

Lesson 8 – Schedule Manager

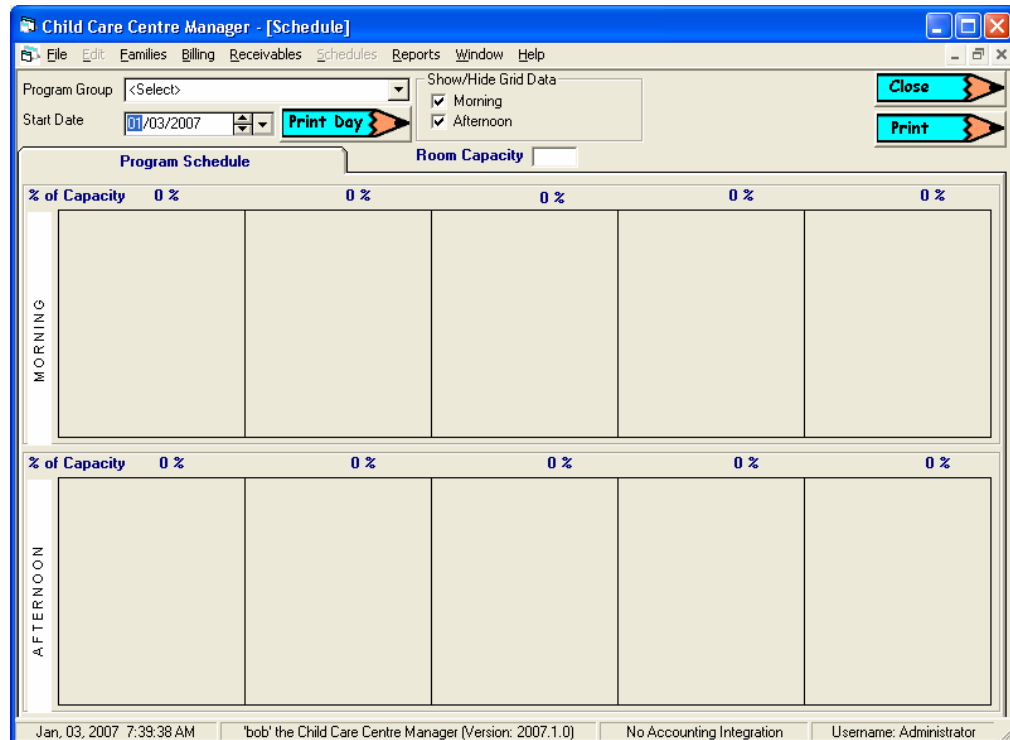
Lesson 8 – Schedule Manager	1
Overview.....	2
Displaying Enrolments.....	3
To display Enrolments:.....	3
Modify Enrolments.....	4
Print Schedule.....	8
Print Day.....	9
Toolbar Menu.....	10

'bob' the Child Care Centre Manager

Overview

The Schedule Manager provides you with interactive functionality to manage the room capacities and child Enrolments for your centre's programs. In addition you can print a single day, the day in focus, or print all five days that are in the display.

The following pages will help familiarize you with the functionality inherent in the Schedule module.



The Schedule window allows you to select a *Program Group* and a *Start Date*.

'bob' the Child Care Centre Manager

Displaying Enrolments

Program Enrolments have been designed as attending in the morning, afternoon, or combination of both morning and afternoon. The display has been designed accordingly as morning attendance displayed in the upper grid and the afternoon attendance in the lower grid.

The *Show/Hide Grid Data* controls give you the capability to customize your view to show only Morning, only Afternoon, or both.

To display Enrolments:

1. Select *Program Group*.
2. Select *Starting Date* to be displayed.
3. Place cursor in *Start Date* field
 - a. Press your up/down arrows to move through the calendar
 - b. The grid is updated as the date is changed

As enrolment records are located and determined to be applicable, they are added to the grid. Attendance patterns determine whether or not the child is displayed in the morning, afternoon, or both grids.

The display background is colour coded between weeks for easy viewing.

% of Capacity is calculated as $((\# \text{ of Enrolments} / \text{Room Capacity}) * 100)$

The screenshot shows the 'Child Care Centre Manager - [Schedule]' window. The 'Program Group' is set to 'School Age' and the 'Start Date' is '01/03/2007'. The 'Show/Hide Grid Data' section has 'Morning' checked and 'Afternoon' unchecked. The 'Room Capacity' is set to 20. The 'Program Schedule' section shows a grid with columns for days and their respective capacity percentages: Wednesday (50.0%), Thursday (55.0%), Friday (40.0%), Monday (55.0%), and Tuesday (50.0%). The grid is divided into 'MORNING' and 'AFTERNOON' sections. The 'MORNING' section shows a list of children's names for each day, with some names appearing in multiple rows. The 'AFTERNOON' section is currently empty. The status bar at the bottom shows the date and time 'Jan, 03, 2007 7:40:59 AM', the version 'bob' the Child Care Centre Manager (Version: 2007.1.0), and the username 'Administrator'.

'bob' the Child Care Centre Manager

Modify Enrolments

For every child enrolment listed in the grid is a direct connection to the *Program Enrolment* record. This provides you with the capability to make changes to Enrolments on the fly.

1. Double-Click on the child to be modified.
2. Once the *Program Enrolment* record is displayed there are many options.

Child Program Enrolment

'bob' the Child Care Centre Manager

Program Enrolment

Child: David Ashley

Rate Per: 1/1/2006 to 12/31/2010

Program: School Age

Start: 11/16/2006

End: 11/15/2007

Pgm Rate Override: .00

Duration Number of Days: 261

Attendance Pattern (This two week pattern is recycled until the End Date is reached)

Week 1	Mon	Tue	Wed	Thur	Fri
Week of: Sun, 11/12/2006 A.M.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
to: Sat, 11/18/2006 P.M.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full Day (equivalent to Before/After)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Week 2	Mon	Tue	Wed	Thur	Fri
Week of: Sun, 11/19/2006 A.M.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
to: Sat, 11/25/2006 P.M.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Full Day (equivalent to Before/After)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

School Age / Before and After School @ \$17.00

Subsidy Promotion Enrolments List Help/Notes Attendance Pattern Help

Daily - Subsidized Rates

Attendance Time	Subsidizing Agency	Subsidy Rec'd	Other Description
A.M.	The Halton R	5.00	
P.M.	<Select>	.00	
Full Day	<Select>	.00	
Other	<Select>	.00	
PD Days	<Select>	.00	

Notes

Subsidy Received:
The amount being received from the Subsidizing Agency.

Family Portion:

Subsidies are applied to the Program Rate for each day of attendance.
Enter the daily amount received from the subsidizing agency.

Enrolment (Enrollment US) Options

Close

1. Do nothing.
2. Click *Close*.

Modify

1. Make changes to the existing record
 - i. Any change made to the existing record is immediately reflected back in the Schedule grid.
2. Click *Save*.

Delete

1. Click *Delete*.
2. Confirm deletion.

'bob' the Child Care Centre Manager

3. The enrolment (enrollment US) is immediately removed from the Schedule grid.

Copy

1. Click *Copy*.
 - i. A new record dialog is presented with a copy of the original.
2. Make the desired changes.
 - i. Select a new program
 - ii. Enter new Start/End dates.
 - iii. Enter Subsidies
 - iv. Enter Attendance Pattern
3. Click *Save*.

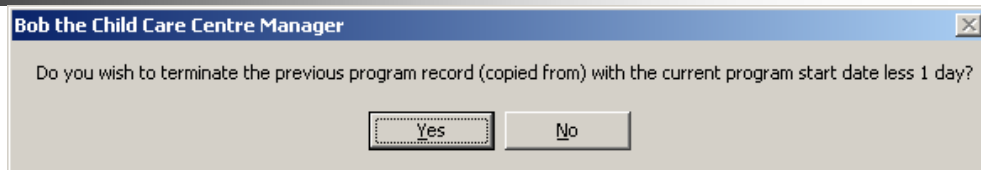
Attendance Time	Subsidizing Agency	Subsidy Rec'd	Other Description
A.M.	The Halton R	5.00	
P.M.	<Select>	.00	
Full Day	<Select>	.00	
Other	<Select>	.00	
PD Days	<Select>	.00	

If an existing program enrolment falls within the new start/end dates you entered, the following *Warning* is displayed.

WARNING
Program dates conflict with other Program definition(s) as:
- From date falls between existing program dates.
Previously defined Programs can be viewed on the 'Program Enrolments List' tab.
Do you wish to continue?

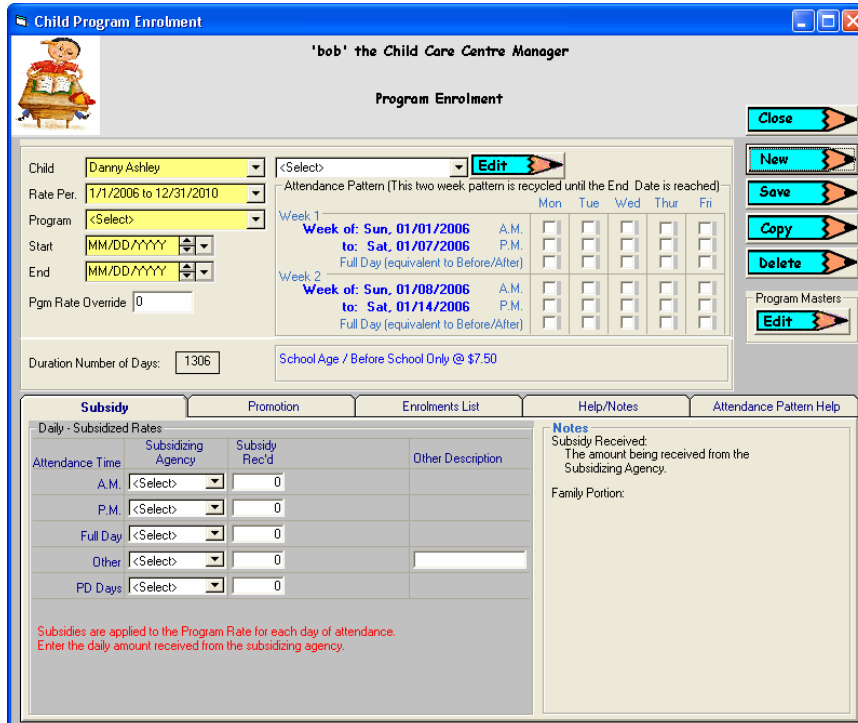
If you reply *Yes* to the above, the following is displayed.

'bob' the Child Care Centre Manager

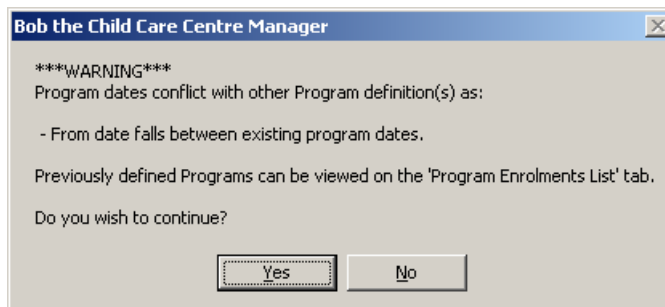


If you select yes, the conflicting enrolment is terminated with an end date of 1 day less than the start date of the new enrolment.

New

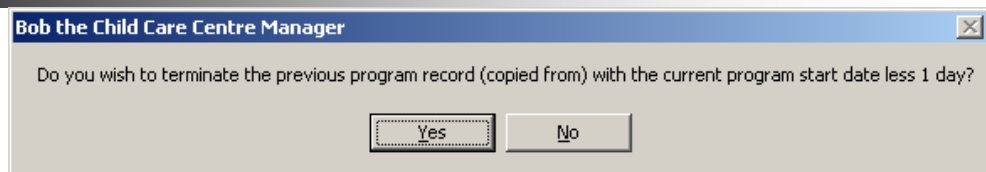


If an existing program enrolment falls within the new start/end dates you entered, the following *Warning* is displayed.



If you reply *Yes* to the above, the following is displayed.

'bob' the Child Care Centre Manager



If you select yes, the conflicting enrolment is terminated with an end date of 1 day less than the start date of the new enrolment.

'bob' the Child Care Centre Manager

Print Schedule

From the Schedule screen, press the *Print* button to create a report of the 5 days displayed on the screen. The following is an example of the report.

Schedule Report Page 1 of 2

Date Printed: April 11, 2006
 Location: Pre-gram School Age & Kindergarten

Wednesday, 04/12/2006	Thursday, 04/13/2006	Friday, 04/14/2006	Monday, 04/17/2006	Tuesday, 04/18/2006
7:00 %	7:00 %	7:00 %	11:00 %	11:00 %
Danny Arkhy	Danny Arkhy	Danny Arkhy	Allison Arkhy	Allison Arkhy
Allison Arkhy	Allison Arkhy	Allison Arkhy	Cara Coltonavro	Cara Coltonavro
Danny Arkhy	Danny Arkhy	Danny Arkhy	Julia Coltonavro	Julia Coltonavro
Cara Coltonavro	Cara Coltonavro	Cara Coltonavro	Samantha Doyle	Samantha Doyle
Samantha Doyle	Samantha Doyle	Samantha Doyle	MacKenzie Foman	MacKenzie Foman
MacKenzie Foman	MacKenzie Foman	MacKenzie Foman	Gracia Murphy	Gracia Murphy
Randy Jackson	Randy Jackson	Randy Jackson	Cindy Heymer	Cindy Heymer
Gracia Murphy	Gracia Murphy	Gracia Murphy	Michelle Frodubli	Michelle Frodubli
Cindy Heymer	Cindy Heymer	Cindy Heymer	Tyler Frodubli	Tyler Frodubli
Michelle Frodubli	Michelle Frodubli	Michelle Frodubli	Ivana Zifnied	Ivana Zifnied
Tyler Frodubli	Tyler Frodubli	Tyler Frodubli		
Ivana Zifnied	Ivana Zifnied	Ivana Zifnied		
Peter Zifnied	Peter Zifnied	Peter Zifnied		
11	11	11	11	11

Wednesday, 04/12/2006	Thursday, 04/13/2006	Friday, 04/14/2006	Monday, 04/17/2006	Tuesday, 04/18/2006
11:00 %	11:00 %	11:00 %	11:00 %	11:00 %
Allison Arkhy	David Arkhy	Danny Arkhy	Danny Arkhy	Danny Arkhy
David Arkhy	Julia Coltonavro	Allison Arkhy	Danny Arkhy	Danny Arkhy
Julia Coltonavro	Samantha Doyle	Danny Arkhy	David Arkhy	David Arkhy
Samantha Doyle	Bob Jackson	David Arkhy	Julia Coltonavro	Julia Coltonavro
Bob Jackson	Emily Murphy	Julia Coltonavro	Samantha Doyle	Samantha Doyle
Emily Murphy	Cindy Heymer	Samantha Doyle	Bob Jackson	Bob Jackson
Cindy Heymer	Michelle Frodubli	Bob Jackson	Emily Murphy	Emily Murphy
Michelle Frodubli	Katrina Wallan	Emily Murphy	Cindy Heymer	Emily Murphy
Katrina Wallan	Allison Wallan	Cindy Heymer	Michelle Frodubli	Cindy Heymer
Allison Wallan	Peter Zifnied	Michelle Frodubli	Katrina Wallan	Michelle Frodubli
Peter Zifnied		Katrina Wallan	Allison Wallan	Katrina Wallan
		Allison Wallan		Allison Wallan

Copyright © 2002 Focus Technology Solutions Inc. All Rights Reserved

'bob' the Child Care Centre Manager

Print Day

From the Schedule screen, press the *Print Day* button to create a report of the 1st day displayed on the screen. The following is an example of the report.

The screenshot shows a window titled "Schedule Report" with a toolbar at the top. The report content is as follows:

Date Printed: April 11, 2008
Location: Pin Point
School: A, ps & E Kindergarten
Page: 1 of 2

AM

Wednesday, 04/02/2008

7:00 AM

Dannay Arkhky									
Allison Arkhky									
Dannay Arkhky									
Carmen Cullen-DeNavarro									
Paula Cullen-DeNavarro									
Fam. Sarah Taylor									
Michelle Forman									
Randy Forman									
Gracie M. Taylor									
Cathy Reynolds									
Michelle Forman									
Lydia Forman									
Deana Sigrist									
Paula Sigrist									
13									

Copyright © 2002 Focus Technology Solutions Inc. All Rights Reserved

Toolbar Menu

At the top of the Schedule screen is the *Toolbar Menu*. This will give you direct access to:

- File
 - Exit
- Family Manager
 - Direct access
 - No need to close the Schedule window
- Billing
 - Direct access
 - No need to close the Schedule window
- Receivables
 - Direct access
 - No need to close the Schedule window
- Reports
 - Full reports selection
- Window
 - Standard windows options
 - Arrange
 - Cascade
 - Tile
- Help
 - **'bob'** Help facility