

ovivio Nursery View Permissions	Head Office Users				Nursery Users						
	Director	National Admin	Finance Admin	Area Manager	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					✓	✓					
1.3Extra items											
View extra items					✓	✓					
Add extra items					✓	✓					
Edit extra items					✓	✓					
1.4Payment methods											
View payment methods					✓	✓					
Add payment methods					✓	✓					
Edit payment methods					✓	✓					
1.5Term dates											
View term dates					✓	✓					
Add term dates					✓	✓					

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Edit term dates					✓	✓					
1.6 Funding											
View funding					✓	✓					
Add funding					✓	✓					
Edit funding					✓	✓					
1.7Nursery information											
View nurse information					✓	✓					
Edit nurse 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	✓	✓	✓	✓	✓	✓					
1.10Requesting extra sessions											
View requesting extra sessions settings	✓	✓	✓	✓	✓	✓					
Edit requesting extra sessions settings	✓	✓	✓	✓	✓	✓					

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View contracts	✓	✓	✓	✓	✓	✓	Only their own or lower permission	Only their own	Only their own	Only their own	Only their own
Add contracts	✓	✓	✓	✓	✓	✓					
Edit contracts	✓	✓	✓	✓	✓	✓					
Delete contracts	✓	✓	✓	✓	✓	✓					
3.2.2Staff files											
View staff files	✓	✓	✓	✓	✓	✓	Only their own or lower permission	Only their own	Only their own	Only their own	
Add staff files	✓	✓	✓	✓	✓	✓	Only their own or lower permission	Only their own	Only their own	Only their own	
Edit staff files	✓	✓	✓	✓	✓	✓	Only their own or lower permission	Only their own	Only their own	Only their own	
3.3 Staff register											
View register	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Clock in					✓	✓	✓	✓	✓	✓	✓
3.4 Staff worklog											
View work log	✓	✓	✓	✓	✓	✓					
Add working times	✓	✓	✓	✓	✓	✓					
Edit working times	✓	✓	✓	✓	✓	✓					
3.5 Staff rota											
View rota	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Add shifts	✓	✓	✓	✓	✓	✓					
Edit shifts	✓	✓	✓	✓	✓	✓					

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	Director	National Admin	Finance Admin	Area Manager	Manager	Nursery Admin	Deputy Manager	Room Leader	Senior Practitioner	Pracitioner	Register Only
Add leaves	✓	✓	✓	✓	✓	✓					
Edit leaves	✓	✓	✓	✓	✓	✓					
Export rota	✓	✓	✓	✓	✓	✓					
3.6 Staff attendance											
View staff attendance	✓	✓	✓	✓	✓	✓					
Add actual or planned hours	✓	✓	✓	✓	✓	✓					
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	✓	✓	✓	✓	✓	✓					
4 Children											

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	Director	National Admin	Finance Admin	Area Manager	Manager	Nursery Admin	Deputy Manager	Room Leader	Senior Practitioner	Pracitioner	Register Only
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	✓	✓		✓	✓	✓	✓	✓			
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	✓	✓		✓	✓	✓	✓	✓	✓	✓	

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Edit approved observations	✓	✓		✓	✓	✓	✓	✓			
9 Parent inbox											
View all observations from home	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
View requested extra sessions	✓	✓	✓	✓	✓	✓	✓				
Approve/decline requested extra sessions	✓	✓	✓	✓	✓	✓	✓				
10 Messenger											
View messages	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Send messages	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
11 Approvals											
Send observations for approval										✓	
Approve own observations	✓	✓		✓	✓	✓	✓	✓	✓		
Send reports for approval									✓	✓	
Approve own reports	✓	✓		✓	✓	✓	✓	✓			
Approve all draft/pending obs/reports	✓	✓		✓	✓	✓	✓	✓			
12 Formative reports											
View formative reports	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Make formative report	✓	✓		✓	✓	✓	✓	✓	✓	✓	
Delete all formative reports	✓	✓		✓	✓	✓	✓	✓	✓	✓	
Edit approved formative reports	✓	✓		✓	✓	✓	✓	✓			

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13 Framework											
View framework	✓	✓		✓	✓	✓	✓	✓	✓	✓	
Edit framework	✓	✓		✓	✓	✓	✓	✓	✓	✓	
View observation links	✓	✓		✓	✓	✓	✓	✓	✓	✓	
14 Cohort tracking											
Observation tracker	✓	✓		✓	✓	✓	✓	✓	✓	✓	
Progress tracker	✓	✓		✓	✓	✓	✓	✓	✓	✓	
Comparison reports	✓	✓		✓	✓	✓	✓	✓	✓	✓	
15 Security											
15 Authorise devices											
Authorise devices	✓	✓	✓	✓	✓		✓				
Self authorise devices	✓	✓	✓	✓	✓		✓				
Authorise device with PIN						✓		✓	✓	✓	✓
15 Access logs											
View access logs	✓	✓		✓	✓		✓				
16 Diary											
View approved diary	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Add diary entries	✓	✓		✓	✓	✓	✓	✓	✓	✓	
Edit diary entries	✓	✓		✓	✓	✓	✓	✓	✓	✓	

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17 Rooms											
View all room moves	✓	✓		✓	✓	✓	✓				
Add rooms	✓	✓		✓	✓	✓	✓				
Edit rooms	✓	✓		✓	✓	✓	✓				
Archive rooms	✓	✓		✓	✓	✓	✓				
Add default room moves	✓	✓		✓	✓	✓	✓				
Edit default room moves	✓	✓		✓	✓	✓	✓				
18 My profile											
Edit my profile	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
19 Reports											
Starters List	✓	✓	✓	✓	✓	✓	✓				
Key Person List	✓	✓	✓	✓	✓	✓	✓				
Leavers List	✓	✓	✓	✓	✓	✓	✓				
View dietary requirements & allergies	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Export dietary requirements & allergies	✓	✓	✓	✓	✓	✓	✓				
Emergency contacts list	✓	✓	✓	✓	✓	✓	✓				
Photo Permission	✓	✓	✓	✓	✓	✓	✓				
20 Occupancy											
View occupancy report	✓	✓	✓	✓	✓	✓	✓				

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View occupancy planner	✓	✓	✓	✓	✓	✓	✓				
21 Finance Reports											
View all finance reports	✓		✓	✓	✓						
22 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	
23 News											
View news posts	✓	✓		✓	✓	✓	✓				
Add news posts	✓	✓		✓	✓	✓	✓				
Edit news posts	✓	✓		✓	✓	✓	✓				
Remove news posts	✓	✓		✓	✓	✓	✓				
Add new recipients to news posts	✓	✓		✓	✓	✓	✓				
Remove recipients from news posts	✓	✓		✓	✓	✓	✓				
24 Enquiries											
View enquiries	✓	✓	✓	✓	✓	✓	✓				
Add enquiries	✓	✓	✓	✓	✓	✓	✓				

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Edit enquiries	✓	✓	✓	✓	✓	✓	✓				
Delete enquiries	✓	✓	✓	✓	✓	✓	✓				
View show rounds	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
Edit show rounds	✓	✓	✓	✓	✓	✓	✓				
Delete show rounds	✓	✓	✓	✓	✓	✓	✓				