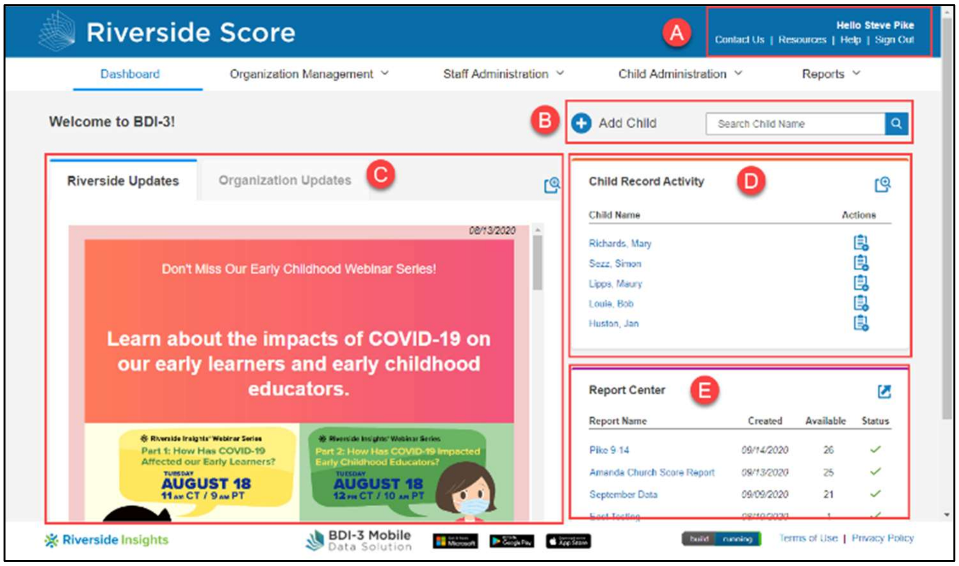
Riverside Score Quick Guide
The Dashboard

When you sign in to *BDI-3 Riverside Score*, you are at the dashboard. This guide shows you how to navigate the dashboard.

A. Banner
B. Menu
C. Updates
D. Child Functions
E. Report Center

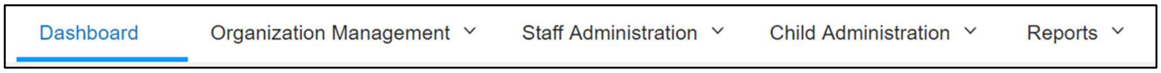


A – The Banner

- **Contact Us** – Click to view contact information for customer and technical support.
- **Resources** – Click to access the Resources page where you can access resources such as eLearning and technical manuals.
- **Help** – Click to open the online help for the platform. The help has complete instructions for all *Riverside Score BDI-3* functions.
- **Sign Out** – Click to sign out of the platform and return to the Sign In page.

B – The Menu

The menu items give access to all functions on the platform. The menu items you see depends on your level of access.



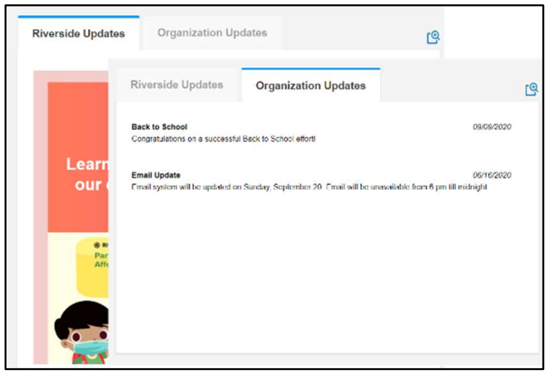
- **Dashboard** – Click to return to the dashboard from any page.
- **Organization Management** – Account Holders and Administrators see the Organization Management menu, where they have access to administrative functions for locations, allocations, labels, and messages.
- **Staff Administration** – Only users that have been assigned the privileges to add and manage staff will see the Staff Administration menu from which they add and manage staff.
- **Child Administration** – The Child Administration menu gives access to all child functions, including adding and editing child records.
- **Reports** – Click to access the Report Center where you run and store reports.

C – Updates

Messages from Riverside Insights and your organization appear on the dashboard.

Click the icon to expand the view.

- **Riverside Updates** – News and messages from Riverside Insights appear here.
- **Organization Updates** – Your organization's messages appear here. An administrator in your organization maintains the updates.



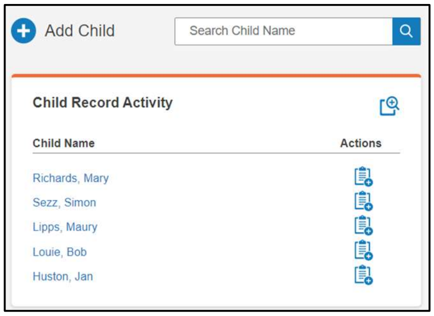
D – Child Functions on the Dashboard

On the dashboard, you can:

- Click the plus sign beside **Add Child** to open the Add Child Information page and add a child.
- Type in the **Search Child Name** box. As you type, matching names are listed. Click a name to open the Child Information page.
- Click the search icon to open the Search/Edit Child page.
- Under **Child Record Activity:**

  Click the icon to expand the view.

  - Click a child name to open the Child Information page for that child.
  - Click the Add Record Form icon to add one or more record forms for the child.



E – Report Center

The Report Center lists the reports in your Report Library.

Click the icon to open the Report Library.

- **Report Name** – Name of the report.
- **Created** – The date the report was created.
- **Available** – How many days the report is still available. A report is available for 30 days after it was created.
- **Status** – The status in running the report. The checkmark means the report is completed.