

SuperFox 8.2.1 Release



The version 8.2.1 release makes a fix to the family composition and the Sage account holder reference numbers. It also includes the 8.2.0 fix for very large invoice numbers.

NOTE: Please remember to remove the family from the Waiting List when enrolled if you are going to save bookings for the enrolled family instead of making trial bookings.

This release includes the version 8.1.6 changes. Version 8.1.6 was a big release that included a lot of polish and improvements to existing functions and some significant new capabilities. The main changes introduced in version 8.1.6 are listed below.

All New Tutorials, Mini Guides and Help

All of the program documentation has been re-written from scratch and there are now two simpler tutorials:

- Quick Start Tutorial** - Using SuperFox to administer the setting
- Setting Finances Tutorial** - Management accounting and financial planning using SuperFox

Each tutorial has it's own tutorial newly created data set for worked examples. The Mini Guides and the Help buttons have also been re-written to be simpler and to use the new tutorial data.

New Children's Information & Registers



- New custom consents for children - define your own consents!
- Child data exports to third parties (PRAMS etc.)
- New sundry registers for lunches and other sundry items.
- All the registers for a date range can now be produced in just one operation.
- Space to record staff on register pages.
- New combined classes - work with two classes together at quieter times.

Even Better Children's Timeline

- Real time staff and capacity information on children's timelines.

Improved Invoices



- New compact itemised invoice style, great for long period invoicing! This new invoice style is itemised and can get a family on a single page for an entire term.



New! Fully Reconciled Management Accounts

- New fully reconciled management accounting.
- Income & Expenditure report. (These are the same as the Receipts & Payments accounts needed for Charities Commission returns.)
- New user defined income and expenditure categories!

Improved Financial Planner

- The financial planner also uses your user-defined income & expense categories.
- You can now time-shift a copied selection of your live data into the future.
- You can now scale your planning income / expenditure for your future plans.
- The new live reports are all available from the planner too!



What's Coming Next?

We are currently overhauling the room planning / staff scheduling functions to make them easier and more flexible. The next release should see:

- Staff Schedules which feed through to staff timesheets.
- Capacity and staff information for the setting as a whole based on classes in use on the day.
- Leaver archiving.



Upgrading From Version 7 or Earlier

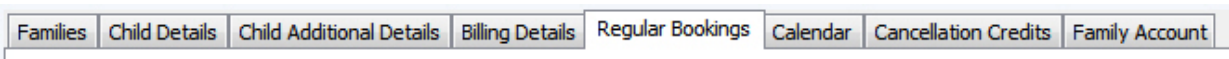
If you are upgrading from version 7 or earlier you will notice some big changes. The main ones are listed below.

Family Centre & Booking Centre

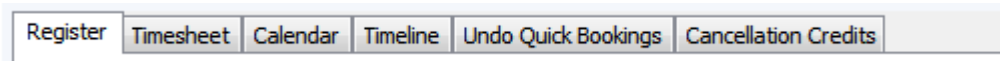
There are two new areas in the program:

- **Go > Home > Family Details > Family Centre >**
- **Go > Home > Family Accounts > Booking Centre >**

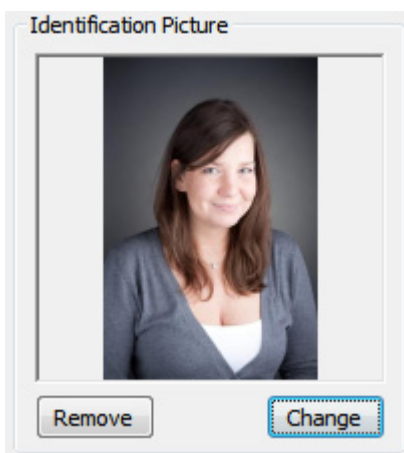
The Family Centre extends the old Family Details > Families > to set up and make regular bookings for the family children and to work with their account information while working with their family details.



The Booking Centre combines the old Family Accounts Register, Timesheet, Calendar and Cancellation functions all in one place. As part of this change we have rewritten and improved the Quick Booking function.



Mini Guides: Family Centre, Booking Centre, Quick Bookings.



Identification Photos

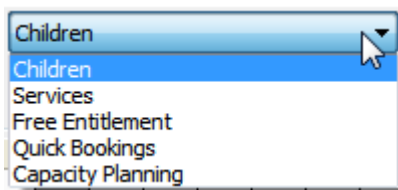
SuperFox now imports, shrinks and stores identification photos for the following people:

- Children
- Adults
- Staff
- Visiting Professionals (they are new too)

SuperFox now uses the same import and shrink routines to store the setting letterhead logo.

Mini Guides: Entering Family Details, Staff Details, Creating a Logo File.

Improved Calendars & Timelines



The calendars and timeline displays have been redesigned.

Many of the calendars have been combined so you can switch easily between views by using a simple drop-down menu on the calendar. They can remember the working date range when you move between views.

The calendars and the timelines now have sidebars that make it much easier to work with the on-calendar data. The children's timeline now keeps the daily age band totals in view at all times, you no longer need to scroll to the bottom of the timelines to find it.

Mini Guides: Children's Calendar, Children's Timelines.



Dynamic Classes

You can now move children between classes individually or in groups on birthdays, or on specific days. The classes can now easily fit your room assignments.

Mini Guide: Child Groups & Classes.

New Family Information

SuperFox now stores and displays more family information. We have added 'Lives With' (Yes, No and Sometimes) to the relationship information and we have added Visiting Professionals (dieticians, health visitors, etc) for the children.



The details for the adults, doctors, dentists and visiting professionals now include listings of their associated children, giving a very complete picture of which children are associated with each adult.

We have some additional children's information that is now used in the optional automated Free Entitlement headcount returns such as the stretched entitlement usage.

Mini Guides: Entering Family Details, Headcount Returns.

Account Holder Charges, Credits and Refunds



We have extended the View A Family's Accounts function to allow you to make charges and credits directly against account holders as well as the children. This gives the improved flexibility to manage the account balances and to split bills. The account holder charges are broken out separately and appear above the children's charges and credits on invoices.

If you are upgrading from an early version 7 then you will find a new handy way to make a refund on the Payments Received form.

Mini Guides: Viewing A Family's Account, Invoices, Quick Start Tutorial.

Improved Cancellations

You can now cancel bookings directly from the Children and Service Calendars, this saves moving around the program when working with the bookings. There is also a new easier way to make and manage cancellation account credits.

You can now choose the exact items to un-cancel and the exact items that you might want to use to provide an account credit. Credits can be for the entire value of the booking, a percentage of the booking, or they can retain a set amount as a cancellation fee.

Mini Guides: Children's Calendar, Cancellations, Credits & Refunds.

Mini Guide: Child Groups & Classes.



Improved Security



The passwords are now stored in the database and backup files instead of simply giving access to the program. This means that the files themselves are protected and you have better control over who can use files from a given setting.

Mini Guide: Passwords.

Printable PDF Tutorials & Mini Guides



You can now print the Tutorials and Mini Guides that are launched from the Tutorials & Mini Guides pages throughout the program.

You no longer need to locate the reference copies under the start menu. The tutorials and mini guides do change from time to time so if you can get by without printing please save your paper!



New Staff Holidays & Lieu Days

Staff Holidays and Lieu Days can now be booked and viewed from a simple calendar. This allows us to easily book a series of holidays and ad-hoc lieu days without trawling through long lists. The other staff members' days off are in view at the same time. This can be useful if a holiday request could leave you short of staff.

Mini Guide: [Staff Holidays](#).

Other Staff Absences

We can now track other staff absences using a simple calendar based system, including:



- **Sickness** Tracks doctors notes, estimated & actual return dates.
- **Planned Absence** Compassionate, unpaid, education, maternity / paternity and 'other' absence.
- **Appointments** Appointments that do, or do not affect availability (e.g. peer observation).
- **Reminders** Simple calendar reminders.
- **Group Events** Multiple staff doing something together (e.g. first aid training, group hug).

It is useful to track this information in its own right, and as the events can affect a staff member's availability to work with children in the setting the information is also useful for staff scheduling.

Mini Guide: [Staff Diaries](#).

Better File Management



You can now give your database files friendly names. This is very useful if you run more than one setting! You can do this from:

Go > Home > Setting Details > Setting Details >

You can also move your database to a new folder, to open another database and to create a new database.

Mini Guide: [Multiple Databases](#).

Help With Shadowing For New Users

We encourage new users to shadow their existing systems for a half term or so whilst getting used to using SuperFox. You can now do this and get rid of any mistakes when you are ready to go live!



Go > Home > Backups & Tutorial Data > Manage Your Data > Fresh Start >

This option will remove the bookings and financial information that you have been using for practice but will keep the family details that you have entered into the database.

Mini Guide: [Multiple Databases](#).

Automatic Backups

It is really frustrating to lose your data and we can be so busy that we forget to make a backup. SuperFox will now offer to make a backup for you when you exit the program and as part of the following operations:



Action	Backup File Name
Exit the program	SuperFox_Backup_date_number(name).sbf
Before using Fresh Start	SuperFox_Fresh_Start_Backup...
Calendar Cancellations	SuperFox_Cancellations_Backup...
Deleting Invoices	SuperFox_Invoicing_Backup...
Deleting Reminders	SuperFox_Reminders_Backup...
Deleting Bank Runs	SuperFox_Bank_Run_Backup...
Deleting Voucher Runs	SuperFox_Voucher_Run_Backup...
Deleting Payslips	SuperFox_Payslips_Backup...
Advanced Options - Zero Balance	SuperFox_Zero_Balance_Backup...

The backup files are named so that they will be easy to recognise if you need to restore the data. You can easily choose the folder on your computer to use for these backups.

Mini Guide: Data Backups.

These are the main changes in this release. Remember to read the tutorial and mini guides before using the new functions and if any doubt about how it works please take a backup!

End