedule direct from your service.

Click **'Child Care'** and select **'Fee Schedules'**:



The following window will appear:



Harmony Web - The Sandbox Child Care Processing Finance

HOME FEES Quick Search

FEE SCHEDULES

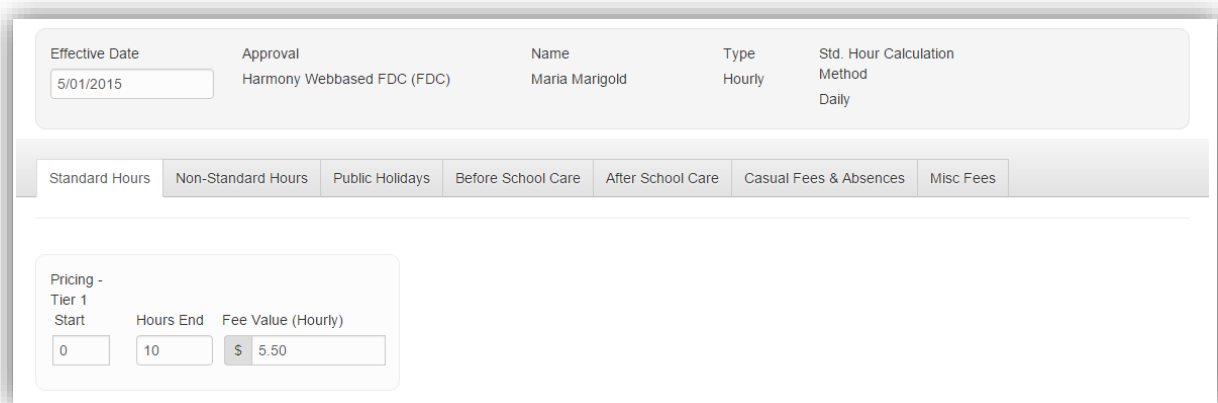
Search Keyword... Search Reset

Current Search Options: Status: Current Version

Fee Name	Approval	Status	Creation Date	Effective From	End Date	
Maria Marigold	2-4J8LH (FDC)	Current Version	6/08/2015	5/01/2015	Does not end	View

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Click the **'View'** button. Your fee schedule details will appear:



Effective Date: 5/01/2015

Approval: Harmony Webbased FDC (FDC)

Name: Maria Marigold

Type: Hourly

Std. Hour Calculation Method: Daily

Standard Hours | Non-Standard Hours | Public Holidays | Before School Care | After School Care | Casual Fees & Absences | Misc Fees

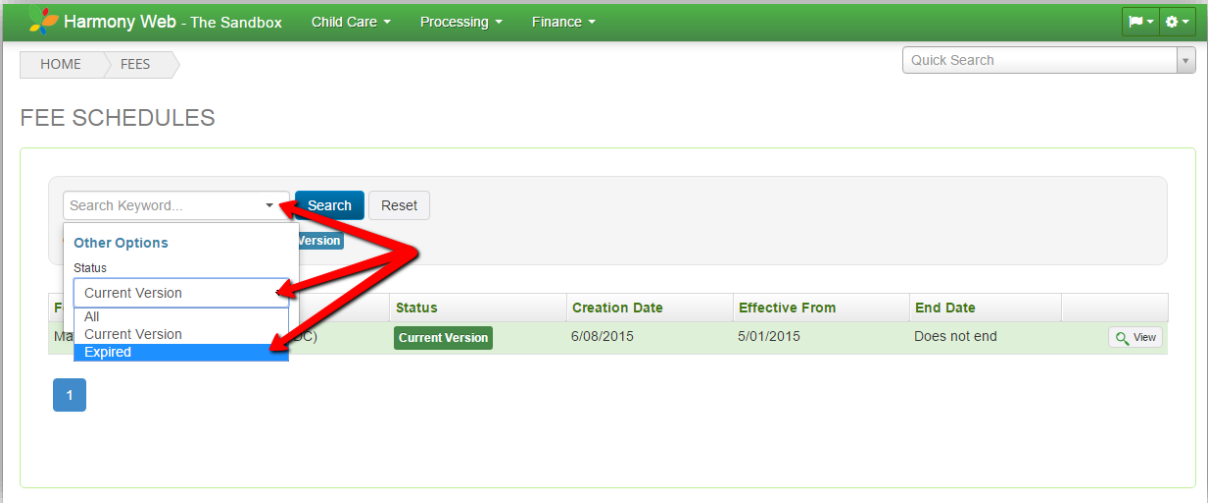
Pricing - Tier 1

Start	Hours End	Fee Value (Hourly)
0	10	\$ 5.50

Navigate through the tabs to view different fee types.

Viewing expired fee schedules

Click the search dropdown menu and select **'Expired'**:



The screenshot shows the 'FEE SCHEDULES' page in the Harmony Web application. At the top, there is a navigation bar with 'HOME' and 'FEES' tabs, and a 'Quick Search' field. Below this, the 'FEE SCHEDULES' section contains a search bar with a 'Search' button and a 'Reset' button. A dropdown menu is open under the search bar, showing 'Other Options' and 'Status' categories. Under 'Status', the options are 'Current Version', 'All', 'Current Version', and 'Expired'. A table below the search bar displays the following data:

	Status	Creation Date	Effective From	End Date	
Ma	Current Version	6/08/2015	5/01/2015	Does not end	View

Fee schedules that have been end dated will display here.