To-Do List and Dashboard

ChildPlus

ChildPlus Software

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www.childplus.com

Table of Contents

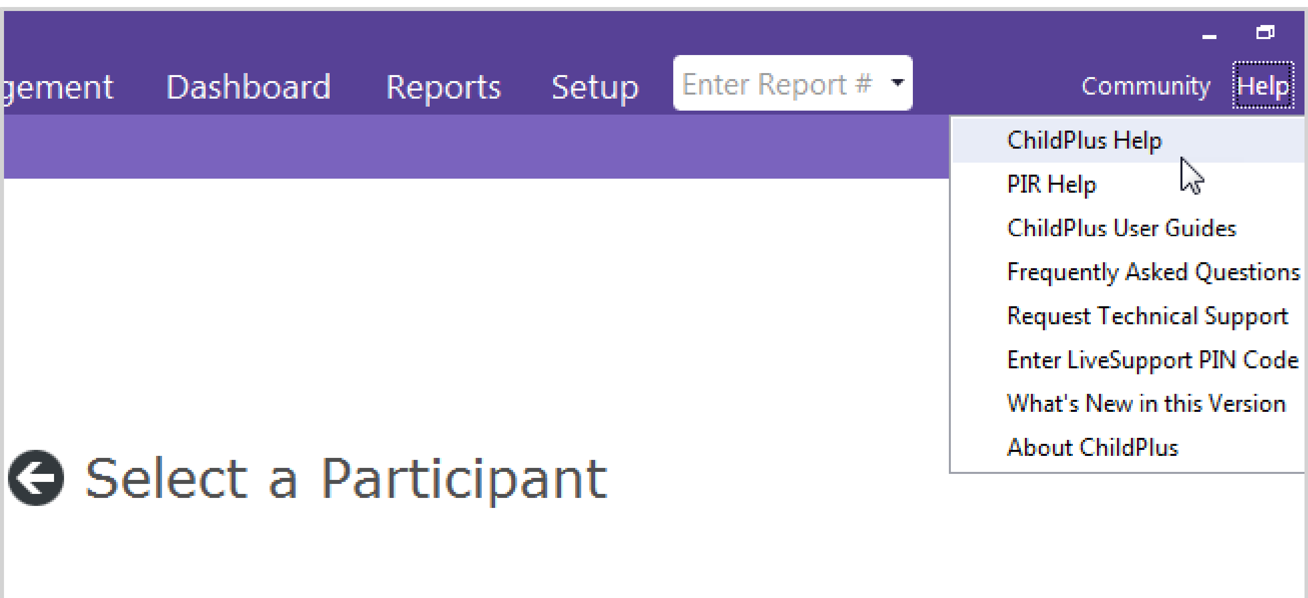
Welcome to ChildPlus!

Welcome to ChildPlus! Whether you are a new user or a seasoned ChildPlus veteran, we've designed this book to familiarize you with the **To-Do List** and the **Dashboard**.

You can use the **To-Do List** to keep track of your appointments in either a calendar or list view. The **Dashboard** lets you see a quick overview of your agency's progress. The **To-Do List** also displays reminders and alerts you when you have important deadlines or tasks that requires immediate attention.

Additional Resources

In addition to this guide, you can also access this information through the **Help** menu in ChildPlus. Click on any item on the **Help** menu to go directly to the help topic associated with it. To access ChildPlus Help, click on **Help** > **ChildPlus Help**:



ChildPlus and the PIR

The fields that ChildPlus uses to calculate your PIR are easily identifiable in both this guide and within ChildPlus because they have a red PIR label next to them. Within ChildPlus, you can click on these red PIR labels to find out how ChildPlus uses the field to calculate the PIR.

To-Do List

Using the **To-Do List**, you can view system-related tasks (such as health events that are about to expire, follow-ups that need to be completed for absent participants and immunizations that are due).

You can also **set up and assign appointments** for yourself or other users. When you are in the **To-Do List**, you have the option of either viewing items in a **List** or on a **Calendar**.

Did you know?

ChildPlus can email you!
ChildPlus can automatically email tasks and action items that need your attention. For more information, see Configuring Email Notifications

ChildPlus can remind you!
When you set up appointments in ChildPlus, you can also **set up reminders** for yourself or others. These reminders will automatically appear in ChildPlus prior to the appointment. For more information, see Setting Up Reminders.

Opening the To-Do List

1. Click **Status Center** > **To-Do List**.

2. Select a view from the **To-Do List Views** list.

To-Do List Views

All of the different views that are available in the **To-Do List** are listed in the **To-Do List Views box**. This is the area of the screen where you select which view you want to see on the screen. You can also select a different view, add a new view or change/edit a view in the **To-Do List Views** box. In addition to the views you create, ChildPlus comes with two default views:

Calendars
System Generated Tasks

Selecting a View

To select a view to use, simply click on the view that you want to select in the **To-Do Lists** area.

Adding a New View

You can create as many views as you like and each view can include calendars, system-generated tasks, or both. For example, you might create one view named *My Tasks due in 30 days*, another view named *My personal calendar*, and a third named *ERSEA Department Tasks*.

To add a new view to the **To-Do List**:

1. Open the **To-Do List***How do I do this?Click* ***To-Do List*** on the ChildPlus Main Menu.
2. Click **Add new view**.
3. Choose either **Start with a blank To-Do List View** to add a new view from scratch or **Start with a copy of** (if you choose to start with a copy, be sure to select the **To-Do List View** you want to base your new view on).
4. Click **OK**.
5. Type the name that you want to assign to the view in the **Name you want to call this view** box.
6. Type a description of the view in the **Your description of this view** box. This step is important because it will help to distinguish between views once you have created several views.

   If you are making a copy of an existing view, you will need to edit the description in this box.
7. Click the box next to each calendar you want included in this view. *How do I create new calendars?* ***Calendars*** *are managed from* **Setup**> ***Module Setup*** >***Calendars.***
8. Click the box next to the name of each staff member whose tasks and appointments you want included in the view. If you only want *your* tasks and appointments included in this view, select your name from the list.
9. Click on each of the modules you want included in the view. For example, if you want reminders about health events that are about to expire, then check **Health**. When you click on a module, ChildPlus will display a tab that you can complete to customize the module-related information that will be included in the view.
10. Complete each of the tabs on the **To-Do List View Setup** screen.
11. Check the **Show To-Do List when I sign-in to ChildPlus** if you want ChildPlus to automatically display the To-Do List after you sign-in.
12. Click **Save**.

Sharing a View

Once you've added a view, you can share it with other users in ChildPlus. This is a great way for ChildPlus Administrators to set up a view to share with all or just a few of your users.

To share an existing view:

1. Click **To-Do List** on the ChildPlus Main Menu.
2. Make sure that the view you want to modify is selected in the **To-Do Lists Views** list.
3. Click **Change this view**.
4. Check the **This is a Shared View** box.
5. Select the **Sharing** tab.
6. Select the access level for each participant you want to share this view with. For example, select **Full Access** if you wan the user to have full access to the view. Choose **View Access** if you want a user to be able to see, but not make changes, to a view.

Tip: Use the *Control* or *Shift* keys on your keyboard to select multiple users. Once you've selected each user you want to share the view with, choose their level of access from the list and click **Assign**.

7. Click **Save**.

Changing Views

To modify an existing view:

1. Click **To-Do List** on the ChildPlus Main Menu.
2. Make sure that the view you want to modify is selected in the **To-Do Lists Views** list.
3. Click **Change this view**.
4. Make your changes to the view.
5. Click **OK**.

Deleting a View

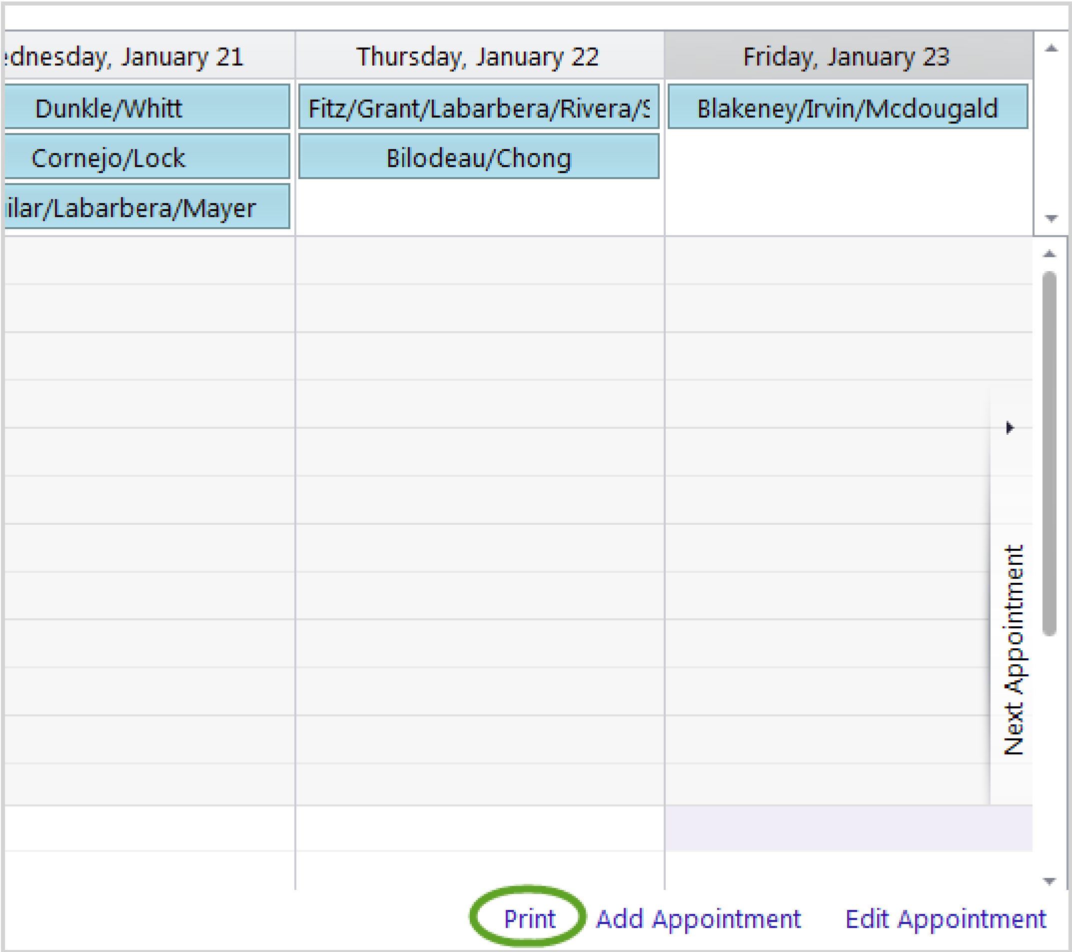
1. Click **To-Do List** on the ChildPlus Main Menu.
2. Make sure that the view you want to modify is selected in the **To-Do Lists Views** box.
3. Click **Change this view**.
4. Click **Delete this view**.
5. Click **OK** to confirm you want to delete the view.

Switching to a Different View

To switch from one view to another in ChildPlus, simply click on the view you want to display in the **To-Do List Views list.** ChildPlus will automatically refresh the screen and display the new view.

Printing from the List View

Click on the **Print** button to print from the **List View**.



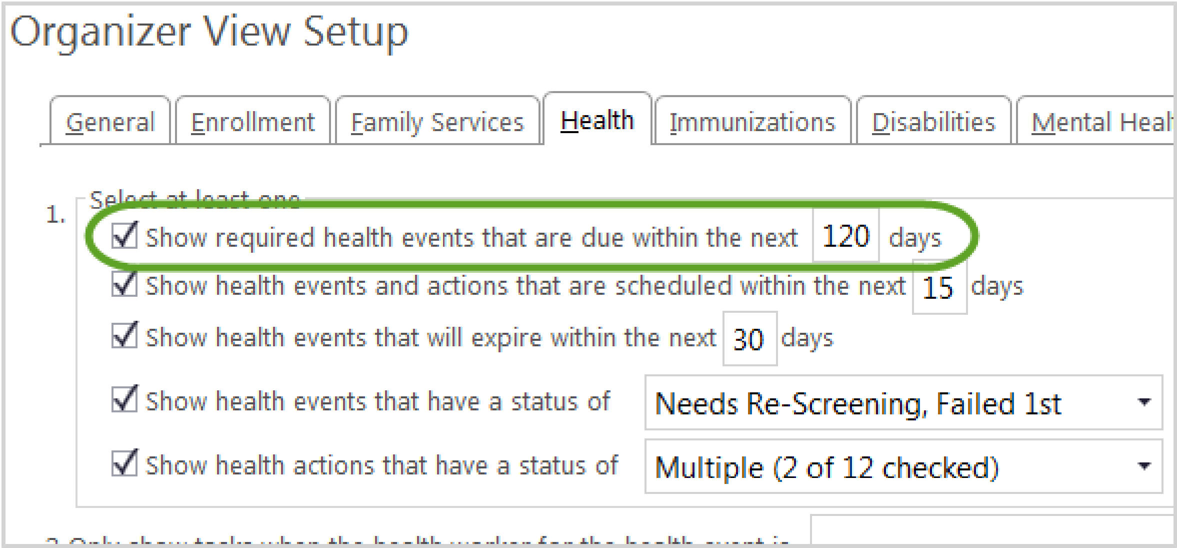
Tracking Health Requirements in a View

You can use views to track when health requirements are due in the **To-Do List**. This is possible because ChildPlus creates a task in the **To-Do List** each day an entry or age based requirement is due. Health requirement tasks are visible in both the **List View** and **Calendar View**).

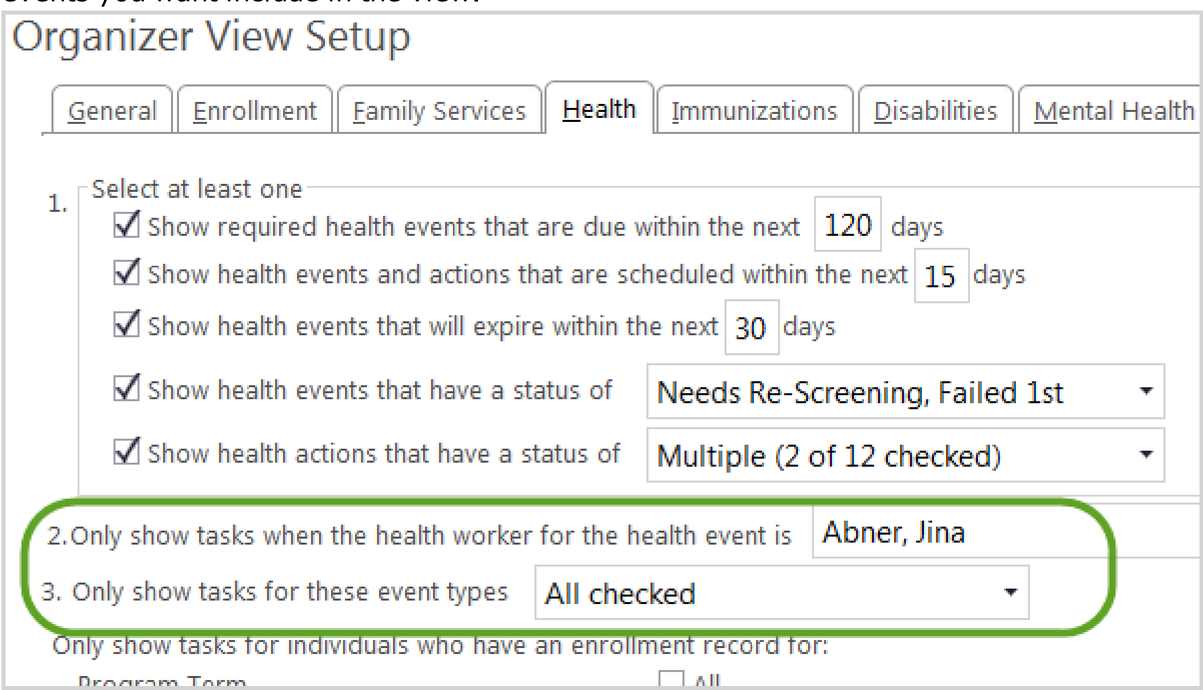
Use the following steps to include health requirements in an existing view:

6. Click **To-Do List** on the ChildPlus Main Menu.
7. Select an existing view from the **To-Do List Views** list.
8. Click on the **Health** tab.

9. Select the **Show required health events that are due** option and choose the number of days that required health events must be due within in order to be displayed in the view.



10. If applicable, check and set the other options available for step 1.
11. Choose the Agency Worker(s) whose health requirement tasks you want to view and choose the types of events you want include in the view.



12. Check each **Program Term**, **Agency**, **Site**, **Classroom**, **Status** and **Group** that you want to include in the view.
13. Choose the date that you want to use as the task cutoff date. ChildPlus will not display tasks for events and actions that are required, scheduled, have occurred, or will expire before this date.
14. Click **Save**.

Configuring Email Notifications

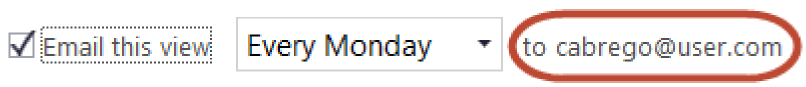
ChildPlus can automatically notify you of tasks and action items that need your attention via email. You can configure how often you receive an email and whether or not another member of your staff should also be emailed.

ChildPlus Administrators:

You can control whether this feature is available to users and how much participant information is included on emails via **Setup > System Setup > System Preferences > Email**.

1. Click **To-Do List** on the ChildPlus Main Menu.
2. Select the view that you want to configure email notifications for from the **To-Do Lists View** list.
3. Make sure the **General** tab is selected.
4. Click **Email this view** and select the frequency that you'd like to receive it.

Tip: It's important that you have an email address associated with your ChildPlus account. Otherwise, ChildPlus won't know where to email your view. If you have an email set up, ChildPlus will display your email address next to the email frequency field.



If you don't have an email address, see your ChildPlus administrator. Email addresses must be configured either via ***Management > Personnel > General > Work Email*** or via ***Setup > Security > User Security***.

5. Click **Also send a copy of each email to** if you want ChildPlus to send a copy of the email to someone else. If you click this option, make sure you type the email address of each user that you want ChildPlus to send an email to.
6. If you want ChildPlus to email you even if it doesn't find a task or action item, select **Send an email anyway to inform me no items were found**.
7. Click **Save**.

Changing the Items Included in a View

In order to change or modify the items that are included in a list, you will either need to choose a different view or modify the one you are using.

Choosing a Different View

To choose a different view, select the view that you want from the **To-Do List Views** box.

Modifying an Existing View

To modify an existing view:

1. Click **To-Do List** on the ChildPlus Main Menu.
2. Make sure that the view you want to modify is selected in the **To-Do List Views** box.
3. Click **Change this view**.
4. Make your changes to the view.
5. Click **OK**.

To-Do List Security

You can modify the overall **To-Do List** security settings for ChildPlus users through **User Security Groups**. For example, you may not want some users to have access to the To-Do List at all.

1. Open the **Security Group Setup** screen. *How do I do this? Click **Setup** > **Security** > **User Security Groups**.*
2. Choose the security group you want to set up **To-Do List** security for.
3. Drill down to the **To-Do List** fields.
4. Right click on each field you do want the user to be able to access and choose *No Access*.

Make sure that each field you want users to have access to has the ☑ *Full Access* symbol next to it.

Managing Calendar Security

Each calendar that is added can be shared by your entire organization or configured to limit access to a selected group of users.

List View

When you select a view from the **To-Do List Views box**, ChildPlus will display the appointments included in the view in either a **calendar** or **list**. If the list does not display automatically, click **Switch to List**.

The **list view** contains several columns that provide details about items included in the view. For more information about each of the columns in the list view, click here.

Column Name	Description
Participant	The name of the participant that the item applies to is listed in this column.
Service Area	The service area that the item applies to is listed in this column.
Item Type	This column lets you know what type of item needs attention. The text in this column is actually a hyperlink that, if clicked on, opens the item on the screen.
Description	If one is available, a description of the item will be listed in this column.
Status	This column lists the status of the appointment. For example, if you are being alerted to a item that is about to expire then the words *Expires* will display in this column. If you are being alerted to an upcoming event (such as a dental exam or follow-up), then the words *Event Date* will display.
Date	This column lists the date you are being alerted about.

Adding and Editing Appointments

Adding an Appointment

1. Click **To-Do List** on the ChildPlus Main Menu.
2. Select the **To-Do Lists** that you want to work with.
3. Click on the **Add Appointment** button.

Did you know ?

You can add an appointment to a calendar by simply right clicking in the time slot where you want to add it.

4. Complete each of the fields about the appointment.

Field	Description
Description	Type a description for the appointment.
Start Time	Select the date that you are setting the appointment for and (if applicable) select the time that it will start.
End Time	Select the date that the appointment is scheduled to end and (if applicable) select the time that it will end.
Module	Select the module in ChildPlus that this appointment applies to.
All Day Event	Check this box if the appointment you are adding is an all day event.
Calendar	Select the calendar that you want the appointment to display on. **Note**: If you want to add a reminder to this appointment, you will need to select *Personal Calendars*.
Reminder	Check this box and enter the amount of time before the appointment that you want the reminder to appear. **Note**: Reminders can only be set for *Personal Calendars.*
Whose Calendar	Select the name of the user whose calendar you want the appointment to appear on. If you want this appointment to appear on your calendar, then choose your name from the list.
Notes	You can use this area to enter any notes you want to record about the appoint-ment.

5. Click **OK**.

Editing an Appointment

To edit an appointment you have added:

1. Click on the **Edit Appointment** button.
2. Makes your changes to the appointment and click **OK** to save them.

Deleting an Appointment

To delete an appointment you have added:

1. Click on the **Edit Appointment** button.
2. Click **Delete**.

Switching to Calendar View

You can switch between list and calendar views by clicking the **Switch to Calendar View** button at the bottom of the **To-Do List** screen.

Refreshing the To-Do List Screen

The **To-Do List** will automatically refresh the items in the list for you in certain situations (like when you first open the **To-Do List** after logging into ChildPlus, change a view, switch to another view, add or delete an appointment). You can also refresh a view manually at any time by clicking **Refresh**.

Checking and Unchecking Items in a List

You can check each item in the list that you want to select. You also have the option of clicking **Check All** if you want to check all of the items in the list. To uncheck the items in the list, click **Uncheck All**.

Copying Checked Records to the Clipboard

You to copy checked items from the **To-Do List** and paste them into another document.
To copy records from the list to the clipboard:

1. Check each record in the list that you want to copy.
2. Click **Copy the checked records to the clipboard**.
3. Open or switch to the application where you would like to copy these records (for example, Outlook or Word).
4. Paste the contents of the clipboard into the application.

Did you know?
The quickest way to paste items from the clipboard into another application is to press **Ctrl** + **V** on your keyboard.

Group by Staff

Click **Group by Staff** to organize all of the tasks in a list by the staff member that is responsible for them. Items not assigned to staff members will be listed in an *Unassigned Tasks* group.

Calendar View

When you select a view from the **To-Do List Views box**, ChildPlus will display the appointments included in the view in either a calendar or **list**. If the calendar does not display automatically, click **Switch to Calendar**.

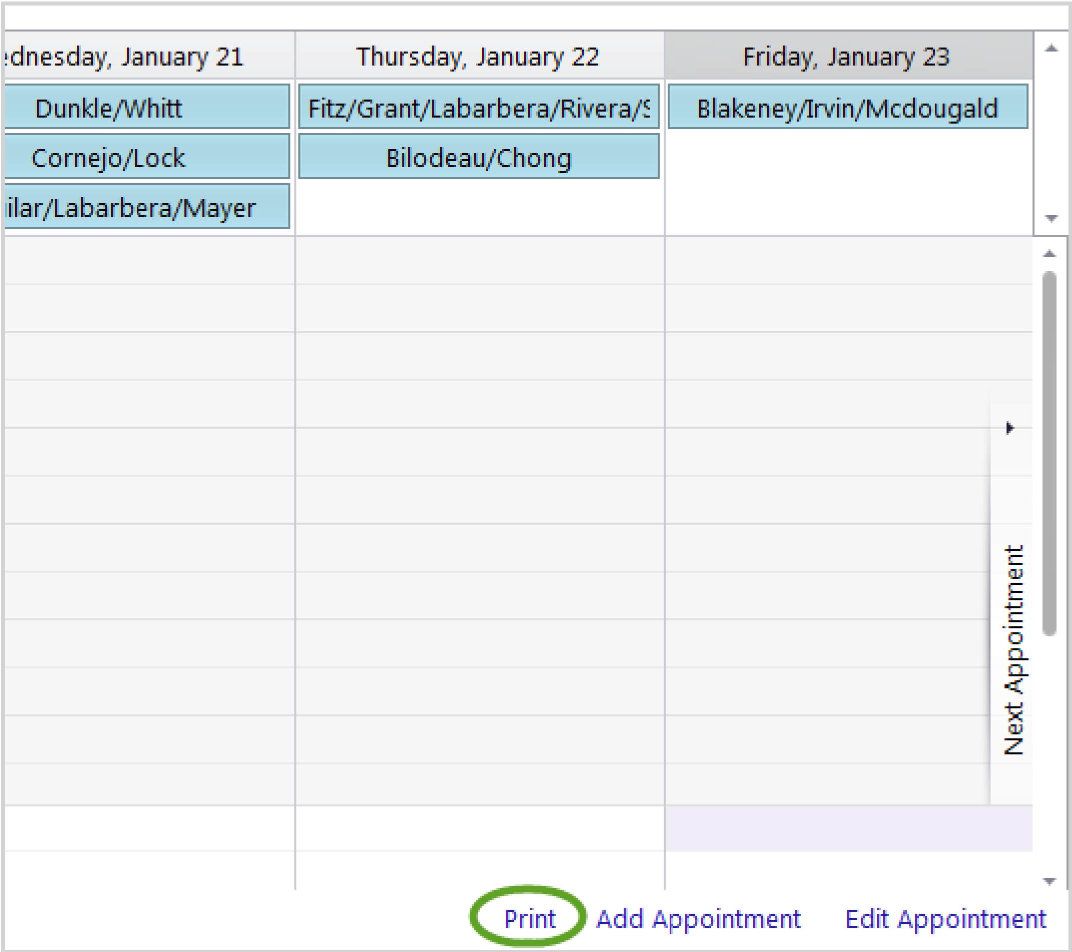
The **calendar** allows you to visually see all of your appointments and service area tasks that are to be due in a calendar format. You can view a **day**, **week**, **work week**, or **month** at once. You can also view appointments and tasks in a **timeline**.

Adding a New Calendar

Each user has their own calendar and additional calendars can be created by your ChildPlus administrator and shared across your organization. Each calendar that is added can be shared by your entire organization or limited to certain users.

Printing a Calendar

Click on the **Print** button to print a calendar.



Adding and Editing Appointments

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3. Click on the **Add Appointment** button.

Did you know ?

You can add an appointment to a calendar by simply right clicking in the time slot where you want to add it.

4. Complete each of the fields about the appointment.

Field	Description
Description	Type a description for the appointment.
Start Time	Select the date that you are setting the appointment for and (if applicable)

Field	Description
	select the time that it will start.
End Time	Select the date that the appointment is scheduled to end and (if applicable) select the time that it will end.
Module	Select the module in ChildPlus that this appointment applies to.
All Day Event	Check this box if the appointment you are adding is an all day event.
Calendar	Select the calendar that you want the appointment to display on. **Note**: If you want to add a reminder to this appointment, you will need to select *Personal Calendars*.
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1. Click on the **Edit Appointment** button.
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Refreshing the Calendar

The **To-Do List** will automatically refresh the items in the **calendar** for you in certain situations (like when you first open the **To-Do List** after logging into ChildPlus, change a view, switch to another view, add or delete an appointment). You can also refresh a view manually at any time by clicking **Refresh**.

Group by Staff

Click **Group by Staff** to organize all of the tasks in a list by the staff member that is responsible for them. Items not assigned to staff members will be listed in an *Unassigned Tasks* group.

Viewing Days, Weeks, Months on the Calendar

You can choose whether you want to view items on the **calendar** in either a **Day**, **Week**, **Work Week**, **Month**, or **Timeline** format. You can also use the calendar on the left side of the screen to highlight the dates you want displayed on the calendar.

Switch to List View

You can switch between list and calendar views by clicking the **Switch to List View** button at the bottom of the **To-Do List** screen.

Navigating Previous and Next Appointments

When you are on the calendar, you can click:

- **Previous Appointment** on the left side of the calendar to jump to the previous appointment.
- **Next Appointment** on the right side of the calendar to jump to the next appointment.

My Dashboard

The **Dashboard** let's you gain a quick understanding of how your agency is performing in key areas like **Enrollment**, **Health**, and **In-Kind**. You can use it to analyze information that applies to your entire agency (for example, *Total Enrollment* or *Immunization Status*) or information that encompasses a more narrow focus (such as the performance of a specific site or classroom).

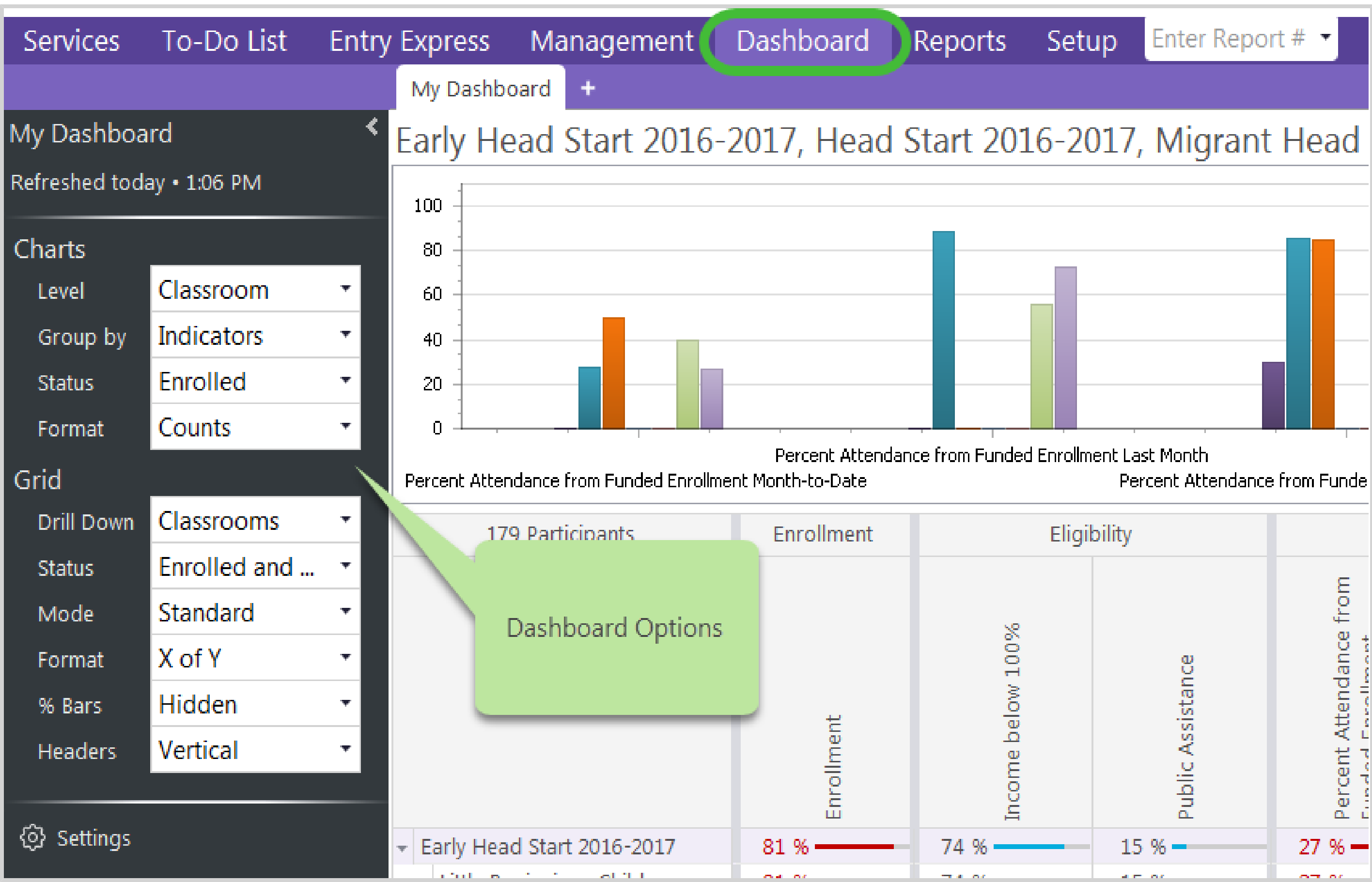
*Click **here** to watch a video about the **Dashboard**.*

Tip: You can use **Charts** to visualize your performance using graphs and charts. ChildPlus displays hard data and statistics in the **Dashboard's Grid.**

Dashboard Options

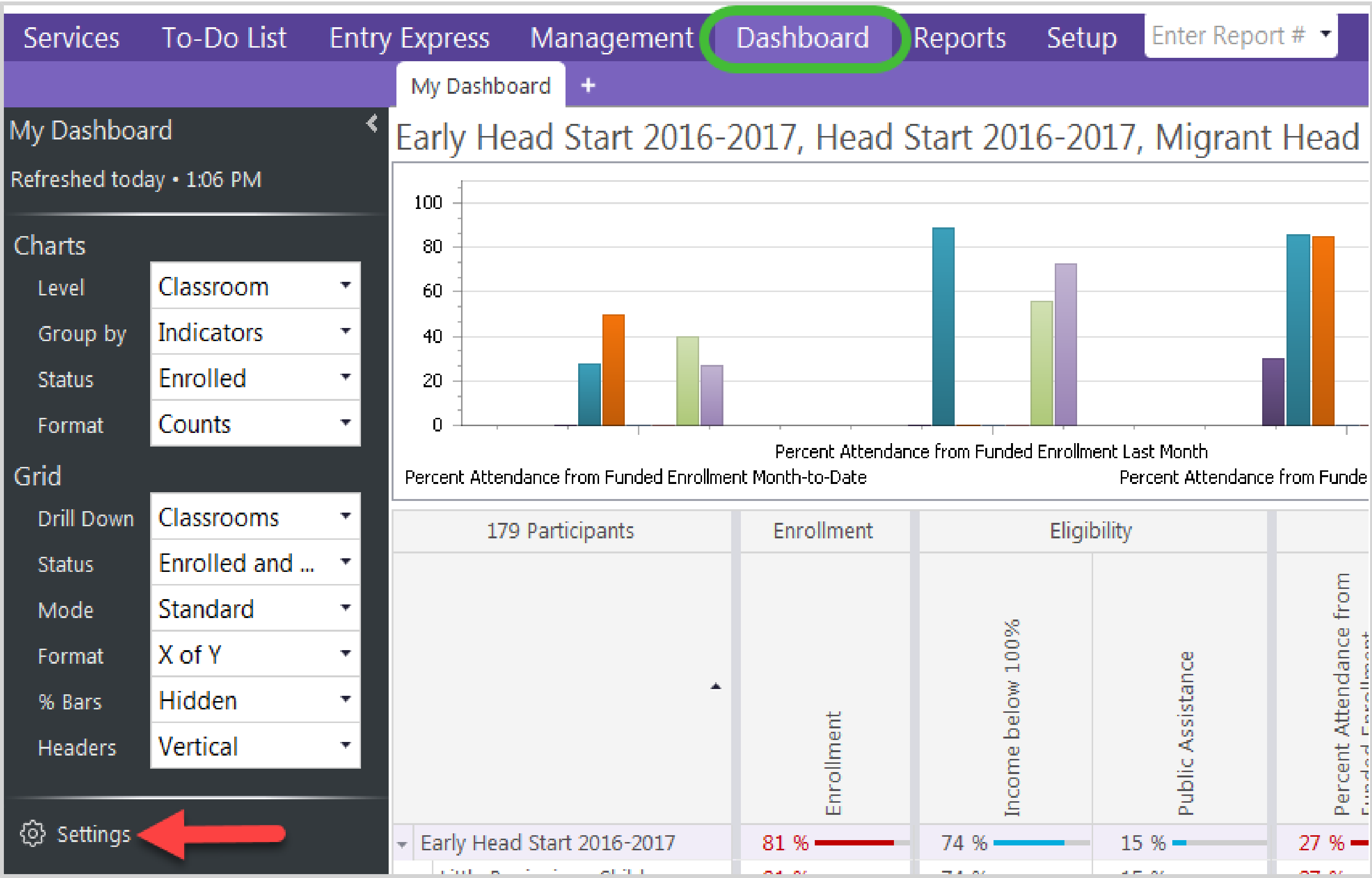
You can use **Dashboard Options** to control how your **Charts** and **Grid** look and how data is displayed on the Dashboard. See page 20 to learn more about **Dashboard Options**.

Tip: By default, most indicators are calculated based on *Enrolled* participants. If you'd like to include *dropped* participants as well, select **Enrolled and Dropped** as the **Status** for Charts or the Grid. Click here for a complete list of the enrollment statuses that ChildPlus uses to calculate each **Dashboard** indicator.



Dashboard Settings

Click **Settings** to choose which **Indicators** ChildPlus displays on your **Dashboard** or modify other **Dashboard** settings.



Dashboard Options

You can use **Dashboard Options** to control how your **Charts** and **Grid** look and how data is displayed on the Dashboard.

Charts

For charts, you can set the following options:

Chart Option	Description
Level	This options control which level of location ChildPlus displays in your chart. You can choose to display data for the following levels: Agency, Site, Classroom or Totals for All Locations.
Group by	Choose whether you want to group your chart by Locations or Indicators.
Status	Choose whether you want to include just *Enrolled* participants or *Enrolled and Dropped* participants (including *Drop/Wait*, *Drop/Accept*, and *Completed*).
Format	Choose whether you want ChildPlus to display data as *Percentages* or *Counts*.

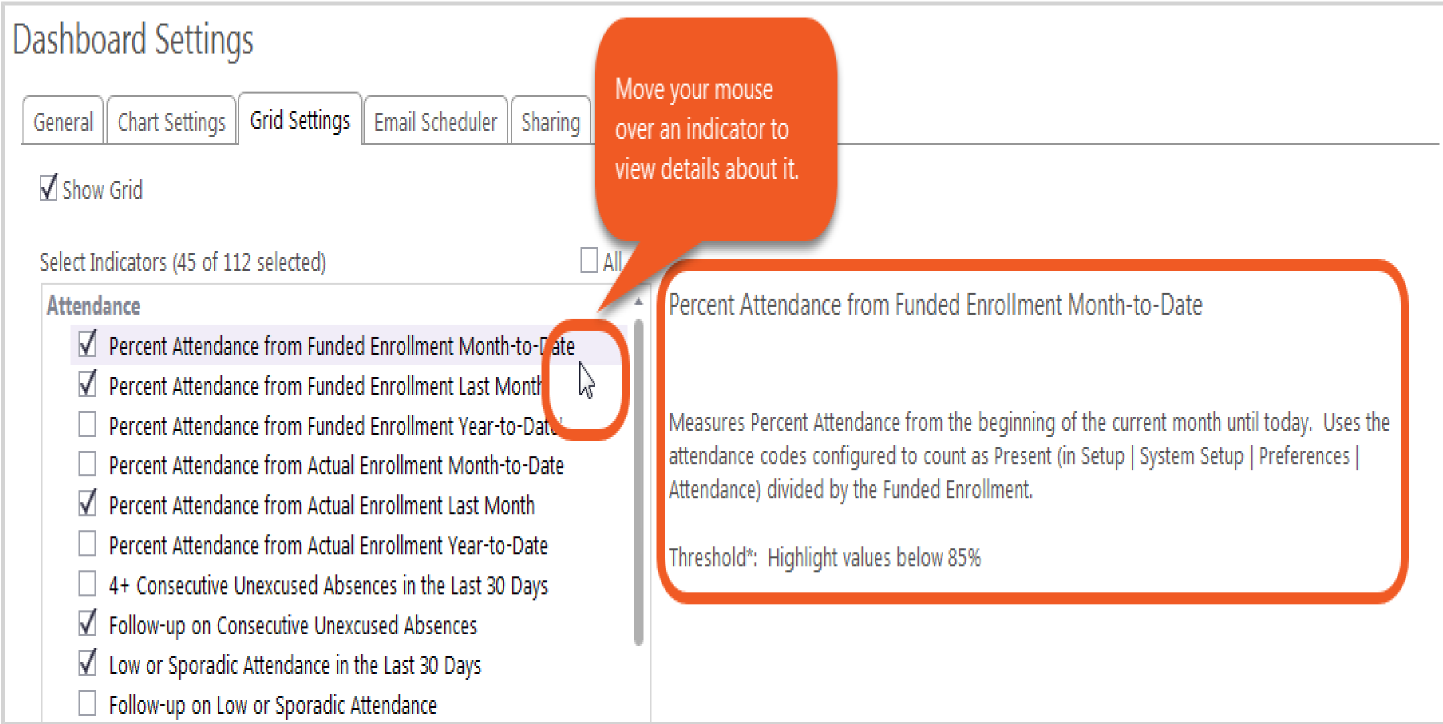
Grid

For grids, you can set the following options:

Grid Option	Description
Drill Down	This option lets you specify the level of data that displays on the grid. You can choose to expand on: • Program Terms • Agencies* • Sites • Classrooms • Participants ** only available if you have more than one agency set up in your database.*
Status	Choose whether you want to include just *Enrolled* participants or *Enrolled and Dropped* participants. If you choose *Enrolled and Dropped*, ChildPlus will also include the following statuses: *Drop/Wait*, *Drop/Accept*, and *Completed*. By default, most Indicators are calculated based on *Enrolled* participants. Click here to learn about which enrollment statuses are used to calculate Dashboard Indicators.
Mode	Choose whether you want to view data on the grid for all locations (Standard) or just the locations where thresholds aren't being met.
Format	These options let you control how ChildPlus formats data on the grid. You can view data in any of the following formats: • Percentages [default] • Participant Counts • X of Y
% Bars	Choose whether you want the percentage bars (horizontal bar charts) to display on the grid. If you don't want them to display, choose *Hidden*.
Headers	This option lets you specify whether the text in your column headers display in a horizontal or vertical format.

Dashboard Indicators

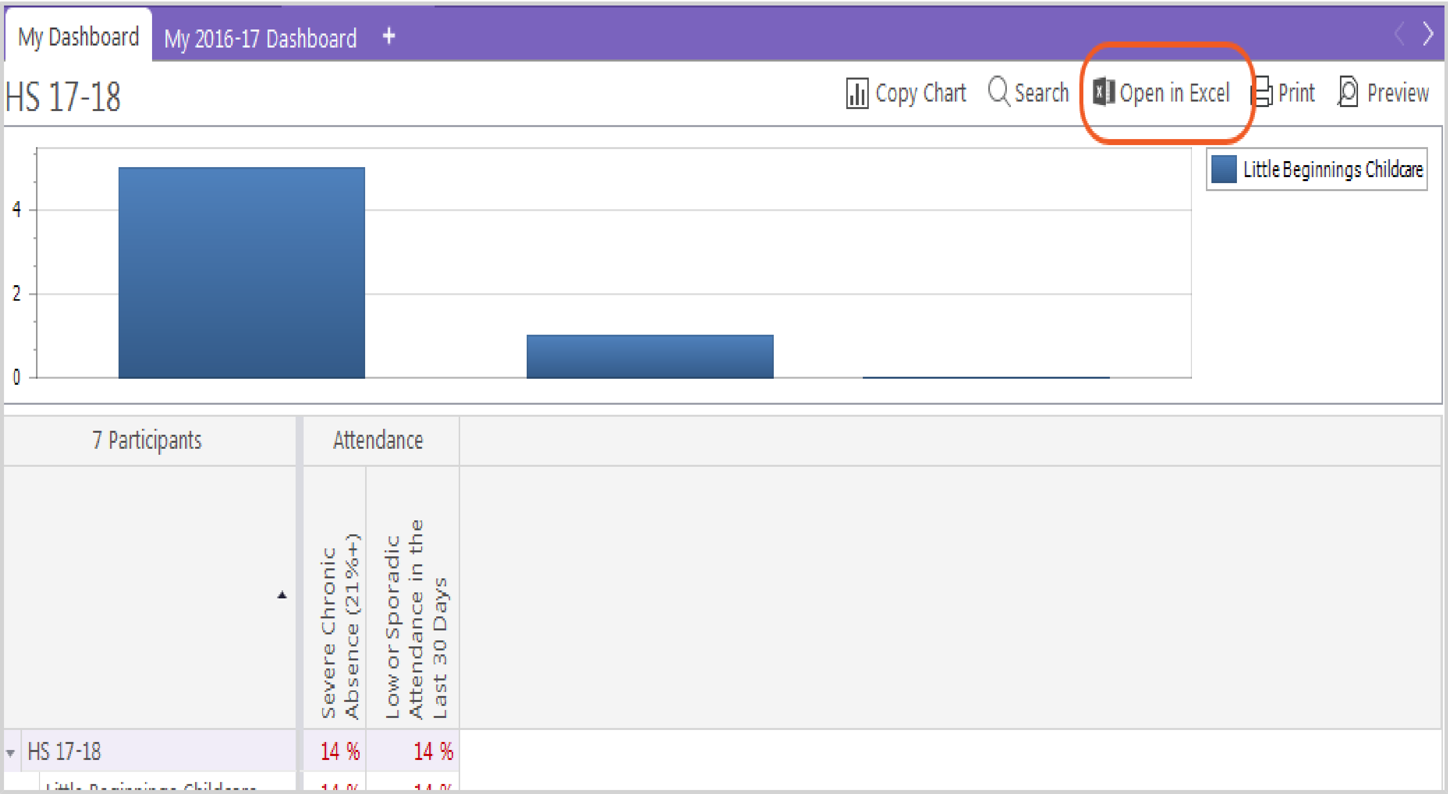
There are over one hundred different Indicators that you can include on your **Dashboard**. Click here to learn more about each Indicator available in ChildPlus.



Click here for a complete list of all of the different **Dashboard** Indicators by category. In addition to a basic information of each Indicator, you can also learn about default data thresholds and which enrollment statuses are used in calculations.

Opening the Dashboard in Excel

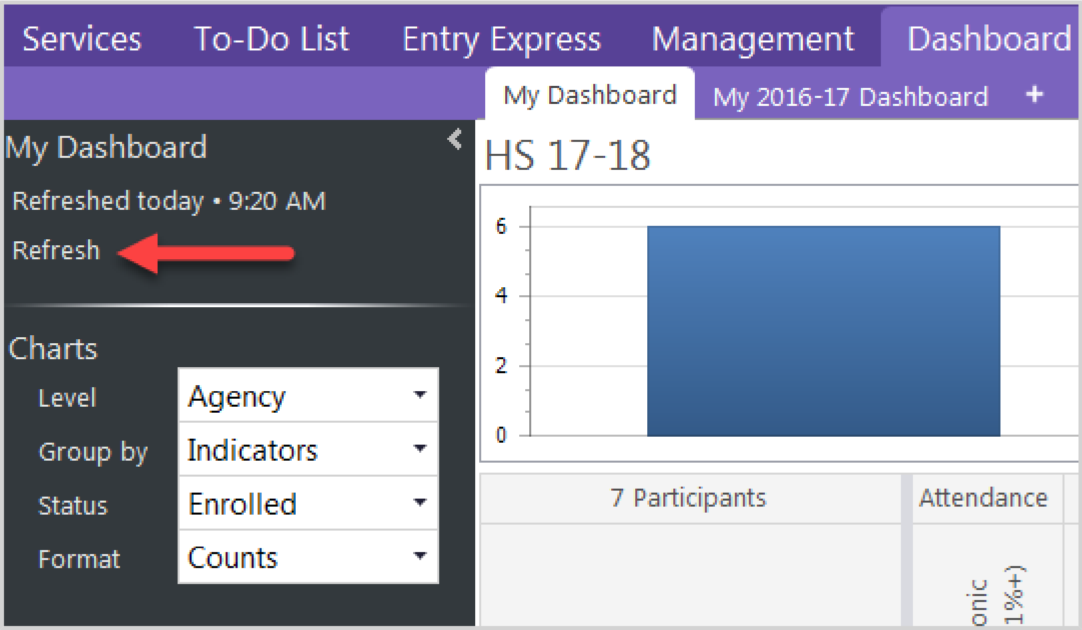
Click **Open in Excel** to open your Dashboard inside Microsoft Excel.



Refreshing the Dashboard

ChildPlus displays the date and time that your **Dashboard** was last refreshed. If you want to manually refresh your **Dashboard**, click **Refresh**.

Depending on how many indicators you've selected, it may take more than a minute to refresh your **Dashboard**. If your **Dashboard** was refreshed within the last 24 hours, ChildPlus will display the date and time it was refreshed in white letters. If your **Dashboard** was refreshed more than 24 hours ago, ChildPlus will display the date and time it was refreshed in red letters.



Changing Dashboard Settings

You can modify your settings for the **Dashboard** by clicking **Settings**. Click on each setting that you want to learn more about:

Specify whether the Dashboard automatically displays when you sign-in to ChildPlus

If you want the **Dashboard** to automatically display each time you sign-in to ChildPlus:

1. Open the **Dashboard**. How do I do this? *Click **Dashboard** on the ChildPlus Main Menu.*
2. Click **Settings**.
3. Check the **Show Dashboard when I sign-in** box.
4. Click **Save and Refresh**.

Naming your Dashboard

If you haven't already done so, you can customize the name of your **Dashboard**. Because you can have multiple Dashboards, naming each one can help you better organize them.

1. Open the **Dashboard**. How do I do this?*Click **Dashboard** on the ChildPlus Main Menu.*
2. Click **Settings**.
3. Make sure the **General** tab is selected.
4. Type the name that you want to assign to your Dashboard.
5. Click **Save and Refresh**.

Associating your Dashboard with a School Year

Make sure you associate your Dashboard with a School Year if you want to use the **Families Making Gains** indicator.

1. Open the **Dashboard**. How do I do this?*Click **Dashboard** on the ChildPlus Main Menu.*
2. Click **Settings**.
3. Make sure the **General** tab is selected.
4. Select the **School Year** that you want to use.
5. Click **Save and Refresh**.

Specifying the Sites and Classrooms that you want to include on the Dashboard

If you want the change the sites and classrooms that ChildPlus is including in **Dashboard**calculations:

1. Open the **Dashboard**. How do I do this? *Click **Dashboard** on the ChildPlus Main Menu.*
2. Click **Settings**.
3. Make sure the **General** tab is selected.
4. Check each **Agency**, **Site** and/or **Classroom** that you want ChildPlus to include on your **Dashboard**.
5. Click **Save and Refresh**.

Specify which indicators you want ChildPlus to display for Charts

You have the ability to control which indicators that you want ChildPlus to display for **Charts**. You can display as many or as few indicators as you would like. Here's how:

1. Open the **Dashboard**. How do I do this?*Click **Dashboard** on the ChildPlus Main Menu.*
2. Click **Settings**.
3. Click on the **Chart Settings** tab.
4. Click **Show Chart** if you want to see chart data on your Dashboard.
5. Check each indicator that you want to display on the chart. Click here for a complete list of the indicators that are available in ChildPlus. In addition to a basic information of each indicator, you can also learn about default data thresholds and which enrollment statuses are used in calculations.
6. Click **Save and Refresh**.

You can configure Dashboard thresholds via ***Setup > System Setup > System Preferences > Dashboards***. ChildPlus will highlight values that don't meet your thresholds in red on the Dashboard. ChildPlus will display thresholds that are being met in blue.

Specify which indicators you want ChildPlus to display for Grids

You have the ability to control which indicators that you want ChildPlus to display for Grids. You can display as many or as few indicators as you would like. Here's how:

1. Open the **Dashboard**. How do I do this?*Click **Dashboard** on the ChildPlus Main Menu.*
2. Click **Settings**.
3. Click on the **Grid Settings** tab.
4. Click **Show Grid** if you want to see grid data on your **Dashboard**.
5. Check each indicator that you want to display on the grid. Click here for a complete list of the indicators that are available in ChildPlus. In addition to a basic information of each indicator, you can also learn about default data thresholds and which enrollment statuses are used in calculations.
6. Click **Save and Refresh**.

You can configure Dashboard thresholds via ***Setup > System Setup > System Preferences > Dashboards***. ChildPlus will highlight values that don't meet your thresholds in red on the Dashboard. ChildPlus will display thresholds that are being met in blue.

Specify when ChildPlus displays a red threshold not being met alert

Red alerts lets you know that an indicator needs attention because it's fallen below a certain percentage or number. ChildPlus will display thresholds that are being met in blue.You can configure **Dashboard** thresholds via **System Preferences**.

1. Click ***Setup > System Setup > System Preferences > Dashboards***.
2. Select the indicator that you want to modify the threshold levels for. Click here for a complete list of the indicators that are available in ChildPlus. In addition to a basic information of each indicator, you can also learn about default data thresholds and which enrollment statuses are used in calculations.
3. Specify the threshold value you want to use. ChildPlus will display indicators that fall below this threshold in red on the screen.
4. Click **Save**.

Show the Dashboard when I sign-in to ChildPlus

If you want the **Dashboard** to automatically display each time you sign-in to ChildPlus:

1. Open the **Dashboard**. How do I do this? *Click* ***Dashboard*** *on the ChildPlus Main Menu.*
2. Click **Settings**.
3. Check **Show Dashboard when I sign in**.
4. Click **Save and Refresh**.

Dashboard by Email

You can send the **Dashboard** via email. This feature is especially useful if you'd like to regularly receive the Dashboard in your Inbox, send it to your Head Start Director, or send it to employees who don't regularly log into ChildPlus.

Here's how you configure Dashboard email settings in ChildPlus:

1. Open the **Dashboard**. How do I do this?*Click* ***Dashboard*** *on the ChildPlus Main Menu.*
2. Click **Settings**.
3. Click on the **Email Scheduler** tab.
4. Click **Email this dashboard** if you want to email the Dashboard.
5. Use the Email Option section of the screen to define:

Email Option	Description
Send an email	Use this option to configure how frequently you want to send this Dashboard via email.
Also send a copy of each email to	Check this option if you'd like to send a copy of the Dashboard to another email address. For example, you can send a copy to your Head Start Director. If you include

Email Option	Description
	multiple email addresses, make sure each email address is separated with a comma.
If no data is found when the email is sent	Use this option to let ChildPlus know what to do if no data is found for a scheduled Dashboard email.
Grid	Use these **grid settings** to control how ChildPlus displays your grid data in emails.
Charts	Use these **chart settings** to control how ChildPlus displays your chart data in emails.

6. Click **Save and Refresh**.

Dashboard Sharing

Select each **User Security Group** that you'd like to share the **Dashboard** with. If you share a **Dashboard**, users in the security groups that you've shared it with will be able to view your **Dashboard**, however, they won't be able to make any changes to the **Dashboard's** settings. Settings can only be changed by the user who created the **Dashboard** or the ChildPlus Administrator (logged in as the *Admin*).

If you share a **Dashboard**, ChildPlus will only allow shared users to view indicator and location data that they already have security privileges for.

Here's how you share a **Dashboard** in ChildPlus:

1. Open the **Dashboard**. How do I do this?*Click **Dashboard** on the ChildPlus Main Menu.*
2. Click **Settings**.
3. Click on the **Sharing** tab.
4. Click **Share this dashboard**.
5. Check each **User Security Group** that you want to share the **Dashboard** with.