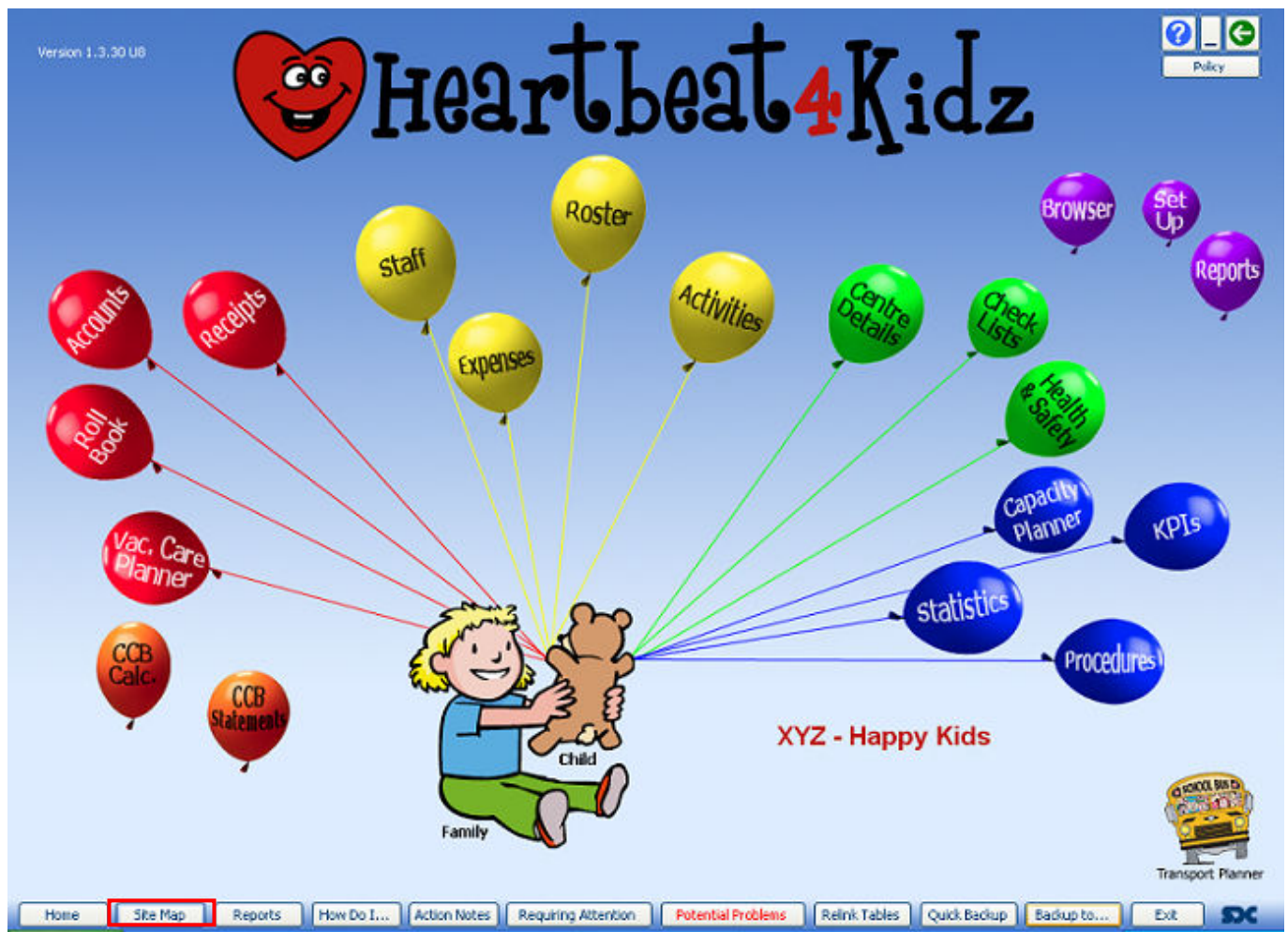


How do I enter a child at another centre?

1. Go to the **Site Map** using the tab on the bottom of the **Home** page.



2. Click on the **Children In Other Centres** button listed under **Rolls** on the left hand side of the screen.



3. Click on the **Enter Edit Mode** button.



How do I enter a child at another centre?

- Use the dropdown selector above **Accounts** to select the account for which you want to add a child at another centre.



Heartbeat 4 Kidz
Children In Other centres

EXIT EDIT MODE Policy

Show All Records

Week Start Account Coombe, Jenny Coughlan, Jane In Other Centres

Week Start	Account	Children in Other Centres
3 Jul 2006	Addison, Fiona	0
3 Jul 2006	Angell, Mila	0
3 Jul 2006	Balle, Drew	0
3 Jul 2006	Ballard, Mary	0
3 Jul 2006	Barker, Mary	0
3 Jul 2006	Barrett, Kiralee	0
3 Jul 2006	Barrett, Kiralee	0
3 Jul 2006	Beckett, Katelin	0
3 Jul 2006	Bird, Lola	0
3 Jul 2006	Blucher-Jones, Joy	0
3 Jul 2006	Bower-Miles, Pam	0
3 Jul 2006	Briggs, Sharon	0
3 Jul 2006	Briscoe, Sharon	1
3 Jul 2006	Brouwers, Judith	0
3 Jul 2006	Bryant, Rowena	0
3 Jul 2006	Bunney, Claire	0
3 Jul 2006	Bunney, Claire	0
3 Jul 2006	Burnett, Charlie	0
3 Jul 2006	Cairns, Mary	0
3 Jul 2006	Caranese, Lola	0
3 Jul 2006	Carter, Kaye	0
3 Jul 2006	Cass, Jazmin	0
3 Jul 2006	Cass, Jazmin	0
3 Jul 2006	Cassidy, Mary	0
3 Jul 2006	Chakley, Jenny	0

- The screen will now display all roll dates entered for that family. There are two options for entering the number of children in another centre from here. If you know the Start and End date for the entry then you can use the **Date From** and **Date To** dropdowns tool provided at the top of the screen. These are also based on the dates that the roll has been generated. Type in the number of children at another centre then click on the **Apply** button to apply the changes. If you use the last roll date in the **Date To** dropdown then when the roll is duplicated in the future, the number of children in another centre will also be duplicated. It is also possible to populate the column data individually by clicking in the field and typing in the number.



Heartbeat 4 Kidz
Children In Other centres

EXIT EDIT MODE Policy

Date From: 30 Apr 2007 Date To: 27 Aug 2007

Show All Records # In Other Centres 1 Apply

Week Start Account Children in Local Centre # In Other Centres

Week Start	Account	Children in Local Centre	# In Other Centres
4 Dec 2006	Coombe, Jenny	Daisy Coombe	0
11 Dec 2006	Coombe, Jenny	Daisy Coombe	0
18 Dec 2006	Coombe, Jenny	Daisy Coombe	0
25 Dec 2006	Coombe, Jenny	Daisy Coombe	0
1 Jan 2007	Coombe, Jenny	Daisy Coombe	0
8 Jan 2007	Coombe, Jenny	Daisy Coombe	0
15 Jan 2007	Coombe, Jenny	Daisy Coombe	0
22 Jan 2007	Coombe, Jenny	Daisy Coombe	0
29 Jan 2007	Coombe, Jenny	Daisy Coombe	0
5 Feb 2007	Coombe, Jenny	Daisy Coombe	0
12 Feb 2007	Coombe, Jenny	Daisy Coombe	0
19 Feb 2007	Coombe, Jenny	Daisy Coombe	0
26 Feb 2007	Coombe, Jenny	Daisy Coombe	0