

How do I start a bookings template for a child?

1. From the Families screen **Enter Edit Mode**

The screenshot shows the 'Family Information' system interface. At the top right, there is a red 'ENTER EDIT MODE' button. The interface is divided into several sections:

- 1. Contact Information:** Fields for Title (Mr), Home Address (43 Station Street), First Name (Peter), Last Name (Williamson), Relationship (Father), Status (Primary Carer), Occupation, Work Company, Work Address, Family CRN (1110269081), Phone (H) (5533774), Phone (W), Account (Williamson, Peter), Mobile, Email, Family ID (AAA62030), Pays Accounts? (checked), and May Collect Child? (Yes).
- 7. Financial Details:** Includes 'Auto Receipt' with a balance of \$0.00, BPay, and Bond Paid fields.
- 2. Child Details:** Fields for Active? (checkbox), First Name (Belinda), Middle Name, Last Name (Williamson), Address (43 Station Street), Suburb (Montrose), DOB (1 Apr 2004, 2.8 yrs), Sex (Male), Starts School, In Care (16 Jan 2007), End Care, Child CRN (1110178546), and Child ID (AAA178546).
- 3. Medical Details:** Fields for Doctors, Address, Med Notes, Allergies, Fears, Imm Exempt? (checkboxes for 2, 4, 6, 12, 18, 48 months), and Regts.
- 6a. Child Bookings:** A table for booking templates with columns for Week, Mon, Tue, Wed, Thu, Fri, Here, and Other. The 'Last roll date' is currently blank.
- 6b. Waiting List:** Fields for Desired Start Date, Room, Wait List Only? (checkbox), and Booked but Wanting Change? (checkbox).
- 4. CCB Statements:** A table with columns for CCB #, CCB Date, Family CRN, Child CRN, Hrs, CCB1, CCB2, CCB3, CCB4, Start, and End.
- 5. Child Daily Fees:** A table with columns for Start / End, Roll / Fee, and Days.

2. In section 6a of the screen, use the dropdown to select your **start date** of the booking template.

This close-up shows the '6a. Child Bookings' section. The 'Bulk Updates' area includes a 'Start Date' dropdown menu which is currently blank. Below it are checkboxes for 'week' (checked) and 'fortnight' (unchecked). There are also dropdowns for days of the week (M, T, W, T, F) and a 'Clear Update' button. A 'Last roll date' section shows a table with columns for Week, Mon, Tue, Wed, Thu, Fri, Here, and Other, with values 0 and 0 in the 'Here' and 'Other' columns.

3. Use the dropdown selectors beside the days to select the Roll to apply for which days

This close-up shows the '6a. Child Bookings' section after the start date has been set. The 'Start Date' dropdown is now set to '15 Jan 2007'. The day dropdowns are also updated: M is 'T-D', T is blank, W is 'T-D', T is 'T-D', and F is 'T-D'. The 'Last roll date' table remains the same with 0 and 0 in the 'Here' and 'Other' columns.

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4. Click the **Save Roll** button to generate the Roll for 12 weeks for this child, based on the **Bulk updates** settings.

The screenshot shows the '6a. Child Bookings' interface. At the top, there is a 'Bulk Updates' section with a 'Start Date' dropdown, 'week:' checked, and 'fortnight:' unchecked. Below this are dropdowns for days of the week (M, T, W, T, F) and a 'Clear Update' button. A 'Create Roll' button is highlighted in yellow, and a 'Save Roll' button is also highlighted in yellow. A 'Delete?' checkbox is present. Below the buttons, it says 'Last roll date : 26 Dec 2005'. The main area is a table with columns for 'Week', 'Mon', 'Tue', 'Wed', 'Thu', 'Fri', 'Here', and 'Other'. Each row represents a week starting from 15 Jan 07 to 12 Feb 07. The 'Mon' through 'Fri' columns contain 'T-D' with a dropdown arrow. The 'Here' column contains '1' and the 'Other' column contains '0'. A red 'X' icon is in the rightmost column of each row.

Week	Mon	Tue	Wed	Thu	Fri	Here	Other
15 Jan 07	T-D		T-D	T-D	T-D	1	0
22 Jan 07	T-D		T-D	T-D	T-D	1	0
29 Jan 07	T-D		T-D	T-D	T-D	1	0
5 Feb 07	T-D		T-D	T-D	T-D	1	0
12 Feb 07	T-D		T-D	T-D	T-D	1	0

5. When the **Save Roll** button has returned to yellow the Roll creation has completed and you can **Exit Edit Mode**.