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Staff are at the heart of your day-to-day operations. TracCloud enables you to manage staff’s busy schedules, permissions in the system, payroll and much more. Below are the options that allow you to spend less time managing a system, and more time assisting your staff and students.

* **Staff Accounts**TracCloud categorizes staff into different types, a ‘staff’ account will be able to interact with the system without showing on the schedule, ‘consultants’ are the same as staff but will show on the schedule, and admin accounts are able to make profile or system wide changes.
* **Groups**

Allow you to specify what data a collective of staff can and can’t see. This allows you to specify the profile, centers, visits, student data, tables, etc. that a group can view and edit.

* **Course Lists**

Determine what courses a consultant can and can’t assist students with. This course list will be associated with the specific staff you assign it to and will be used to display staff availability based on the subject a student needs assistance with. You can also create a general course list and assign it to other consultants as well.

* **Certifications and Work Plans**

TracCloud allows you to track a staff’s certifications and the progress they are working towards any other certifications/goals. This progress is tracked by using a work plan, which is a multi-step plan that you can assign to a staff, the staff can then see this progress on their dashboard; this plan can track visit hours, time signed in, and much more.

* **Reason Specialties**

Allow you to assign reasons that indicate the services that a tutor can help with. These reasons can be used by students when they are searching for an availability, or by the staff when they log in for work.

* **Payroll**

TracCloud allows you to track payroll based on multiple factors. Pay codes are used to indicate the pay tier of a staff, the pay basis of a staff will indicate how hours are tracked, and work types specify the type of work being done by a staff and their rate for that work.

* **Staff Listing**

The staff listing allows you to get an overview of staff information, search for specific staff, batch send emails, batch assign work plans, and much more. This information can be formatted however you’d like and can be exported as a csv by using a custom view.

* **Logging in as your staff**

If you ever want to verify that the permissions for a staff member are correct or you want to see their perspective; you can sign in as a staff member by navigating to Other > Log in as, enter the staff members username, then select OK. This feature is only accessible to SysAdmin users.

* **Staff Reports**

Allow you to pull information on your staff, such as the visits they have in the system, their payroll, the subjects they can assist with, and work visits.

Find more information on staff accounts here: <https://wiki.go-redrock.com/index.php/Special:Search?search=staff&searchfilter=%22%5B%5BCategory%3ATracCloud%5D%5D%22&go=Search>

Or scan the QR code below:

