

## Lesson 7 – Lookup Tables

<b>Lesson 7 – Lookup Tables .....</b>	<b>1</b>
Overview .....	2
Edit Menu .....	2
Allergy Types .....	3
Attendance Codes .....	4
Attendance Patterns .....	5
Bus Routes .....	6
Bus Schedules .....	7
Doctors .....	8
Family Relationship Types .....	9
Immunization Types .....	10
Locations .....	11
Menu Types .....	12
Program Masters .....	13
Provinces .....	14
Schools .....	15
Subsidy Paid By .....	16
Time of Day .....	17
Transportation Services .....	18
Transportation Types .....	19

# 'bob' the Child Care Centre Manager

## Overview

To make your data entry fast and easy to use we have included dropdown selection fields throughout **'bob'**. These fields contain predefined data so that you don't have to key the entry thereby minimizing spelling errors and inconsistency of data.

If you can imagine an address where you are required to enter the province name each time you create a new record. There would be a high probability that the province entry among records would be different in some way.

For example, Ontario, ON, ONTARIO, etc.

The purpose of the *Lookup Tables* is to allow you to add data to, or modify the data in these tables. In some cases we have not allowed you to delete the data due to the dependency requirements of **'bob'** on certain lookup information.

There are also some reserved dropdown/lookup tables that cannot be modified. This is to ensure integrity of program functions requiring these specific selections. For example the Family and Child Status are restricted to Active, Inactive, and Waiting. No other entries are permitted.

The lookup tables are accessible to you from the Edit icon on the toolbar:

1. Family Manager->Onscreen Toolbar->Edit Folder



In addition, some *Edit* buttons have been strategically placed on dialog screens to allow you to make modifications while adding or modifying records.

## Edit Menu

We have not discussed the *Critical Setup Tables* in this lesson. Please refer to Lesson 1 – Getting Started.

**Billing Periods**  
**Program Masters**  
**Subsidy Paid by** } (see Lesson 1 – Getting Started -> Critical Lookup Tables)

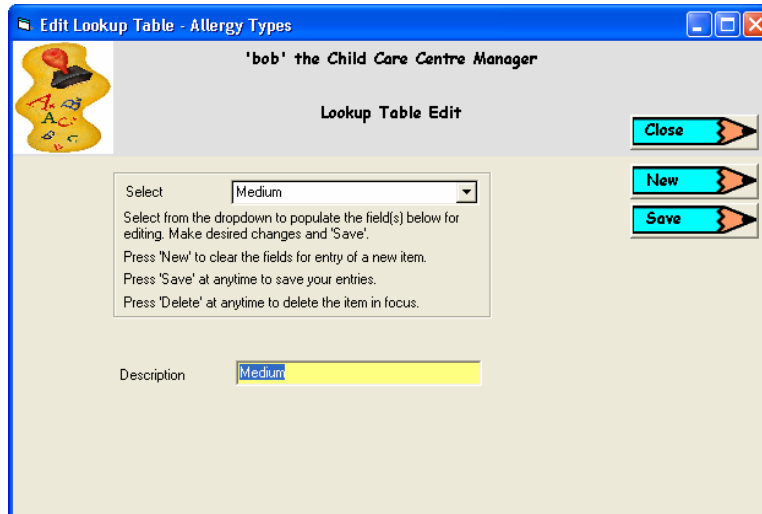
Each of the lookup and setup tables will be discussed below.

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## Allergy Types

The purpose of this table data is to assign a level of severity to an Allergy record. We have included the following records:

- Mild
- Medium
- Strong
- Severe



## Entering Data

### New

1. Click *New*
2. Enter a *Description*
3. Click *Save*

### Modify

1. Select the item to be modified from the dropdown.
2. Change the *Description* as required
3. Click *Save*

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## Attendance Codes

The purpose of this table data is for use in the Attendance entry module. The codes identify the child's attendance for the hours entered.

The screenshot shows a software window titled "Edit Attend Codes" from the application "bob' the Child Care Centre Manager". The window has a blue title bar and standard Windows window controls. Inside, there is a logo on the left and a "Lookup Table Edit" section. This section includes a "Select" dropdown menu with a help icon, a text box for "Attendance Code" containing "A", a text box for "Code Description" containing "Absent", and a dropdown for "Billable" containing "Yes". To the right of the form are four buttons: "Close", "New", "Save", and "Delete", each with a pencil icon. Below the "Select" dropdown, there is instructional text: "Select from the dropdown to populate the field(s) below for editing. Make desired changes and 'Save'. Press 'New' to clear the fields for entry of a new item. Press 'Save' at anytime to save your entries. Press 'Delete' at anytime to delete the item in focus."

## Entering Data

### New

1. Click *New*
2. Enter a *Description*
3. Click *Save*

### Modify

1. Select the item to be modified from the dropdown.
2. Change the *Description* as required
3. Click *Save*

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## Attendance Patterns

The purpose of this table data is predefined two week attendance schedules so that they can be selected while entering Child Enrollments. We have included the following records:

- Full Day
- Mon – Fri A.M.
- Mon – Fri P.M.

Attendance Patterning

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Attendance Patterns

Close

Pattern: Full Day

Pattern Description: Full Day

New

Save

Delete

Attendance Pattern		Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	A.M.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P.M.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Full Day	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Week 2	A.M.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P.M.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Full Day	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Entering Data

### New

1. Click *New*
2. Enter a *Pattern Description*
3. Mouse-click in each applicable checkbox.
4. Click *Save*

### Modify

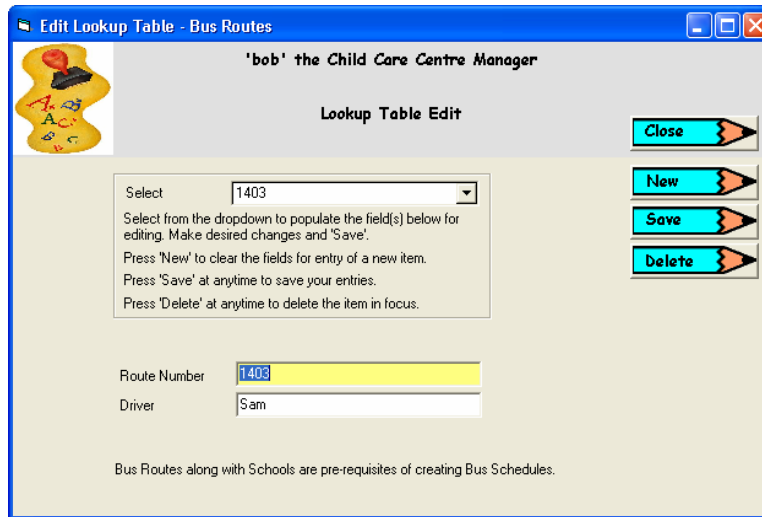
1. Select the item to be modified from the dropdown.
2. Change the *Pattern Description*
3. Mouse-click in each applicable checkbox.
4. Click *Save*

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## Bus Routes

The purpose of this table data is to define the Bus Routes and Drivers assigned by the transportation service company. We have not included any records with your version of **'bob'**. Enter new Bus Routes as required.

Bus Routes are a pre-requisite to using the Transportation features of 'bob'.



Close

New

Save

Delete

Select 1403

Select from the dropdown to populate the field(s) below for editing. Make desired changes and 'Save'.  
Press 'New' to clear the fields for entry of a new item.  
Press 'Save' at anytime to save your entries.  
Press 'Delete' at anytime to delete the item in focus.

Route Number 1403

Driver Sam

Bus Routes along with Schools are pre-requisites of creating Bus Schedules.

## Entering Data

### New

4. Click *New*
5. Enter a *Route Number*
6. Enter the *Driver's Name*
7. Click *Save*

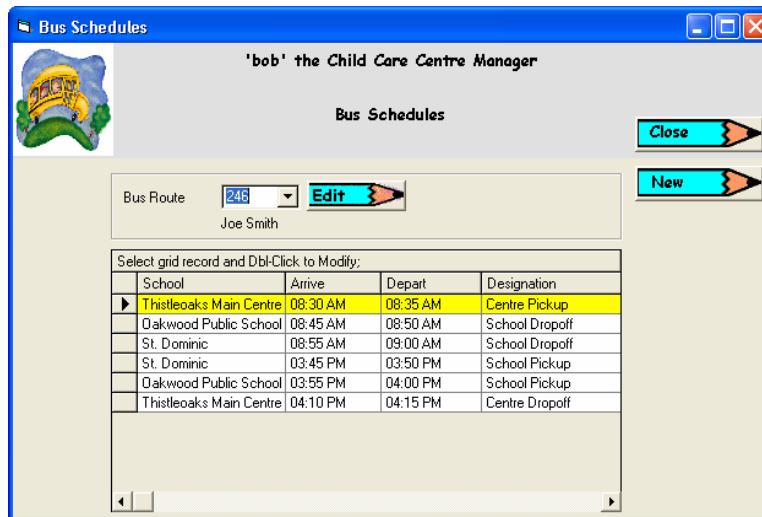
### Modify

4. Select the item to be modified from the dropdown.
5. Change the *Route Number*
6. Change the *Driver's Name*
7. Click *Save*

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## Bus Schedules

The purpose of this table data is to define the Pickup and Drop-off points for each Bus Route.



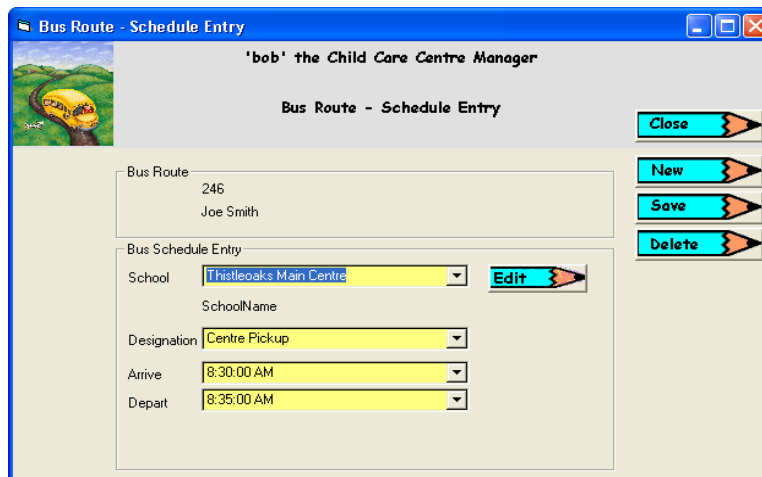
## Entering Data

### New

1. Click *New*

### Modify

1. Select the record to be modified and Dbl-click.



## Bus Schedule Entry

1. Select the School or Centre.
2. Select the Designation.
3. Enter the Arrival time of the bus at the location.
4. Enter the Departure time of the bus from the location.

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## Doctors

The purpose of this table data is to record information regarding the doctors that will be assigned to family members. The program is designed so that you can enter the doctor record once, and then select for many families.

The screenshot shows a software window titled "Doctor" with a sub-header "'bob' the Child Care Centre Manager". The main content area is titled "Doctor Record". On the right side, there are four action buttons: "Close", "New", "Save", and "Delete", each with a pencil icon. The form contains the following fields:

- Doctor Selector: A dropdown menu currently showing "Dr. Amolins".
- Doctor Info section with tabs for "Doctor Info", "Merge Doctors", and "Delete Doctors".
- Doctor Name: Text field containing "Dr. Amolins".
- Office Phone: Text field containing "(905) 842-3735".
- Specialty: Text field containing "Family".
- Hospital: Empty text field.
- Comments: Empty text area.
- Address Line 1: Text field containing "1060 Speers Rd - Suite 208".
- City: Text field containing "Oakville".
- Province: Dropdown menu showing "ON".
- Postal Code: Text field containing "L6L2X4".
- Country: Dropdown menu showing "CAN".
- Home Phone: Empty text field.
- Email Address: Empty text field.

## Entering Data

### New

1. Click *New*
2. Enter the *Doctor Name*
3. Enter the *Doctor Phone*
4. Click *Save*

*The remaining fields are optional and not used in any reports.*

### Modify

1. Select the item to be modified from the dropdown.
2. Change the *Doctor Name*
3. Change the *Doctor Phone*
4. Click *Save*



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## Family Relationship Types

The purpose of this table data is to assign a Relationship to parents and contacts. We have included the following records:

- Aunt
- Father
- Friend
- Grandfather
- Grandmother
- Mother
- Uncle



## Entering Data

### New

1. Click *New*
2. Enter a *Description*
3. Click *Save*

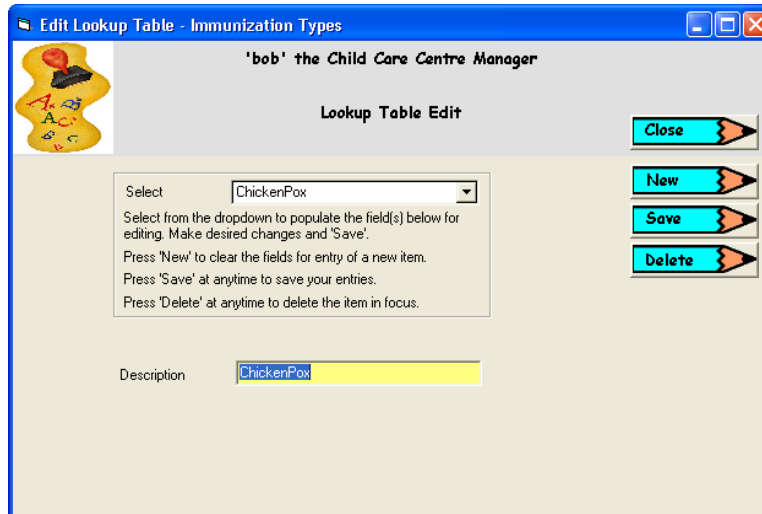
### Modify

1. Select the item to be modified from the dropdown.
2. Change the *Description* as required
3. Click *Save*

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## Immunization Types

The purpose of this table data is to allow you to enter newly identified immunization requirements not predefined in 'bob'. We have not included any records with your version of '*bob*'. Enter new Immunization types as required.



## Entering Data

### New

4. Click *New*
5. Enter a *Description*
6. Click *Save*

### Modify

4. Select the item to be modified from the dropdown.
5. Change the *Description* as required
6. Click *Save*

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## Locations

The purpose of this table data is to identify multiple locations under the control of a single database. We have not included any records with your version of *'bob'*. Enter new Immunization types as required.

Close

New

Save

Select: Main Centre

Description: Main Centre

Main Child Care Location

## Entering Data

### New

1. Click *New*
2. Enter a *Description*
3. Click *Save*

### Modify

1. Select the item to be modified from the dropdown.
2. Change the *Description* as required
3. Click *Save*

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## Menu Types

The purpose of this table data is to define the five menu times. This table restricts you to a maximum of 5 records that have been predefined for:

- Breakfast
- Morning Snack
- Lunch
- Afternoon Snack #1
- Afternoon Snack #2

You are only allowed to change the Description and Time of Day on each record.

The screenshot shows a software window titled "Edit Lookup Table - Menu Types" for "bob' the Child Care Centre Manager". The window contains a "Lookup Table Edit" form. At the top left is a logo with a lightbulb and letters. On the right are four buttons: "Close", "New", "Save", and "Delete". The form has a "Select" dropdown menu with "Breaky" selected. Below it is a text box with instructions: "Select from the dropdown to populate the field(s) below for editing. Make desired changes and 'Save'. Press 'New' to clear the fields for entry of a new item. Press 'Save' at anytime to save your entries. Press 'Delete' at anytime to delete the item in focus." Below the instructions are three input fields: "Menu Order" with the value "1", "Description" with the value "Breaky", and a time field with the value "7:30 a.m.".

## Entering Data

### New

4. Click *New*
5. Enter a *Description*
6. Click *Save*

### Modify

4. Select the item to be modified from the dropdown.
5. Change the *Description* as required
6. Click *Save*

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## **Program Masters**

The setup and maintenance of Program Masters was discussed in Lesson 1.

**See Lesson 1 – Getting Started -> Critical Lookup Tables.**

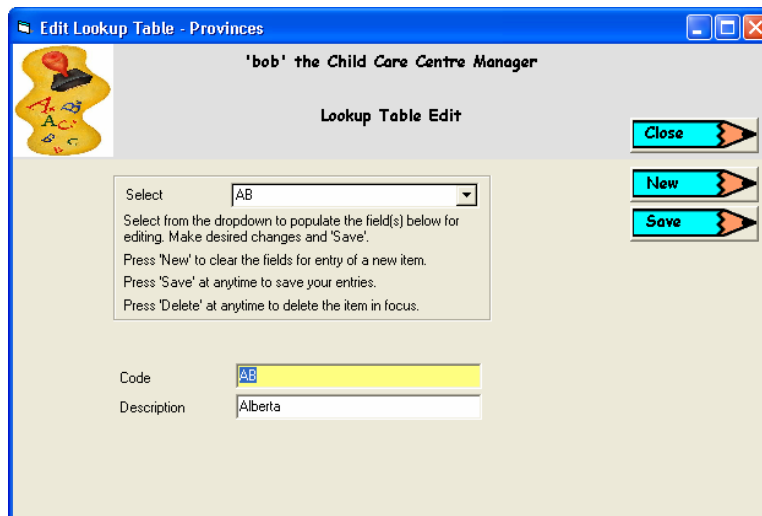
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## Provinces

The purpose of this table data is to assign a province to an Address record. .  
We have included the following records:

- AB Alberta
- BC British Columbia
- MB Manitoba
- NB New Brunswick
- NS Nova Scotia
- ON Ontario
- PE Prince Edward Is.
- PQ Quebec
- SK Saskatchewan
- YK Yukon

When viewing this lookup table you may also see States for USA.



## Entering Data

### New

1. Click *New*
2. Enter a *Code*
3. Enter a *Description*
4. Click *Save*

### Modify

1. Select the item to be modified from the dropdown.
2. Change the *Code* and/or *Description* as required
3. Click *Save*

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## Schools

The purpose of this table data is to record information regarding the Schools that will be used in the Transportation functions of 'bob'.

The screenshot shows a software window titled "Edit School" from the application "bob' the Child Care Centre Manager". The window contains a "School Record Entry" form. The form has several input fields: a dropdown menu for "Select" (currently showing "Abbey Lane"), a text box for "School Name" (containing "Abbey Lane"), a text box for "Principal" (containing "tbc") and a text box for "Phone" (containing "(905) 827-5552"), a text box for "Address Line 1" (containing "1160 Old Abbey Lane"), a text box for "City" (containing "Dakville"), a dropdown menu for "Province" (showing "ON") and a text box for "Postal Code" (containing "L6M 1S4"), a dropdown menu for "Country" (showing "CAN"), and a text area for "Comments". On the right side of the form, there are four buttons: "Close", "New", "Save", and "Delete", each with a pencil icon.

## Entering Data

### New

1. Click *New*
2. Enter the *School Name*
3. Enter the *Principal's Name*
4. Enter the *School's Phone*
5. Click *Save*

*The remaining fields are optional and not used in any reports.*

### Modify

1. Select the item to be modified from the dropdown.
2. Change the *School Name*
3. Change the *Principal's Name*
4. Change the *School's Phone*
5. Click *Save*

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## **Subsidy Paid By**

The Subsidy Paid By lookup table was discussed in Lesson 1.

**See Lesson 1 – Getting Started -> Critical Lookup Tables.**

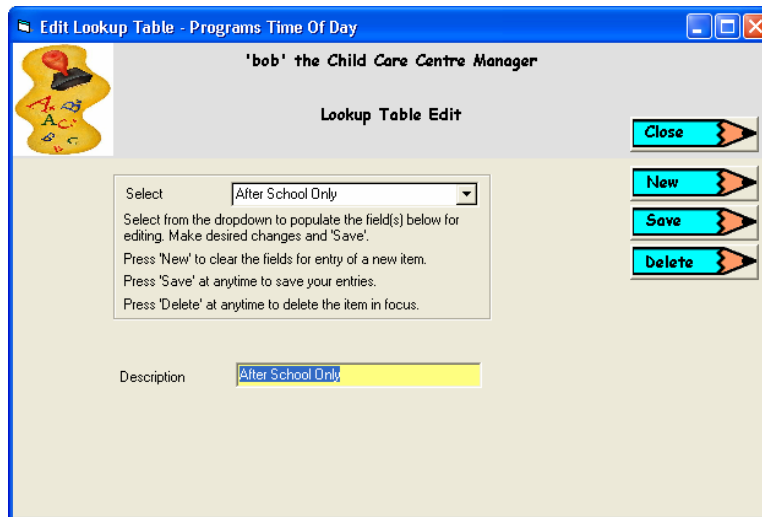


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## Time of Day

The purpose of this table data is to designate part of the unique identifier requirements for Program Masters. We have included the following records:

- After School Only
- Before School Only
- Before and After School
- Half Day
- Full Day Alternate
- Full Day
- Full Time
- Part Time



## Entering Data

### New

7. Click *New*
8. Enter a *Description*
9. Click *Save*

### Modify

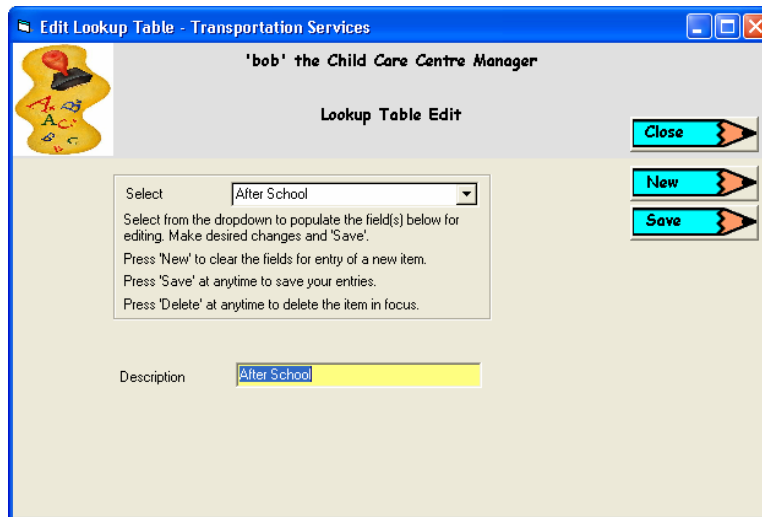
7. Select the item to be modified from the dropdown.
8. Change the *Description* as required
9. Click *Save*

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## Transportation Services

The purpose of this table data is to assign a service requirement to Child Transportation records. We have included the following records:

- Before School
- After School
- Kindergarten



## Entering Data

### New

1. Click *New*
2. Enter a *Description*
3. Click *Save*

### Modify

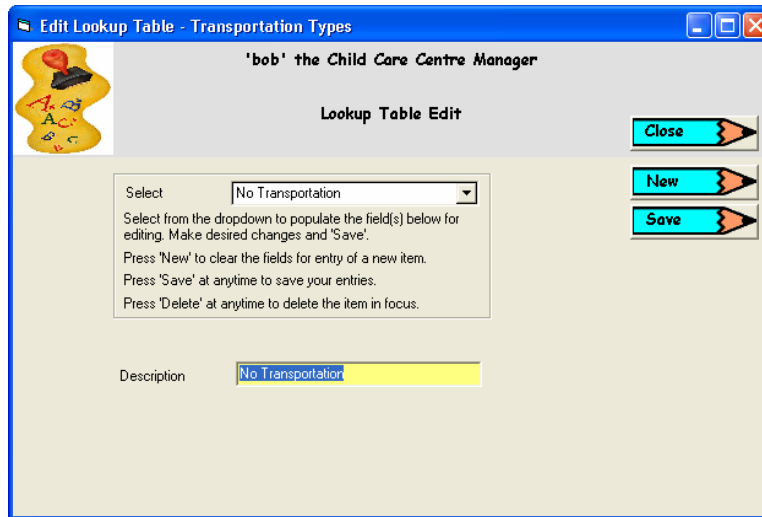
1. Select the item to be modified from the dropdown.
2. Change the *Description* as required
3. Click *Save*

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## Transportation Types

The purpose of this table data is to assign a service requirement to Program Enrollment records. We have included the following records:

- No Transportation
- One-Way
- Two-Way
- Other



## Entering Data

### New

1. Click *New*
2. Enter a *Description*
3. Click *Save*

### Modify

1. Select the item to be modified from the dropdown.
2. Change the *Description* as required
3. Click *Save*