

REGISTER PAGES



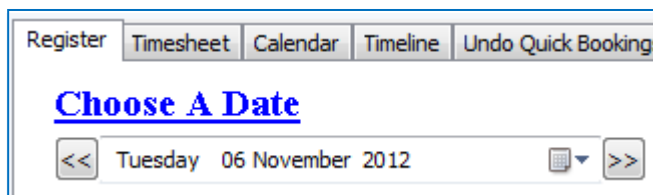
You can print register pages from two places in the SuperFox Booking Centre.

(These examples use the Quick Bookings tutorial data.)

From The Booking Centre Register Tab

You can print register pages from the register tab, or the calendar tab in the Booking Centre, lets see how.

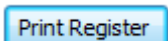
Go > Home > Family Accounts > Booking Centre > go to the Register tab >



Choose a day with some bookings...

6 November 2012

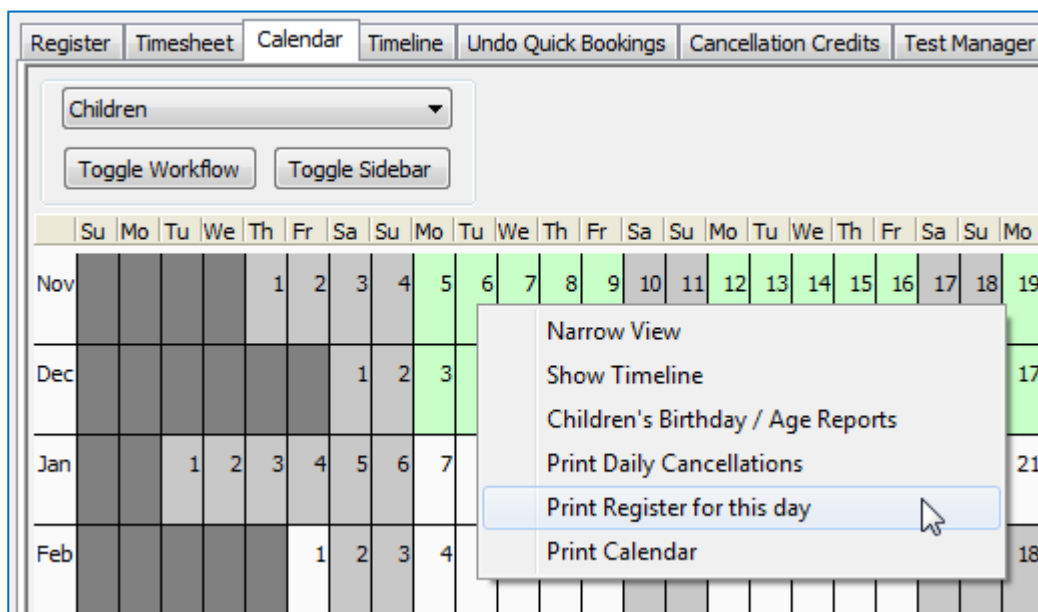
Now find and click the Print Register button.



From The Booking Centre Calendar Tab

With the calendar open simply use the right mouse button to click on the day of interest. small menu will pop up as shown below. Choose 'Print register for this day'.

Go > Home > Family Accounts > Booking Centre > go to the Calendar tab, Children or Service view >



Register Options

Whichever Booking Centre location you use to print the register the Register Options pop-up will now appear. This gives you a wide choice of styles and filters to apply to your register page.

You can optionally include children's ages on the printed register pages

You can optionally colour code the register pages to indicate the children's age bands.

- Under 2 Blue
- 2 Years Old Yellow
- 3 - 7 Years Purple
- 8+ Years Green

The screenshot shows the 'Register Options' dialog box with the following sections and callouts:

- 1**: A red box highlights the 'Show Child Ages' and 'Show Age Band Colour Bars' checkboxes, which are both checked.
- 2**: Points to the 'Report Type' section, where 'Register' is selected. Other options include 'Detailed bookings', 'Blank register page', and 'Weekly register'. There is also a 'Sundry Items Only (e.g. Lunch)' checkbox and a 'Midday' time selector set to 12:00.
- 3**: Points to the 'Filter' section, where 'All Children' is selected. Other options are 'By Grouping' and 'By Class', each with a dropdown menu.
- 4**: Points to the 'Sort' section, where 'Sort by name' is selected. Other options are 'Sort by session' and 'Sort by start time'. There is also an unchecked checkbox for 'Order Children By First Name (un-check for Last Name Order)'.

At the bottom of the dialog are 'OK', 'Cancel', and 'Help' buttons.

The main register options are:

1. The Date section allows you to print the register for a single day or the registers for a range of days.
2. You can choose different styles of register.
3. You can filter the children to be included to match the group or class that you will be supervising.
4. You can choose the register sort order to suit your own setting.

* IMPORTANT *

Registers can be produced for normal attendances, and also for sundry items like lunches.

- If a booked service has a duration it will appear on a normal register.
- If a booked service has no duration it will appear on sundry item registers

Click the 'OK' button to see the register.

Register Types

Register

The default register type that we have just produced is an arrival and departure register.

This joins up the children's bookings to show their start and end times.

Report Type

Register

Detailed bookings


Blank register page

Weekly register

Sundry Items Only (e.g. Lunch)

Midday: 12:00

Include weekends



Register

Kidspace

Tuesday, 06-Nov-2012

Printed on: 10 Jul 2012
Page 1 of 1

STAFF

Child	Start	Actual	Signature	End	Actual	Signature
Beetle, Ralph (6m)	09:00			15:00		
Cod, Diana (2m)	09:00			15:00		
Cod, Hannah (4)	09:00			15:00		

The register uses:

- The children's names, optional age and optional age band colour square.
(Blue = Under 2's, Yellow = 2 year olds, Purple = 3-7 year olds, Green = 8+ years old.)
- Their expected arrival and departure times.
- Spaces to record actual arrival and departure times.
- Spaces to record an adult's signature if they are dropping off or picking up.
- Space to record the staff present.

If the child has a nickname set up in their details this will be shown on the register, e.g. 'Anteater, Anita ~ **Annie**'. (Nicknames are agreed with parents and are used to distinguish between children with similar names.)

Detailed Bookings

The Detailed Bookings register type has similar content. There is one row per booking, so a child may have more than row for a single attendance. (E.g. free entitlement + nursery afternoon.)

Child	Session	Start	End	
Beetle, Ralph (6m)	Nursery Day	09:00	15:00	___
Cod, Diana (2m)	Nursery Day	09:00	15:00	___
Cod, Hannah (4)	Free Entitlement	09:00	15:00	___
Cougar, Craiq (2)	Nursery Afternoon	12:00	15:00	___
Dingo, Benjamin (2m)	Nursery Day	09:00	15:00	___

There is a single column at the end of the row - for ticking if you needed.

Detailed Bookings - Sundry Items Option

If you select the Sundry Items Only option you can produce a register that only includes services without a duration.

This is well suited to showing children who will be having lunch or tea.

Report Type

Register
 Detailed bookings
 Blank register page
 Weekly register
 Include weekends

Sundry Items Only (e.g. Lunch)

Midday: 12:00

Sundry Items

Kidspace

Tuesday, 06-Nov-2012

Printed on: 16 Jul 2012
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STAFF

<u>Child</u>	<u>Item</u>	<u>Time</u>
Cod, Hannah (4)	Late Lunch	12:30
Hammerhead, Fiona (4)	Late Lunch	12:30
Kingfisher, Consuela (3)	Late Lunch	12:30

The sundry items only option is also available for the weekly register to see lunches (etc) for the week ahead.

Blank Register Pages

These are blank arrival and departure register pages with spaces to record children's names, start and end times and signatures from adults who drop off or pick up.

Register

Kidspace

Date:

STAFF

<u>Child</u>	<u>Start</u>	<u>Signature</u>	<u>End</u>	<u>Signature</u>

Weekly Register Pages

SuperFox includes a simple Weekly Register that shows if children are attending in the morning and afternoon.

You can set a time for Midday to suit the time that mornings end and afternoons start in your setting. You can also choose whether to include weekend days in the register.

The Weekly Register does not include the children's ages, but you can use the Sundry Items option to produce a weekly register of lunches. etc.

Weekly Sundry Items

Kidspace 

Week Starting: _____

Weekly Register

Kidspace 

Week Starting: Monday, 5 November, 2012

Printed on: 16 Jul 2012
Page 1 of 3

Child	MON		TUE		WED		THU		FRI		TOTALS		
	A	P	A	P	A	P	A	P	A	P	am	pm	all
Ant, Adam									1		1	0	1
Ant, Peter									1		1	0	1
Anteater, Anita ~ Annie									1		1	0	1

The last page of the Weekly Register has two summary tables showing the attendances by age and the attendances by age band. (Under 2's, 2 year olds, 3 - 7 year olds, children aged 8+.)

Children Attending by Age

AGE	MON		TUE		WED		THU		FRI		TOTALS		
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	all
0	3	2	4	3	3	5	2	4	1	1	13	15	28
1	5	3	4	2									
2	0	3	1	4									
3	5	10	2	7									
4	5	0	8	3									
5	0	0	0	0									
6	0	0	0	0									
7	0	0	0	0									
8+	0	0	0	0									

Children Attending by Age Range

AGES	MON		TUE		WED		THU		FRI		TOTALS		
	am	pm	am	pm	am	pm	am	pm	am	pm	am	pm	all
Under 2	8	5	8	5	6	8	6	8	5	4	33	30	63
2	0	3	1	4	3	1	3	1	2	0	9	9	18
3 to 7	10	10	10	10	16	11	14	9	9	8	59	48	107
8+	0	0	0	0	7	0	7	0	0	0	14	0	14
All	18	18	19	19	32	20	30	18	16	12	115	87	202

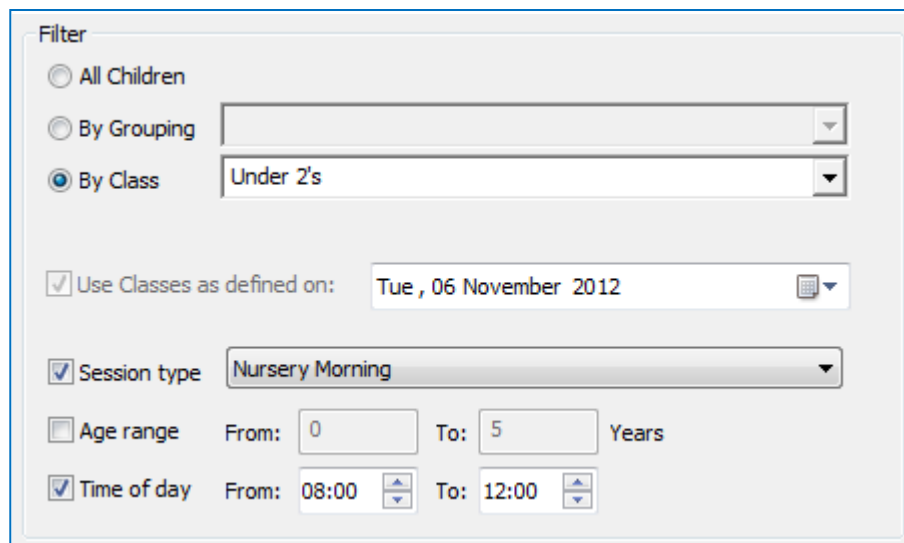
Register Filters

You can filter the register pages so that the children shown exactly match the children you are supervising.

This can be:

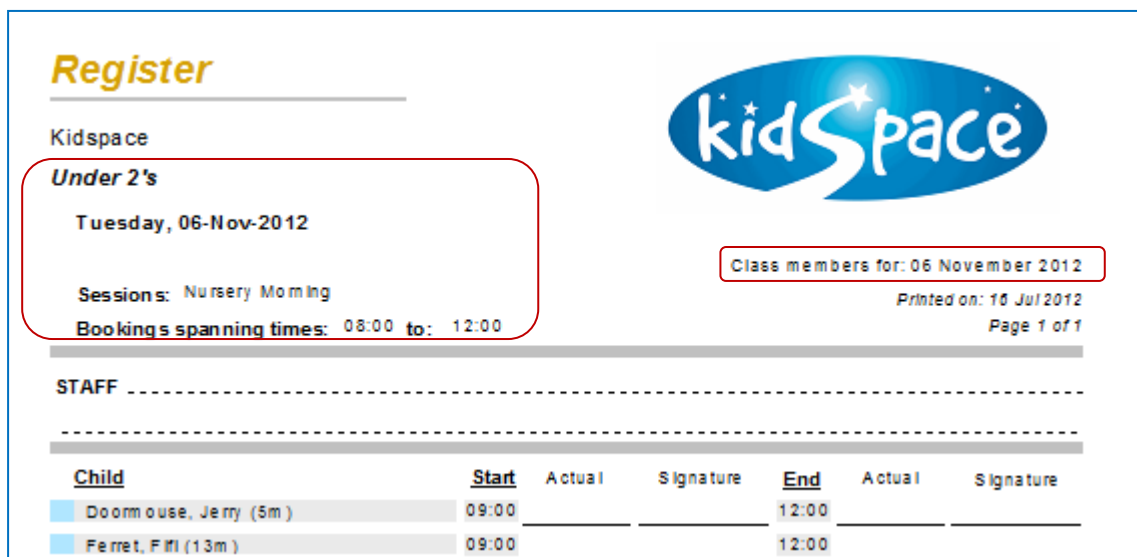
- All of the children
- A specific classroom
- An activity group
- A morning session

...and so on.



If you choose the **'Time of day'** filter the register will include children who are present during the selected time. The register pages will show the actual start and end times, which will not be truncated to match the selected times.

The filters that you have chosen will be displayed at the top of the register pages that are produced so there is no confusion about which children are included.



Child	Start	Actual	Signature	End	Actual	Signature
Doormouse, Jerry (5m)	09:00			12:00		
Ferret, Fifi (13m)	09:00			12:00		

Register Sort Order

Remember that you can choose how the children's names are displayed on the register, beginning with their first name or their last name. (**'Ant, Adam'** or **'Adam Ant'**)

You can also choose whether to order the register by the child's name, booked session name or their start time. The exact sorting options available depend on the filters that are selected.

End