

User Manual

EZ-CARE2

SofterWare, Inc.

EZ-CARE2 Version 7.0

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1. Getting Started with EZ-CARE2

Introduction to the EZ-CARE2 User Interface

The Main Screen

EZ-CARE2 is set up to represent the way an office is organized. An office may include file cabinets; each cabinet has drawers and folders (or tabs) inside those drawers.

When you first enter *EZ-CARE2*, the screen looks similar to the following graphic. The screens in EZ-CARE2 have a default size of 800x600, which makes them easy to read and use.



Office Administration and Cabinet Icons

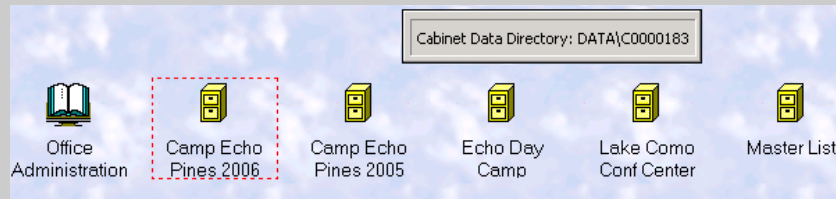
Each file cabinet represents a separate database that you manage. The Office Administration icon lets you access a number of procedures you would use in managing your databases or performing other administrative functions.

The File Cabinet within the red box is the *active* cabinet, meaning, choosing any menu item will perform that function (for example, Generate Reports) on that cabinet.

You can make another cabinet the active cabinet by single-clicking on it. You can then select **Drawers** from the menu, and open the drawer of your choice within the active cabinet.



Note: To see the data folder for a specific cabinet, right-click the cabinet. The **Cabinet Data Directory** box appears.



Note: If your system has only one file cabinet, it opens automatically when you start your system.



Drawer Screen

A Drawer screen displays all the information associated with the drawer. For Family and Staff drawers, separate *tabs* organize the information you need into logical sections.

Family Drawer: EZ-Going Child Care

Families: Alexander, Kevin **Children:** Alexander, Zachary

Family | Ledger | Child | Tuition | Schedule | Contracted | Actual

Primary Parent/Guardian		Other Parent/Guardian	
Name: Kevin		Name: Kathy	
Last: Alexander		Last: Alexander	
Home: 215-455-9878		Home: 215-455-9878	
Work #: 215-621-7745	Ext: 111	Work #: 215-661-8571	Ext: 156
Alt Phone #:		Alt Phone #:	
Address: 654 Walnut Street		Address: 654 Walnut St	
City/ST/Zip: North Wales PA 19385		City/ST/Zip: North Wales PA 19385	
Email: kalex@aol.com		P2 Email: ka654@hotmail.com	
Mailing Name: Kevin & Kathy Alexander		Marital Status: Married	
Status <input checked="" type="radio"/> Active <input type="radio"/> Inactive <input type="radio"/> Remove		Family Contacts 	

Navigation icons: 1, 2, 3, 4, 5, 6, 7, 8, 9

Tabs

This section details the tabs in each drawer.

Center Drawer

Center Drawer: EZ-Going Child Care

Center Classes Immunization Hours of Operation

Center Name: EZ-Going Child Care Federal ID: 23-4752315

Address: 132 Welsh Road

City/State/Zip: Horsham, PA 19044

Phone #: 215-628-0400 Fax #: 215-628-0585

EZ-EFT

Gateway

☒ SofterWare Gateway ID: 7be293b7-b2e1-48fa-a491-e63da364bf59 User Name: ez2testaccount Password: [REDACTED]

☒ CheckFree CheckFree ID: 9999000000 Phone #: 1 877 261 3691

Draft Payment Category: Preauthorized Bank Draft Card Payment Category: Preauthorized Credit Card Returned Item Category: Returned Bank Draft

The Center drawer contains information pertaining to the operation of your center. This information is referenced in other areas of *EZ-CARE2* (such as the Child tab in the Family drawer and Reports). This drawer features four tabs:

- **Center Tab:** basic information for your center - Name of Center, Address, Phone Number, FAX Number, and Federal ID Number. The summer address is the address that the system uses as its return address in the invoice. If you have purchased the optional EZ-EFT (Electronic Funds) module, the bottom portion of the screen is where you'll enter EZ-EFT information (see page 347 for more information on this module).
- **Classes Tab:** Allows you to define the classes in your center. See "Entering Class And Schedule Information" page 40 for details.
- **Immunization Tab:** Allows you to define what immunizations are required by the state you operate in. This in turn allows you to track the immunization status of children through the Immunization Superfield. See "Entering the Immunizations Required by Your Center" page 49 for details.
- **Hours of Operation:** Allows you to set up the hours of operation of your center. See "Entering Hours of Operation" page 50 for details.

Family Drawer

The Family Drawer stores information about each family in your center. It has the following tabs:

- **Family Tab:** The Family tab stores basic demographic information about the family, such as name and address of parent or primary guardian, marital status, and record status.
- **Ledger Tab:** The Ledger tab stores accounts receivable information for each family.
- **Child Tab:** Every family must have at least one child associated with it. Each child in the family will have his or her own record stored on the Child tab.
- **Tuition Tab:** This tab allows you to specify who is paying for the tuition of children and what percentage they are paying.
- **Schedule Tab:** This tab allows you to set up the standard basic schedule of classes that a child will attend.
- **Contracted Tab:** This tab allows you to take the standard schedule of classes and add on planned changes, one-time occurrences, and other details.
- **Actual Tab:** This tab allows you to record the actual attendance of the child.

For details on how to customize the color of your tabs, see page 17.

Staff Drawer

If the Staff Module has been purchased, the Staff Drawer is part of your system. It has the following tabs:

- **Staff Tab:** this is where information is stored about the staff member.
- **Development Tab:** this tab enables you to keep track of your staff member's professional development.
- **Schedule Tab:** This tab allows you to set up the standard basic schedule of classes that a staff member will attend.
- **Contracted Tab:** This tab allows you to take the standard schedule of classes and add on planned changes, one-time occurrences, and other details.
- **Actual Tab:** This tab allows you to record the actual attendance of the staff member.

Other Ledgers Drawer

The **Other Ledgers** drawer contains only one tab; it contains transactional and basic information for third party payers such as other parents, center scholarships, or other family members paying tuition.

See “Entering Other Ledger Transactions” on page 126 **Error! Bookmark not defined.** for details on using this drawer.

User-Defined Drawers

EZ-CARE2 provides the ability to create your own User-Defined drawers. They can be very useful to maintain information such as volunteer records, supply inventory, or any other information important to your center. These drawers don't have other tabs (Ledger, Tuition, Schedule) associated with them.

User-Defined drawers are set up in *Office Administration*, Chapter 2 (*Cabinets & Drawers*), using the *Create/Modify a Cabinet Wizard*. To understand the process, see "Maintaining File Cabinet Drawers" on page 280, which includes a section on User-Defined drawers.



Note: You can add Superfields (Contacts, Notes, Checklists) to User-Defined drawers, and you can also report on this Superfield data.

Waiting List Drawer

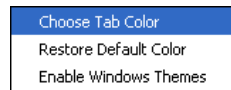
If you have purchased the optional Waiting List module, the Waiting List drawer will appear in your file cabinets. It allows you to maintain a waiting list of families and children who want to attend one of your centers. See "Waiting List Module" on page 360 for details.

Customizing the Color of Tabs

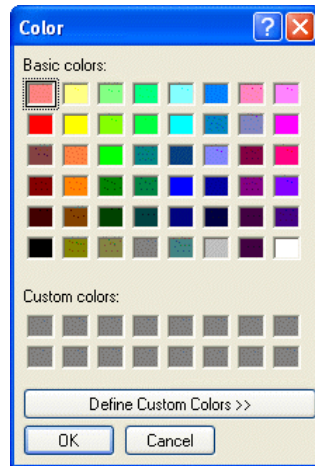
You can set the color of tabs to make it easy to differentiate among them (for example, quickly distinguishing between the various tabs). User-defined and Other Ledger drawers don't have tabs, but you can still customize the color for the screen. Each user with a separate login can define their own colors for tabs and screens.

► To customize the color of tabs or screens

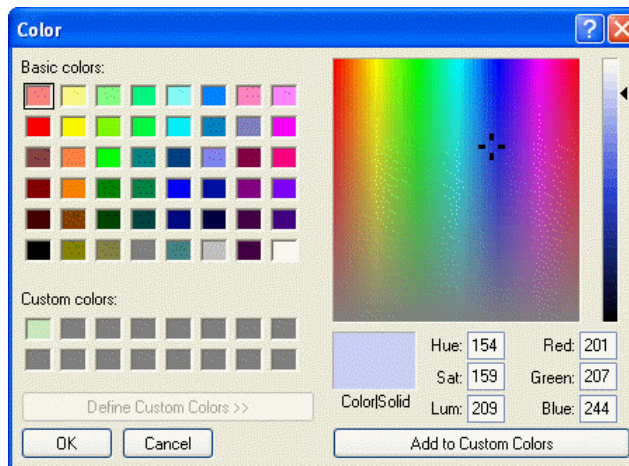
1. Right-click anywhere on the tab or screen for which you want to customize the color. The following menu appears:



2. Click **Choose Tab Color**. The **Color** dialog box appears.



3. To choose one of the colors in the **Basic colors** section, click it.
4. To define a custom color:
 - a. Select one of the dark gray rectangles under the **Custom Colors** heading. The custom color you define will go into this spot, so don't pick one that has another color you are using in it.
 - b. Click the **Define Custom Colors** button. The Color dialog will expand to display the color selector tools:



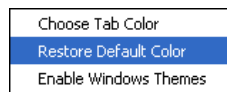
- c. Select your color using one of the following methods:
 - Enter RGB (Red, Green, Blue) or HSL (Hue, Saturation and Luminance) values for the color in the fields provided.
 - Select the color from the palette above:
 - Click on a point within the large multicolored square to select the hue and saturation of the color. Hue is the shade of the color: red,

orange, yellow, green, blue, etc. Saturation is the amount of color in a given area, where pastels have low saturation, and vivid colors have high saturation. The hues vary left to right, the amount of saturation varies from fully saturated at the top of the square to zero saturation along the bottom.

- Click on a point on the right-hand slider to select the luminance (the lightness or darkness of the color). For instance, to get browns or golds, choose a red, orange or yellow tone and select a point lower down on the slider.
5. Once you have selected the custom color you want, click the **Add to Custom Colors** button to save the color to the swatch you selected.
 6. When you've selected your color, click the **OK** button. The tab and/or screen changes to the color you selected.

► **To remove a custom color from tabs or screens**

1. Right-click anywhere on the tab or screen for which you want to remove the color. The following menu appears:



2. Click **Restore Default Color**. The tab and/or screen returns to the default color.

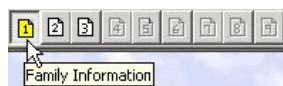
Pages

In EZ-CARE2, Family, Child and Staff tabs can have up to 9 pages. When you access a tab initially, the page displayed is page 1. Additional pages can be added to personalize the look of your screen and placement of data.

You may have several pages already set up on some tabs, depending on your initial configuration when you purchased *EZ-CARE2*. On the lower right of the drawer screen, you will see a summary of available pages. For example:





The current page you are on is inverted and yellow. Available pages are white, and unused pages are gray. Click on the pages you want to access or use the **PAGE UP** or **PAGE DOWN** keys on the keyboard. Often, you can “hover” the pointer over a page, and a “page tip” appears, telling you what information is on the page, as illustrated below. For details on setting up page tips, see page 307.



Grids

EZ-CARE2 uses grids throughout the system. Each grid consists of a series of rows and columns, like a spreadsheet. Each row represents a "line item" which could be a transaction or a record, depending on the grid. Columns have titles on the top of the grid to indicate the type of information they contain.

M	Session Name	Session Description	Start	End	Capacity
	Pre-Camp BB	University Basketball Clinic	07/18/2003	07/21/2003	20
	Post-Camp	Soccer for Grades 5-7	08/26/2003	08/30/2003	30
	Session 1		07/22/2003	07/28/2003	150
	Session 2		07/29/2003	08/05/2003	150
	Session 3		08/06/2003	08/13/2003	150
	Session 4		08/14/2003	08/21/2003	150
	Session 5		08/22/2003	08/28/2003	150
	3-week Pack	Backpacking Trip	07/22/2003	08/13/2003	10
	4-week LDP	Leadership Development Program	08/05/2003	08/30/2003	20
			/ /	/ /	0

The boxes in the grid that contain your data are *cells*. On the left of the column titles is a box with a red M . The gray boxes below that M are the Mark Indicators for each row . By clicking on the gray box, you can mark one or more lines of data. For example, if you want to delete a number of lines all at once, you can mark each line's M column and then delete them all together.


Note the last row of the grid. This row is light blue and ready for data entry. You may see several numeric columns that contain 0.00. This is normal, and the row is not used until you enter information into it.


You can do many different things with your data in a grid, including:

- Enter new line items
- Change column widths
- Sort columns
- Save current sort settings
- Revert grids to default settings
- Cut, copy, or paste rows
- Move columns
- Turn off the reordering feature
- Save grid settings as system defaults

Entering a New Line Item (New Row)

► To enter a new line item

1. Click in the first column of the first empty row (Note: this row is colored light blue and is the same row as the cells that contain 0.00). You can also click on the Add button .
2. Enter the information in each cell. Press ENTER or TAB when you have finished with each cell. Or, you can also use your mouse to click on a specific cell.

If a cell has a picklist of options associated with it, a drop-down button  appears when you move to that cell. Click on the drop-down button to choose from the picklist. You can also use the arrow keys or type the first letter to choose an item on the picklist.

The system automatically arranges the rows according to the sort options specified (if you wish to disable this—see the “Turning off the Reordering Feature” section on page 24.

Family Ledger		EZ-EFT		Print Invoice...	Cash Receipts	
M	Date	Category	Comment	Camper	Amount	Balance
	09/29/1999	Canteen Deposit		Alex Berily	50.00	\$50.00
	11/22/1999	Canteen Deposit		Jillian Berily	50.00	\$100.00
	12/31/2001	Balance Forward			550.00	\$650.00
	/ /			Alex Berily	0.00	
				Jillian Berily		

Some cells are “read-only.” Those columns will be skipped when you press ENTER, and the system will not let you select those cells when you click on them with the mouse.


You need to complete a row before you can exit from the grid. If you enter data by mistake, complete the row, then delete it.

- When you have finished entering all the information for that row, the system brings you back to the **M**ark Indicator of the row you have just completed.





Cutting a Row

You would normally “cut” a row to either delete it or to move it (paste it) to another row. You can cut one row at a time or multiple rows at once.

► To cut one row

- Click on any cell of the row you want to cut. The row will turn light blue.
- Click the Cut button . The system prompts you to cut the current row.
- Click **Yes**.

► To cut multiple rows

- Click on the Mark Indicator on the left of that row (in the  column). A red check mark indicates the row is selected . To deselect a row (if you clicked on the wrong row, for example), click on the Mark Indicator again and the red check mark disappears . You can also use the spacebar to select and de-select the Mark Indicator for a row when the mark indicator is highlighted (you can use the Up-arrow and Down-arrow keys and spacebar to mark rows in this way).
- Mark as many rows as you want to cut.
- Click the Cut button . The system prompts you to cut all marked rows.
- Click **Yes**.





Note: Some grids do not allow you to cut rows. For example, you cannot cut rows with posted transactions on the Ledger tab.

Moving a Row

To move a row, combine the Cut and Paste options.

► To move a row

1. Click on any cell of the row you want to move.
2. Click on the Cut button . The system prompts you to cut the current row.
3. Click **Yes**.
4. Click on the row above where you want to place the row.
5. Click on the Paste button .

The same procedure can be used to move several rows by marking them, cutting them, and then pasting them below a highlighted row.



Note: Some grids do not allow you to move rows. Posted transactions on the Ledger tab, for example, cannot be moved.

Changing Column Width or Making Columns Disappear

To change the width of a column, use the pointer and the left button on your mouse.

► To change column width or make columns disappear

1. Move the cursor to the titles on the grid, right above the first row. In some cases, the down-arrow appears on the title ↓. Ignore the arrow for now.
2. Move your cursor to the *right border line* of the column you want to resize. When you are on or close to the border line, the Down-arrow will change to a resize symbol ↔.
3. When you see the resize symbol, press and *hold down* the left mouse button.
4. Drag the column to the desired size. Move the mouse to the **right** to make the column **larger**; move to the **left** to make the column **smaller**. The column to the right moves accordingly—its size is not affected.
5. When the column is adjusted to the size you want, release the mouse button.




Note: Columns can be made to disappear or close by resizing an entire column shut. This produces a thick vertical line to indicate the presence of a closed column. This allows you to close columns you may not need. **To re-open a closed column**, click on the thick line, hold down the mouse button, and drag the line to the right.

Moving Columns

To move a column, use the cursor and the left button on your mouse.

► To move columns

1. Move the cursor to the title of the column you want to move. Notice the down-arrow that appears on the title ↓.
2. Press and *hold down* the left mouse button.
3. Using the mouse, drag the column heading in the direction you want to move the column (either right or left).
4. When your selected title is in the place you want it to be, release the left mouse button. The columns shift accordingly.



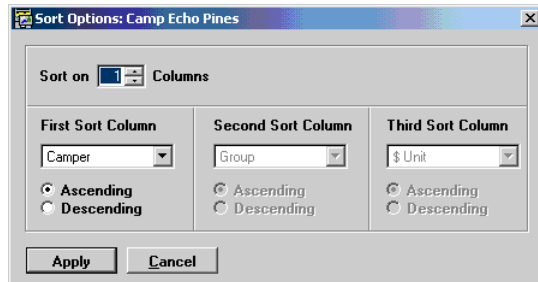
Note: Some grids do not allow you to move columns.

Sorting Columns

The following instructions allow you to change the sort sequence of the rows in a grid. The sort settings you define are unique to each grid and cabinet.

► To sort columns

1. Move the cursor to the title of the column you want the grid sorted by. Notice the Down-arrow that appears on the title ↓.
2. Double-click the column name. The **Sort Options** dialog box appears. The column you selected appears in the **First Sort Column** section.



3. The default is set to sort on one column. If you want to sort on the one column you chose, click on the **Apply** button. If you want to specify a second or third column to sort by, change the **Sort On** field from 1 to **2** or **3**. Then select the columns to sort on by clicking the picklist in the Second Sort Column or Third Sort Column sections. A picklist displays all of the grid columns. Use the up and down arrow keys (and slider if necessary) to find the desired column name. Click once on your choice to select it.
4. Choose ascending (A-Z) or descending (Z-A) order by clicking on the radio buttons.
5. When you have your sort options set, click on the **Apply** button to sort the grid. If you have decided you do not want to sort, click on **Cancel**.

Saving a Column Sort

To use the same sorts the next time you open the grid, right-click on the grid and click on **Re-sort each time the grid is initialized**. You can also choose to save your sort as a system default. For more details, see “Grid Options” on page 24.

Turning Off the Reordering Feature

When you type in a row of information, the grid is automatically sorted according to your last sort specifications.

If you wish to keep your information in the order that you entered it, you can turn off the automatic reorder feature.

► **To turn off the reordering feature**

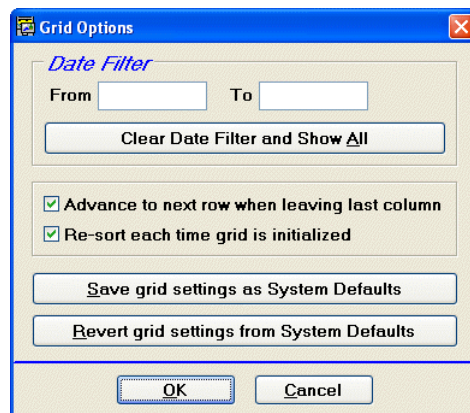
1. Double-click on any column title to display the Sort dialog box.
2. Select Sort on **0** Columns
3. Click on **Apply**.

Grid Options

The Grid Options dialog box allows you to specify whether you want to filter the entries that appear on the grid by date, whether you want to advance to the next row after entering data, and whether to re-sort the grid each time it is opened. It also allows you to set your grid back to the system defaults (sorting and column displays). Lastly, it allows you to make your current grid settings the new system defaults.

► **To access the grid options**

1. Right-click anywhere in the grid. The **Grid Options** dialog box appears. See the following sections for details on what options you can set.



Date Filter

If you want to filter the entries that appear on the grid by date, enter the **From** date and **To** date (you don't have to enter a **To** date if you just want entries after a certain date to appear). When you set a filter, a calendar icon appears in the Date column on the grid to show you that you're filtering the entries based on dates. In addition, if you hover your mouse anywhere in the date column, a field tip shows you the dates you're filtering for.

Date	Category
06/23/2006	Filtering Date on or after 01/01/2006

To clear a current date filter, right-click anywhere in the grid, and then click the **Clear Date Filter and Show All** button.

Advance to Next Row

If you want to move the cursor to the next row after you enter information in the last column of the current row, click the **Advance to next row when leaving last column** check box. If unchecked, the cursor stays in the row you just entered.

Re-sort Each Time Grid is Initialized

If checked, the items on the grid will be resorted each time the grid is opened. For example, you typically will want the Ledger tab to sort by Date, Child, and then A/R Category.

Save Grid Settings as System Defaults

System Defaults are saved settings you can revert to if you make changes to the grid, then at a later date decide to override your changes. For example, if you change the layout of the grid on the Sessions tab, and save the grid settings as System Defaults, you can revert back to these settings, no matter how many times you change the layout of the Sessions tab.

If you do not save grid settings as System Defaults, there will be no changes made to the current System Default settings. The changes you make to the grid will still apply to this cabinet, for that type of grid, but if you make further changes, you can only revert back to the System Default settings.



Note: This saves both the column settings and the sort order.


Reverting (Returning) the Grid to Its Default Settings

After making changes to the grid, you may want to return it back to its original settings. This is done in the sort dialog box by pressing the **Revert grid settings from System Defaults** button. The results of this feature are:

- All columns are placed back to their System Default settings.
- All rows are arranged in the order they were entered.

2. When finished adjusting the settings, click the **OK** button to save the settings, or the **Cancel** button to abandon changes and return to the grid.

Insta-Print


The Insta-Print button  in the main toolbar prints the information from the active screen or tab in a printer friendly format (without buttons, lines, menus, etc.).

Not all screens support the use of the Insta-Print feature. If a screen is not supported, the Insta-Print button will be disabled.

Insta-Print uses the Windows default printer.

How to Use Online Help

As you use the system, online help is available to you. There are several ways to access the *EZ-CARE2* help system:

- When you are using the *EZ-CARE2* system, click on the Help button  or press the **F1** key. This brings up context-sensitive help on the *default* or *chosen* item on the screen. If you need to see help on a particular screen, click the Help button or press **F1**.
- You can also click **H**elp on the main menu at the top of the screen, and then click **C**ontents. This brings you to the first help screen. Or, hold down the **ALT** key and press **H**, then **C**.
- To *search* for a particular topic, click on **H**elp on the main menu at the top of the screen, and then click on **S**earch for Help on.... Or, hold down the **ALT** key and press **H**, then **S**.
- When you click on a link to another topic, you may jump to another topic screen. To get back to the previous topic, click the **BACK** button on the top of the Help window. Other times, a link may take you to a pop-up—to close it, click on the pop-up.
- For more details about using the *EZ-CARE2* online help system, go to the Introduction chapter and choose the help topic *Using This Help System*.

EZ-CARE2 Support

We know how important support is to our customers. Here are a few tips to help you get the quickest, most effective support.

Before You Call

PLEASE, if possible, call the SofterWare Support Line when you are sitting at the computer. It is more efficient to work with you on the phone if you can reach the computer.

Be ready to explain:

- what you did
- what happened
- what you thought was going to happen
- when you last made a backup of your data files

If an error message appears, write down the error message, the name of the screen where the error appears, and what you were doing when you received the error. If you have this information handy, we can usually troubleshoot the problem more quickly.

System Configuration

It is also helpful to our support personnel to know your computer hardware, operating system, configuration, and registered *EZ-CARE2* modules. *EZ-CARE2* provides an easy way to obtain this information. Click on the *Help* menu, and then click on *System Configuration*. The System and EZ-CARE2 Configuration dialog box appears:

System and EZ-CARE2 Configuration

System Configuration

Operating System: Windows NT/2000 5.1

Build Number: 2600 Service Pack 3

Processor: INTEL Pentium

Total Physical Memory: 209,642.8K

Total Disk Space (Drive C): 141.0 GB

Free Disk Space: 89.81 GB

EZ-CARE2 Configuration

Licensed Users: 1

Data Folder: C:\SOFTER\EZ2\DATA\

Demo Registration: Yes

Date and Time of EZ2: 04/30/2009 11:40:26 AM

User Name: EZ2: Standard User

Registered Modules

Cabinet Flexibility (CX) - 07/07/2009

Database/Center Manager (DB) - 07/07/2009

Family/Child Drawer (FC) - 07/07/2009

Accounts Receivable (AR) - 07/07/2009

Advanced Attendance/Billing (SC) - 07/07/2009

Staff Drawer (ST) - 07/07/2009

Waiting List (WL) - 07/07/2009

Click-to-Pay (WEBCTP) - 07/07/2009

Custom Report Writer (RW) - 07/07/2009

Data Import (IP) - 07/07/2009

EZ-EFT (EF) - 07/07/2009

Insta-Merge (IM) - 07/07/2009

Logos Accounting Interface (LA) - 07/07/2009

DOS Time-Clock (TC) - 07/07/2009

Multi-User License (NL) - 07/07/2009

E-Mail this information to SofterWare Customer Support:

OK Print Text File

There are several ways to convey this information to a Support Representative:

- Read it over the phone.
- Print it and fax to SofterWare Support at 215-542-4394
- Send to a text file, save it, and email it to support@softerware.com
- Email it directly to SofterWare Support by clicking the **Email** button (requires your system to be set up with Microsoft Outlook or Outlook Express).

* If you are on our Enhanced or Premium Support Plans, you will have an 800 number to use for faxing or calling SofterWare.

What To Expect

When you call, you will be asked for:

- Your organization name or User ID (your User ID is a unique combination of letters and numbers that identifies you as a SofterWare client).
- Your name
- Your telephone number

We will provide you with a quick and accurate response to your problem or concern. Our goal is that you should always be able to reach a support person when you call. However, sometimes the volume of calls requires us to route your call to our voice mail system. By

leaving us a detailed message, you will help us to be better prepared to answer your question or resolve your problem.

Time Considerations

Our standard support hours are Monday - Friday, 8:30 A.M. - 7:30 P.M. EST. Extended hours are available under our Premium support plan.

If you need assistance during off-hours, try calling. If we're not available, leave your name, User ID, and phone number on our voice mail, and we'll call you back as soon as possible.

Contact Options

Phone	Support: 215-628-0401* Sales: 800-220-4111 Main: 215-628-0400
FAX	215-542-4394** <i>* 800 numbers provided for Enhanced and Premium Support plans.</i>
Web Site	http://www.softerware.com Our web site includes a <i>Clients Only</i> area where you can: <ul style="list-style-type: none"> • Submit a question to SofterWare Support • Send enhancement requests or suggestions • Download updates • Review current and back issues of our newsletter • Register for training • Documents that help you use the system more efficiently • Interact directly with our EZ-CARE2 staff in the User Forum Note: You need your User ID, which is usually located on the lower right side of the EZ-CARE2 main screen, to log on to the Clients Only area.
Mail	SofterWare Inc. 132 Welsh Road, Suite 140 Horsham, PA 19044-2217



Note: We are always looking for suggestions on how to improve this manual, our Online Help, and our software! If you want to submit a suggestion, feel free to use the Suggestion Form accessible in the Clients Only section of our Web site.

Accessing SofterWare's Web Site From EZ-CARE2

You can access the EZ-CARE2 section of SofterWare's Web site within EZ-CARE2 to get the most up-to-date information on the system. To do this, click on the Help menu, and then click on **EZ-CARE2 Web site**.

Sorts and Selections

EZ-CARE2 gives you the ability to specifically define your data for reporting, viewing, and billing capabilities through two features: sorts and selections.

- *Sorts* (see below) organize the data from your system the way you specify (for example, alphabetically by parent last name, date order by birthdate, or ZIP code order).
- *Selections* (see page 33) identify a group of data from your system based on criteria you select (for example, children older than 12 or families that live in a particular city or ZIP code).

Neither of these features change or remove your data; they simply give you the flexibility to view data in different ways, depending on your needs.

Sorts

EZ-CARE2 provides the ability to sort your data in any order you choose. For example, you could produce a list of children ordered by Last Name, by Birthdate, or by ZIP code. You can sort in ascending order (youngest to oldest) or in descending order (oldest to youngest).



Each sort specification you create is given a name and saved in the system. The saved sorts are listed in the Library of Saved Sorts. You can use the saved sorts when generating reports. You can view Sorts for the report you are working with, or all Saved Sorts using the **All Sorts** radio button.



Saved sorts do not change the order of the data, only the way it's displayed, printed, or processed by the system.


EZ-CARE2 comes with a few basic sorts that you can use and modify. You can also build your own sorts and save them.

Accessing Sorts

There are several ways to access Sorts – the most direct is to click on the Reports button,  select any report and click on **Print**, click the **Change** button to display the Report Options screen, and then click on the Sort button . The **Library of Saved Sorts** appears.

► To apply a Sort from the library

1. Click on it with your mouse to select it, then click **OK**. You will return to the Report Options screen, with the Sort displayed in the *Sort By* text box.



Note: If sorts aren't available for a report, the Sort By line shows N/A.

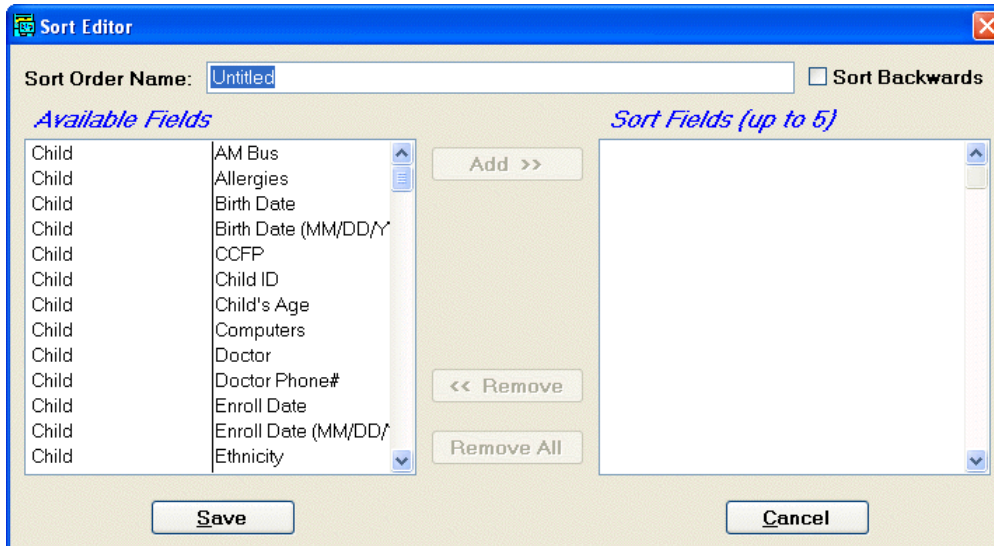
Sort By:

Creating a New Sort and Editing an Existing Sort

The most common sort maintenance operations are:

- Creating a **New Sort**
- **Editing** or changing fields on a sort that exists.

Choosing either of these options brings you to the Sort Editor dialog box.



Use this screen to:

- Choose fields to build or modify a sort
- Replace fields used by a sort
- Save or discard sort criteria

Choosing Fields to Sort

Depending on which report you have chosen, you have fields available from different tables, including Child, Family, Ledger, or user-defined drawers such as Alumni or New Inquiries.

These fields are shown in the Available Fields list—scroll through the list and decide which field you want to use as your *Primary Sort field*—the field which you want every record sorted by (regardless of where that field prints on a report) first.

► **To choose fields to sort**

1. In the **Available Fields** section, click the field you want to sort on, and then click the **Add** button. The field appears in the **Sort Fields** list.
2. To add another sort field, click on it, and click **Add**. The field appears in the **Sort Fields** section, which further sorts the records. You can sort on up to five (5) fields.



Note: You can remove sort fields by clicking the **Remove** or **Remove All** buttons.



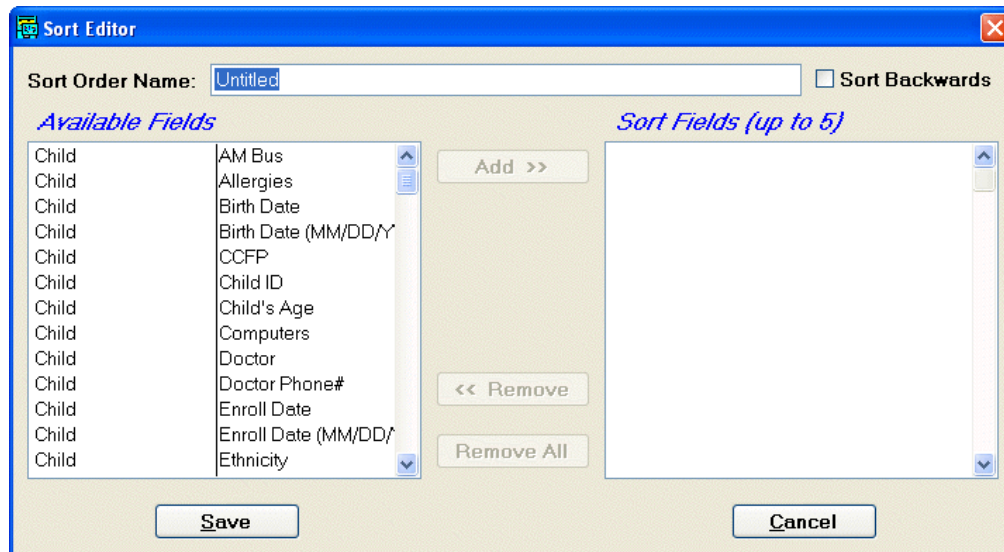
Note: Choose a Sort Order Name that reflects which fields you are sorting and from which table. This allows you to quickly pick out the sort you want.

Consider this example: If your **Sort Fields** list indicates you've chosen only **Child Last Name**, then the system sorts records like the example on the **left**. If your Sort Fields list shows **Child Last Name** with **Child First Name** under it, then the system sorts records like the example on the **right**.

Roman, George	Roman, George
Smith, Sam	Smith, Caroline
Smith, Caroline	Smith, Sam
Tarrington, Sylvia	Tarrington, Sylvia
Williams, Lester	Williams, Anne
Williams, Anne	Williams, Lester

Sorting with Date Fields

EZ-CARE2 gives you the option to sort with date fields in two different ways.



- To sort by **year** (for example, to get a list of children from youngest to oldest), use the field with a field name only, such as **Child Birth Date**.
- To sort by **month** (for example, to get a list of all children with birthdays over the summer months), pick the date field that includes the phrase **(MM/DD/YY)**, such as **Child Birth Date (MM/DD/YY)**.

Every place where date fields exist, you will see two versions of the field—one with **(MM/DD/YY)** in the name, and one without.

Removing Sort Fields

If there are fields on the *Sort Fields* list that you want to remove, click on them with the left mouse button (one at a time), and then click on the **Remove** button. To get rid of *all* the Sort Fields and start over, click on the **Remove All** button.

Editing Saved Sorts

When you re-open the sort window, the current sort is automatically highlighted and available to be viewed or edited.


To edit the sort, click on the **Edit** button and make the changes desired.

Completing the Sort

When you have finished building or modifying your sort, click on **Save** to retain your changes, or click **Cancel** to discard your changes and return the Sort back to its original settings.


Selections

EZ-CARE2 provides the ability to select records from the database that meet certain criteria. This is useful when you are performing a process or producing a report for only certain families, children, or staff. An example of this would be the creation of mailing labels for parents who live in a certain town or ZIP code. You may already be familiar with this concept—other programs sometimes refer to this as a *Filter* or *Query*.

The selection is given a name and saved in the system. The saved selections are listed in the Library of Saved Selections. You can use the saved selection criteria when generating a report or performing other operations such as Postings and EZ-Viewer functions. Anywhere you see the selection button , this feature is available to you.

The saved selection does not change the database or remove data; it only affects the way data is displayed, printed, or processed by the system.


Accessing Selections

There are several ways to access Selections – one way is to click on the Reports button, , select any report, and click on **Print**. Then, click the **Change** button in the Options area.



Note: If selections aren't available for a report, the Selection line shows N/A.

Selection: N/A

On the Report Options screen, click on the Selection button . The Library of Saved Selections screen appears. You can view Selections for the report you are working with, or all Saved Selections using the “All Selections” radio button.

If you see the Selection button while working in another part of the system, just click on it to access the Library of Saved Selections.

- **To apply a selection from the library**
1. Click on it with your mouse to select it, and then click **OK**. You will return to the Report Options screen (or other feature from which you have accessed Selections), with your choice displayed in the **Selection** text box.

Birthday List: EZ-Going Child Care

Include Classes

- ☒ Infant
- ☒ Toddler
- ☒ Preschool
- ☒ Kindergarten
- ☒ Computers

All **Clear**

Include Months

- ☒ January
- ☒ February
- ☒ March
- ☒ April
- ☒ May

All **Clear**

Options

Status: **Send To:** ☒ **Printer** ☐ **File** ☐ **Email**

Sort By: **Format:** ☐ **Excel** ☒ **PDF** ☐ **HTML**

New Page:

Selection: **Printer:**

Copies: **Portrait** ☒ **Change...**

Save As... **Save** **Print** **Preview...** **Done**

Creating a New Selection or Editing A Selection

While in the Library of Saved Selections, you can perform common maintenance operations, such as:

- Creating a **New** selection
- **Editing** or changing criteria on a selection that exists

The Selection Editor dialog box allows you to create a new selection and edit an existing selection.

Selection Editor

Description: New Selection

Table: AND/OR/NOT AND

Field:

Compare: =

Value(s): ...

M (Table	Field	Compare	Value(s))	AND/OR	Matches	
<input checked="" type="checkbox"/>			=			AND		
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								
<input type="checkbox"/>								

Total:

Use this screen to:

- Build selections
- Build Combined/Complex selections
- Check how many records in the system meet the selection's criteria
- Edit selections

This section also addresses:

- How to use grids and picklists in building selections
- How to use several values at the same time
- Know when to use (AND) and when to use (OR)

Building a Selection

► To build a selection

1. From the **Library of Saved Selections** screen, click the **New** button. The **Selection Editor** appears.
2. In the **Description** field, enter a name for the selection. It should describe the selection, so it's easy to choose it from the library.
3. From the **Table** picklist, choose the table that contains the field you want to use in the selection. The **Field** picklist is filled in based on what you choose for Table.
4. From the **Field** picklist, choose the field you want to use in the selection to filter your data.




Note: In some A/R reports, you can use Ledger transactions for selections. See the Reports section on page 159 for details on which reports have this capability.

5. From the **Compare** picklist, choose one of the following options, which is used to filter the values in the field you selected:

Symbol	Function	Examples
<	Less than	To select children born <i>before</i> Jan. 1, 2007 (<i>not</i> including Jan. 1) Birthdate < 01/01/07
>	Greater than	To select children born <i>after</i> Jan. 1, 2007 (<i>not</i> including Jan. 1) Birthdate > 01/01/07
=	Equal to	To select children born on Jan. 1, 2007 <i>only</i> Birthdate = 01/01/07

Symbol	Function	Examples
<=	Less than or equal to	To select children born on or before Jan. 1, 2007 (this <i>includes</i> Jan 1) <code>Birthdate <= 01/01/07</code>
>=	Greater than or equal to	To select children born on or after Jan. 1, 2007 (this <i>includes</i> Jan 1) <code>Birthdate >= 01/01/07</code>
<>	Not equal to	To select all children <i>who do NOT</i> live in Smithtown <code>City <> Smithtown</code>
==	Contains	To select children who live in any town that contains "Smith" (Smithtown, Smithville, Ladysmith, etc.) <code>City == Smith</code>
MO	In Month	To count all enrollments for the month of June (using a numeric value for month) <code>Enrollment Date MO 6</code>

- Next to the **Value** field, click the browse button  to see all available values. The **Choose Values** dialog box appears. To select a value for your field (for example, Male or PA), click in the **M** column next to the value you want to select, and then click **OK**. If you choose more than one value, the selection will filter records containing any value you selected as shown below.
- If necessary, add other fields to your selection using the **Table**, **Field**, and **Compare** picklists.
- If necessary, use parentheses to isolate criteria (this is an advanced operation).
- If necessary, use **AND/OR** Statements to refine your selection. You'll do this to combine selection criteria across different fields or in the same field. For example, after you have defined your first condition (`Birthdate > 1/1/07`), you may wish to define a second condition (`City = Smithtown`). Using AND, OR, or NOT determines how these conditions work together. The default is to use AND. This means that your selection filters records meeting all the criteria you choose.

Operator	Description	Example
AND	To select records that <i>must have</i> the criteria before the AND and after the AND.	To select all children living in Smithtown who were born after Jan. 1, 2007 <code>(Birthdate>1/1/07) AND (City=Smithtown)</code>
OR	To select records that <i>have either</i> the criteria before the OR or after the OR.	To select all children living in Smithtown or Elmwood <code>(City=Smithtown) OR (City=Elmwood)</code>
AND NOT	To select records that have the criteria before the AND NOT but <i>not</i> the criteria after the AND	To select all children born after 1/1/07 who live anywhere except Smithtown. <code>(Birthdate>1/1/07) AND NOT</code>

Operator	Description	Example
	NOT.	(City=Smithtown)
OR NOT	To select records that <i>have either</i> the criteria before the OR or after the OR but <i>not</i> the criteria after the OR NOT.	To select all children living in Smithtown or Elmwood except children born before 1/1/07. (City=Smithtown) OR (City=Elmwood) OR NOT (Birthdate<1/1/07)


10. Use **Refresh Counts** to determine how many records in the system meet the selection's criteria. This updates the Total number on the bottom of the editor. For example, if we start with *Gender = Male*, use the expression AND, add the second condition of *From Center = Car*, and then click **Refresh Counts**, we get a count of all boys who are going home from center by car in the **Total** field at the bottom of the screen.

The screenshot shows the 'Selection Editor' window. At the top, the 'Description' field contains 'JustGirls'. Below it, the 'Table' dropdown is set to 'Child', the 'Field' dropdown is set to 'Gender', the 'Compare' dropdown is set to '=', and the 'Value(s)' field contains 'Female'. To the right, the 'AND/OR/NOT' dropdown is set to 'AND'. A 'Refresh Counts' button is located to the right of the 'Value(s)' field. Below these fields is a table with columns: M (checkbox), Table, Field, Compare, Value(s), AND/OR, and Matches. The first row shows a checked 'M' checkbox, 'Child' in the Table column, 'Gender' in the Field column, '=' in the Compare column, 'Female' in the Value(s) column, 'AND' in the AND/OR column, and '17' in the Matches column. The 'Total' field at the bottom right shows '17'.

The column titled **Matches** shows you how many people meet the criteria in that specific line. The **Total** on the bottom shows how many records satisfy the combination of conditions and is NOT necessarily a sum of all the numbers in the **Matches** column.



Note: The Selection Editor does not filter on Status. This means that records in all three Status categories (Active, Inactive, and Remove) are shown in the Total box at the bottom of the editor. However, reports usually do filter on Status. Therefore, it is likely the report you are creating the selection for will show fewer records than those counted in the Total box. This does not mean the Selection Editor isn't working, but rather, the report is even more selective. To double check, you can go to the user-defined options screen for the report, and choose to show all three Status categories. The number of records in the report should now match the total in the Selection Editor.

11. When you are finished working with your selection, use the **Close** button  to return to the Report Options screen (or other feature from which you have accessed Selections). Your selection appears in the *Selection Criteria* text box.

Selection Criteria:

JustGirls

Editing a Saved Selection

Whenever you re-open the selection window, the current selection is automatically highlighted and available to be viewed or edited.

To edit the selection, click the **Edit** button and make the changes desired.

2. Setting Up Your Center Information

The basic steps to set up a new center in EZ-CARE2 are as follows:

1. Create a new cabinet for the center.
2. Enter the basic information for the center (address, contact info, etc.).
3. Enter staff information, if you have purchased the Staff module.
4. Enter class information
5. Enter the immunizations required by your center
6. Enter hours of operation

Creating a Cabinet for Your Center

To create a new file cabinet for your center, you will use the Cabinet Wizard found in the Office Administration cabinet. You can either create a brand new cabinet based off the standard cabinet (for advanced users only), or copy an existing cabinet from another center (recommended).

For details on creating a new cabinet, see “Creating/Modifying a File Cabinet” on page 268.

Entering Center Information

► To set up center information

1. Double-click the cabinet icon for which you want to set up center information.
2. Double-click the **Center** drawer, or click the **Center** drawer once and click **Open**. The **Center** tab appears.

Center Drawer: EZ-Going Child Care

Center | Classes | Immunization | Hours of Operation

Center Name: EZ-Going Child Care Federal ID: 23-4752315

Address: 132 Welsh Road

City/State/Zip: Horsham, PA 19044

Phone #: 215-628-0400 Fax #: 215-628-0585

EZ-EFT

Gateway

☒ SofterWare Gateway ID: 7be293b7-b2e1-48fa-a491-e63da364bf59

User Name: ez2testaccount Password: *****

☒ CheckFree CheckFree ID: 9999000000 Phone #: 1 877 261 3691

Draft Payment Category: Card Payment Category: Returned Item Category:

Preauthorized Bank Draft Preauthorized Credit Card Returned Bank Draft

3. Enter the name of your center, the address, phone number, fax number, and Federal ID number.
4. If you are using the optional EZ-EFT module, enter EZ-EFT information on the lower part of the screen. See the *Transaction Processing Manual* for information on EZ-EFT setup.

Entering Staff Information

If you want to manage staff information in EZ-CARE2, you will need to purchase the optional Staff module. See “Staff Module” on page 356 for details on using the Staff module.

Entering Class And Schedule Information

Entering Class Data Using the Classes Tab

The Classes tab in the Center drawer allows you to set up an unlimited number of classes. It also allows you to easily manage data that is specific to each class.

Center Drawer: EZ-Going Child Care								
Center		Classes		Immunization		Hours of Operation		
<input type="checkbox"/>	Class	Description	Capacity	Enrolled	Ratio	1 FTE (#hrs)	Youngest	Oldest
<input type="checkbox"/>	Infant	Room 1	10	10	3.00	8.00	1	11
<input type="checkbox"/>	Toddler	Room 2	15	15	5.00	8.00	12	36
<input type="checkbox"/>	Preschool	Room 3	16	15	8.00	8.00	37	48
<input type="checkbox"/>	Kindergarten	Room K	15	14	15.00	8.00	49	72
<input type="checkbox"/>	Computers	Computer Lab	15	15	5.00	5.00	74	120
<input type="checkbox"/>	Karate	Gym	15	12	5.00	5.00	74	120
<input type="checkbox"/>	Music	Auditorium	15	15	5.00	5.00	74	120
<input type="checkbox"/>	Piano	Music Room	10	9	1.00	1.00	74	120
<input type="checkbox"/>	School Age	Multi-Purpose Room	18	18	18.00	8.00	73	120
<input type="checkbox"/>			0	0	0.00	0.00	0	0

Required fields for this tab are Class, Capacity, Ratio, and FTE. You cannot move to another row unless these fields contain information.

Any changes made to existing classes will automatically update records that are linked to that class. For example, if you change the name of the Class **Inf** to **Infants**, all children that previously had **Inf** as their class will have now have **Infants**.

This is also helpful when adding more classes due to expansion. For example, if you have more toddler-age children, you can change the name of the **Toddlers** class to **Toddlers 1**, and the name will change on all child records with Toddler in the class field (you DO NOT have to create a new Toddlers 1 class and change the class fields in all the records). You can now create a new class called **Toddlers 2** for newer enrollments.



Tip: In the **Description** column, you may want to also store the room number or name of the teacher. This provides more useful information when accessing this field (known as **Class Description**) in the Report Writer while creating a report.

The Classes tab can be sorted by double-clicking on the title of the column you wish to sort by. The changes remain permanent if you have chosen to resort each time the grid is initialized; if you choose this, this order is used throughout the system wherever you can choose classes. See page 23 for details on sorting grids.

Enter the following information for each class:

Field	Definition
Class/Description	The name of the class and a description of the class location.
Capacity/Enrolled	The <i>Capacity</i> represents the maximum number of children allowed in the class (for example, because of size or licensing). This information must be entered in order to move to another row. It is used in the Child FTE report, so if you don't use the report and don't need this information, you can enter any number here. The <i>Enrolled</i> column shows you how many children have been assigned to the class. The system offers the option of restricting enrollment in a class based on capacity and schedules—you can configure the system to not allow over scheduling or to just warn of over enrollment. See page 46 for more information.
Ratio	Enter the number representing the ratio of children to staff members (as determined by your state and licensing regulations). For example: <ul style="list-style-type: none"> • If you have 20 children in a class and 1 teacher, the RATIO is entered as 20. • If you have 20 children in a class and 2 teachers, the RATIO is entered as 10. This ratio is used in the Staffing Level Analysis report, the Child Loading report, and the Child Weekly Attendance Summary; because this is required information. If you don't use these attendance reports, you can just enter a 1 in order to enter a new row.
FTE (Full Time Equivalent)	This number represents how many hours would make up a full-time day for that particular class. This information is used on the Child FTE report and the Child Loading report. Again, this information must be entered in order to move to another row. However, if you don't use these reports, you can enter any number here.
Youngest and Oldest	Enter the minimum age of a child in this class using months . For example, if you want 2 years as the youngest, enter 24 . The same is true for the oldest child - if you want 5 years as the oldest, enter 60 . This information is not required and is currently not used in any System reports. However, if you purchased the Custom Report Writer, you can include this age range information in reports.

Schedule Templates

Schedule templates allow you to set up standardized schedules that can be entered on each child's tab with a minimum of keystrokes. For example, a "Before and After School" schedule template might include a MWF 7-9 A.M. entry, and MWF 3-5 P.M. entry.



Note: Schedule Templates are available on Child Schedule tabs; they are not available for Staff Schedule tabs.

Setup


Setup is done in *Office Administration*, Chapter 5 (*Attendance & Time Clock*), Maintain Schedule Templates (page 72). Here is an example of a Schedule template definition:

M	Class	Mon	Tue	Wed	Thu	Fri	From Date
	Before School	07:00A-09:00A		07:00A-09:00A		07:00A-09:00A	/ /
	After School	03:00P-05:00P		03:00P-05:00P		03:00P-05:00P	/ /
							/ /

Copy Options: Mon-Fri, M/W/F, T/TH

Clear Options: Row

Using Schedule Templates

Schedule Templates are accessed from the Schedule tab in the Family drawer. Click on the Templates button  to activate this feature. The Library of Saved Schedule Templates appears. Click once on the template you wish to use to highlight it. Click the **Select** button.

Schedule Template Name:

- Infant Schedule
- Toddler 3 Day Schedule
- Toddler 5 Day Schedule
- Preschool Schedule
- School Age B&A Schedule

Sort List Alphabetically

Show Schedule Template

☒ Family Drawer: EZ-Going Child Care

☐ Template Groups

Posting Criteria

☒ Current Record ☐ All or Selected Records

Selection: (None - all records)

Preview Pre-Post Print Pre-Post Remove

You have the option to apply or post schedule templates to any of the following:

- the record from which you accessed schedule templates (current record)
- all records in your system
- records that you select through the Selection Editor, which you can access from the schedule templates screen

Results

Here is an example of times placed on the Schedule tab using the Toddler All Day Schedule Template:

[illegible]

Applying a Schedule Template to the Current Record

You have the option to apply a schedule template to only the record from which you accessed the Library of Saved Schedule Templates.

- **To apply a schedule template to the current record**
 1. Click on the group template you want to use.
 2. In the Posting Criteria section, click on Current Record.

Posting Criteria

☒ Current Record ☐ All or Selected Records

- Click the **Apply** button. The group template is applied to the current record.

Posting a Schedule Template to Selected Records

You can apply a schedule template to a group of records you select. This option requires you to select records using an existing selection or a new one that you create.

- **To post a schedule template to selected records**
1. Click on the template you want to use.
 2. In the Posting Criteria section, click on **All** or **Selected Records**.

Posting Criteria

☐ Current Record ☒ All or Selected Records

3. Click on the Selection button . The **Library of Saved Selections** appears.

4. You can use an existing selection or create a new one. For details on using selections, see “Selections” on page 33. Click on the selection you want to use, and click on **OK**. The **Library of Saved Templates** appears.

Library of Saved Schedule Templates: EZ-Going Child Care

Schedule Template Name:

- ☐ Infant Schedule
- ☐ Toddler 3 Day Schedule
- ☐ Toddler 5 Day Schedule
- ☒ **Preschool Schedule**
- ☐ School Age B&A Schedule

Post **Done**

Sort List Alphabetically

Show Schedule Template

☒ Family Drawer: EZ-Going Child Care

☐ Template Groups

Posting Criteria

☐ Current Record ☒ All or Selected Records

Selection:

Preview Pre-Post **Print Pre-Post** **Remove**

5. To see a report listing all the records that will be affected when you post the schedule template, click on the **Preview Pre-Post** button. If you want to print a listing of the affected records, click on the **Print Pre-Post** button.

Template Posting Preview										Date: 03/24/2005
Cabinet: EZ-Going Child Care										Time: 02:29 PM
Template: Preschool Schedule										Page: 1
Alexander, Kevin										
Alexander, Zachary										
Date Range	Class	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hours	
	Pres	09:00A-03:00P	09:00A-03:00P	09:00A-03:00P	09:00A-03:00P	09:00A-03:00P			30.00	
** Schedule Totals **										30.00
Brewer, Sarah										
Hershey, Jane										
Date Range	Class	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hours	
	Pres	09:00A-03:00P	09:00A-03:00P	09:00A-03:00P	09:00A-03:00P	09:00A-03:00P			30.00	
** Schedule Totals **										30.00

6. Click on the **Post** button to post the template to the selected records.



Note: After you click on Post, you will be prompted to print the records affected by the posting, even if you already printed it.

Posting a Schedule Template to All Records

You also have the option to post a group template to all records in your system.

► To post a schedule template to all records

1. Click on the template you want to use.
2. In the Posting Criteria section, click on All or Selected Records. Be sure that the Selection field shows (None – all records).



Posting Criteria

☐ Current Record
 ☒ All or Selected Records

- Click on the **Preview Pre-Post** button to see a report listing all the records that will be affected when you post the schedule template.
- If you want to print a listing of the affected records, click on the **Print Pre-Post** button.
- Click on the **Post** button to post the template to all records.



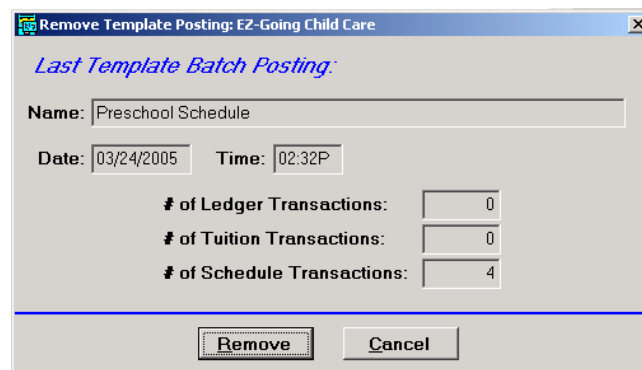
Note: After you click on Post, you will be prompted to print the records affected by the posting, even if you already printed it.

Removing the Last Schedule Template Posted to Multiple Records

If you've applied a schedule template to all or selected records, you can remove it from those records. **You can only remove the last template that you posted.**

► To remove the last schedule template posted to multiple records

- In the Posting Criteria section, click on All or Selected Records.
- Click on the **Remove** button. The **Remove Template Posting** dialog box appears, listing the name of the group template you last applied and the date and time on which it was applied. It also lists how many transactions were affected by the template.



Remove Template Posting: EZ-Going Child Care

Last Template Batch Posting:

Name:

Date: Time:

# of Ledger Transactions:	<input type="text" value="0"/>
# of Tuition Transactions:	<input type="text" value="0"/>
# of Schedule Transactions:	<input type="text" value="4"/>

- Click on the **Remove** button. The transactions previously posted are removed, and you can now apply or post a new template to the current record or multiple records (see the previous sets of instructions for details).

Using Template Groups

Existing templates can be grouped together to combine several series of actions. With just a few mouse clicks, you can enter information on the Tuition, Schedule, and Ledger tabs. For example, a Preschool Group Template can add a Ledger Template (for Registration Fees), Tuition template(s), and the applicable schedule(s). To choose a Template Group, click on the radio button next to **Template Groups** in the Library of Saved Schedule Templates. See page 131 for detailed information on using Template Groups.

Enforcing Enrollment Limits

The **Enforce Enrollment Limits** option allows you to manage enrollment or scheduling for classes by checking against your defined classroom capacity.

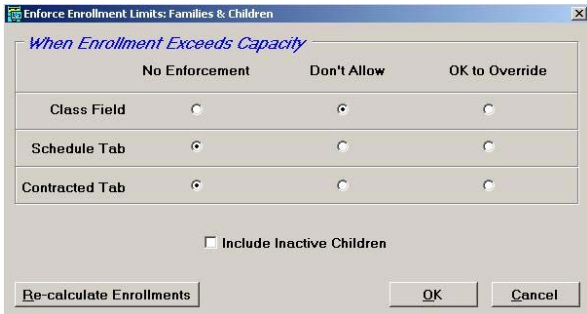
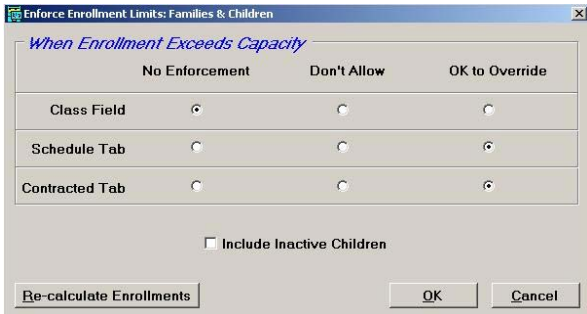
Each class in your center can have a capacity, which is the maximum number of children allowed at any one time (see page 41 for details). The Enforce Enrollment Limits feature allows you to define whether you want to enforce the capacity limit when entering or editing information in any of three areas—the Class field on the Child tab, the Schedule tab, and the Contracted tab—and the method you want to use to enforce the capacity. Your options for enforcement are:

- **No Enforcement:** Capacity will not be considered when entering or editing classes and schedules.
- **Don't Allow:** You will be prohibited from assigning a child to a class that is already full.
- **OK to Override:** You will be warned about assignments that exceed capacity but given the option to override the capacity limit.



Note: Normally, only children with a status of Active are considered when calculating enrollment limits, unless you choose to include Inactive children by selecting the corresponding check box.

The method you choose depends on the level of scheduling flexibility you offer and how you wish to handle possible scheduling conflicts. In general, we recommend using either **OK to Override** or **No Enforcement** (remember you can also identify over-scheduling by running the Class Loading Report—see page 226 for details). The table below outlines some common scenarios and includes recommendations on how to enforce enrollment limits for each scenario.

Scheduling Scenario	Description	Example	Enrollment Enforcement Recommendation
Fixed Number of Children in a Class	Your enrollment capacity is based on the total number of children assigned to the class, not the schedule of the children.	All enrollment in your classes is full-time.	<p>In this case, capacity can be limited by setting No Enforcement for the Schedule Tab or Contracted Tab data. The setting for Class Field can be either Don't Allow (where you will need to change the class assignment or status of another assigned child before you can assign the class to a different child) or OK to Override (which will warn you of the over-scheduling, but allow you to continue).</p> 
Flexible Scheduling	Your enrollment capacity is based on the maximum number of children in a class at any one time.	You offer flexible day and/or time scheduling options. The variable schedules of children's arrivals and departures means that you can enroll more total children than your classroom capacity as long as you do not exceed the capacity at any one time.	<p>You don't want to enforce enrollment limits on the Class Field because you'll want the flexibility to assign more children to a class than the set capacity. In this case, you will set the capacity checking based on the data on the Schedule Tab and/or Contracted Tab. This will factor days and times to identify situations where your children expected will not be more than allowed at any one time. We recommend using the OK to Override option. You can choose to check/enforce capacity based on Schedule or Contracted data (or both).</p> 

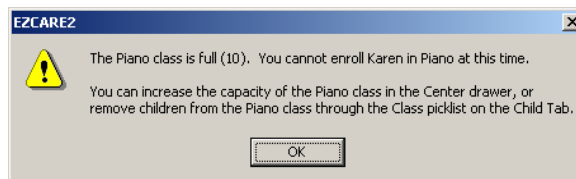
Settings

After you've determined the best way to enforce enrollment limits for your organization, you'll set them up in Office Administration.

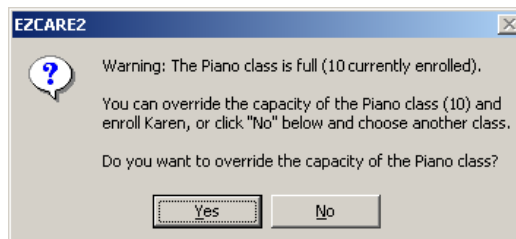
► To enforce enrollment limits

1. Open **Office Administration, Chapter 5 (Schedules & Attendance)**, and select Enforce Enrollment Limits.
2. Select the cabinet for which you want to set enrollment limits, and click on **Select**. The **Enforce Enrollment Limits** dialog box appears.

3. For the **Class Field**, **Schedule Tab**, and **Contracted Tab**, choose one of the following options for enforcing enrollment limits:
 - **No Enforcement:** allows you to assign a child to a class, regardless of whether the capacity for the class has been met or exceeded.
 - **Don't Allow:** prohibits you from assigning a child to a class that is already full. If you choose this option, when a class is full and you select it from the Class picklist, the following warning message appears, telling you the class is full and prohibiting you from assigning the child to the class. The only way you can assign the child to that class is to either increase the capacity of the class or remove a child already assigned to the class.



- **OK to Override:** warns you if you assign a child to a class that is already full with the message below and gives you the option to override the enrollment limit by clicking the **Yes** button, which assigns the child to the class. If you click the **No** button, the child is not assigned to the class.



- If you want to include children who have an Inactive Status in the enforcement of enrollment capacity, click the **Include Inactive Children** check box.
- To recalculate enrollment numbers in your system, click the **Re-calculate Enrollments** button. Typically, you won't use this option because enrollment limits are automatically refreshed; however, there may be situations where they aren't updated (for example, if records are corrupted or damaged).
- After you define the settings for enforcement of enrollment limits, click **OK**.

Entering the Immunizations Required by Your Center

[illegible]

The **Immunization** tab allows you to specify the immunizations required by your state. Once the required immunizations have been entered here, they will appear in the Immunization Superfield on the Child tab of the Family drawer, allowing you to track the immunization status of each child (see page 61 for information on the Immunization Superfield).

The due dates for each immunization are specified as the age in months at which the child is supposed to receive the immunization. Once a child's birthdate is entered on the **Child** tab in the **Family** drawer, the system calculates the actual due dates for each child based on the birthdate and the number of months for each immunization, and displays them in the Immunization Superfield for each child.

► To enter the immunizations required by your state on the Immunization tab

1. Enter the name of the immunization in the **Description** field (ex: **Polio**).
2. Enter the age in months for each immunization dose (as mandated by the state) in the **Imm** columns.
3. Repeat as necessary for each immunization required by your state.

The **Immunization** tab can be sorted by double-clicking on the title of the column you wish to sort by. **Ordinarily, the only column it makes sense to sort by is the first column.**

The changes remain permanent if you have chosen to resort each time the grid is initialized. See page 23 for details on sorting grids.



Note: If you change the order of the immunizations on the **Immunization** tab, it will also change the order of the immunizations in the Immunization Superfield for each child, as well as in the Immunization Report.

Entering Hours of Operation

M	Monday	Tuesday	Wednesday	Thursday	Friday	Date From	Date To
<input type="checkbox"/>	06:30A-07:00P	06:30A-07:00P	06:30A-07:00P	06:30A-07:00P	06:30A-07:00P	01/03/2006	12/31/2008
<input type="checkbox"/>	06:30A-07:00P	06:30A-07:00P	06:30A-07:00P	06:30A-07:00P	06:30A-07:00P	09/07/2003	12/30/2005
<input type="checkbox"/>	06:30A-07:00P	06:30A-07:00P	06:30A-07:00P	06:30A-07:00P	06:30A-07:00P	07/06/2000	09/03/2002
<input type="checkbox"/>	06:30A-07:00P	06:30A-07:00P	06:30A-07:00P	06:30A-07:00P	06:30A-07:00P	06/01/1999	07/02/1999
<input type="checkbox"/>	06:30A-07:00P	06:30A-07:00P	06:30A-07:00P	06:30A-07:00P	06:30A-07:00P	01/04/1999	05/28/1999
<input type="checkbox"/>	06:30A-07:00P	06:30A-07:00P	06:30A-07:00P	06:30A-07:00P	06:30A-07:00P	11/30/1998	12/23/1998
<input type="checkbox"/>	06:30A-07:00P	06:30A-07:00P	06:30A-07:00P	06:30A-07:00P	06:30A-07:00P	09/08/1998	11/25/1998
<input type="checkbox"/>	06:30A-07:00P	06:30A-07:00P	06:30A-07:00P	06:30A-07:00P	06:30A-07:00P	08/01/1998	09/04/1998
<input type="checkbox"/>	06:30A-07:00P	06:30A-07:00P	06:30A-07:00P	06:30A-07:00P	06:30A-07:00P	07/01/1998	07/31/1998
<input type="checkbox"/>						//	//
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

The Hours of Operation tab allows you to define the hours your center is **open**. Set up a date range by entering a date in the **Date From** and **Date To** columns on the first line of the grid. Then, enter the hours of operation for each day. For weeks that the hours change, create a new line on the grid.

Dates and times entered here are used in three places:

- When you enter Schedule times for children or staff (on the Schedule tab) the system checks the validity of your data, to ensure that the center is open at those times.
- When you Generate Attendance from the Schedule tab to the Contracted or Actual tab, the times are generated within the dates and times that the Center is open.
- When you bill families, any rates that are based on Actual Attendance Outside Center Hours (for example, “after hours attendance”), use the center hours specified here.

If there is a day that your center is closed, omit it from the range. This defines the dates your center is **closed**. For example, if your center is closed December 23 to January 4 for holiday break, then the **To Date** on one line in the grid should be **12/23** (plus the year), and the **From Date** for the next line should be **1/4** (plus the year). See lines four and five of the example below.



Note: Even though this grid allows you to enter the hours for all seven days of the week, it is commonly used with the Saturday and Sunday columns closed. To see how to close and open a column, refer to "Changing Column Width or Making Columns Disappear" on page 22.

► **To set up the hours of operation**

1. Open the **Center** drawer, and click on the **Hours of Operation** tab.
2. Enter a date to start your specified hours in the **Date From** column, and a date to end your specified hours in the **Date To** column. You can leave these columns blank for perpetual (ongoing) dates.
3. Enter the times your center is open each day of the week in the appropriate column for that line.
4. If you want to designate when your center is closed for holidays, then you need to specify specific weeks for holiday hours.
5. When you are done entering your center's hours of operation, click on the **Close** button.

This page intentionally left blank.

3. Entering Child and Family Data

Entering Family Information

Adding a New Family Record

- ▶ To set up a new family record
 1. Open the **Family** drawer.
 2. Click the **Family** tab.
 3. Click the **Add New** button.
 4. Enter the family information.
 5. Press the **TAB** key after filling in each field.
 6. Enter the required fields—*Name (First Name)*, *Last Name*, and *Status*.
 7. Enter the desired fields (for reports)—*Home Phone Number*, *Work Numbers* (for both parents), and *Address*, *City*, and *ZIP codes for Primary and Other Parent or Guardian*.
 8. Add child information to this record before creating the next family record.

Pictures on the Family and Child Tabs

You may insert a picture here to help with identification. Pictures can be in **.BMP**, **.GIF**, or **.JPG** format.

- ▶ To add or change a picture
 1. Double-click on the picture area.
 2. Select the folder location and name of the picture and click **OK**.
 3. If you click **Cancel**, you are prompted to delete the existing picture. Click on **Yes** or **No**.



Note: When you make a backup of all cabinets in your EZ-CARE2 system, pictures are backed up along with the rest of your data.

For the best picture clarity on screen, we recommend your pictures be **16 million colors**, and that you use your graphics programs to crop and resize your photos to **100 by 75 pixels** or **160 by 120 pixels**.

The size of the pictures should match the size of the Picture/Image fields set up on the screen. To change the picture's size, go to Office Administration, Chapter 2 (*Cabinets & Drawers*), Create/Modify a File Cabinet. Screen changes are made on Step 4 of the File Cabinet Wizard (see page 337).

If your system is limited to 256 colors, then we recommend making the pictures double the size of the field size on the screen (for example, 200 by 150 for the graphics for a Picture/Image field that is 100 by 75).



Note: For more details on using pictures, see the *Managing and Using Digital Pictures in EZ-CARE2* document in the *Data Management* folder of our Clients Only web site.

Entering Child Information

Setting Up a Child Record

The process of entering a new child varies depending on whether it's a new family record or an existing family record.

Adding a Child to a New Family

Use these instructions to add a child to a new family.

► **To add the first child to a new family record**

1. Complete the Family tab information
2. Click on the **Child** tab.
3. Required fields are **First Name**, **Last Name**, and **Status**.
4. Additional fields needed for processing information are *Birthdate* and *Registration Date*.




Note: You do **NOT** need to click on the Add New button to add the **first** child on a family record. You can just click on the Child tab and begin entering the child's information.

Adding a Child to an Existing Family

Use these instructions to add a child to an existing family.

► **To add a child to an existing family**

1. Open the **Family** drawer.
2. Click on the **Family** tab.
3. From the **Families** picklist, choose the family to which you want to add a child.
4. Click on the **Child** tab.
5. Click on the **Add New**  button. The system prompts you to confirm that you are setting up a new child for the current family, if you have confirmation set up in Office Administration (see *Confirm Adding New Child* on page 319).

6. Enter the child's information. Required fields are **First Name**, **Last Name**, and **Status**. Additional fields needed for processing information are *Birth Date* and *Registration Date*.

The screenshot shows the 'Family Drawer: EZ-Going Child Care' window. At the top, there are dropdown menus for 'Families' (Alexander, Kevin) and 'Children' (Alexander, Zachary). Below these are tabs for 'Family', 'Ledger', 'Child', 'Tuition', 'Schedule', 'Contracted', and 'Actual'. The 'Child' tab is selected. The form contains the following fields and options:

- First:** Zachary
- Last Name:** Alexander
- Birthdate:** 07/05/2002, with a calculated age of 6.09.
- Gender:** Male (selected), Female
- Enroll Date:** 12/03/2004
- Leave Date:** (empty)
- Class Name:** Kindergarten (dropdown)
- Home #:** 215-455-9878
- School Age Info:**
 - School:** (dropdown)
 - Grade:** (empty)
 - AM Bus:** (empty)
 - PM Bus:** (empty)
- Enrichment Programs:**
 - ☒ Gymnastics
 - ☒ Karate
 - ☒ Music
 - ☐ Computers
- Status:** Active (selected), Inactive, Remove
- Contacts, Checklist, Notes:** Each has a corresponding icon and a small thumbnail image of a child.

Field	Description
Birthdate and Age	When you enter the birth date, the age is automatically calculated and shown in years and months. For example, 9.07 is 9 years and 7 months. The system defaults to recalculating ages monthly. You can choose to recalculate daily or as of a fixed date. See page 317 for details.
Registration Date	The registration date is usually the date the child is registered or the first payment is received.
Contacts Superfield	Use the Contacts superfield to list relatives, authorized pickups, family physicians, and others designated by the parents as important contacts. See page 60 for more information on entering data into the Contacts superfield.
Checklist Superfield	Use the Checklist superfield to keep track of tasks and events that need to be done for a specific child. See page 59 for more information on entering data into the Checklist superfield.
Notes Superfield	Use the Notes superfield to store notes or comments about this child when needed (for example, accidents). See page 58 for more information on entering data into the Notes superfield.
Immunizations Superfield	Use the Immunizations superfield
Child Record Status	<p>This is a required field—all records <u>must</u> have one of the following statuses:</p> <ul style="list-style-type: none"> • Active: Children who are currently enrolled in your center and are attending. Active child records are included in tuition posting and reports (including invoicing) by default.



Note: You cannot have any *Active* child records associated with any *Inactive* family records.

- **Inactive:** Children no longer enrolled in your center (or are set up for future enrollment) and not presently attending. Inactive children are included in A/R reports by default but can be excluded easily.
- **Remove:** Children no longer attending your center. Child records with Remove status are not included in A/R reports by default and are usually not included in any other System Reports—Database, Attendance or Admin. Child records with Remove status can be removed by running the Optimize a Cabinet option (see page 288) if you check **Remove records with Status: Remove** as a choice before running the optimization.

If children with Remove statuses are the *only* children in a family, they will not be removed during the optimization process unless the Family record has a Remove status and no balance; if this is the case, they both will be removed.

A status indicator next to the child name shows if the child record is *Active* (green), *Inactive* (yellow), or designated *Remove* (red).

Link Fields

You can add a link field to the Child tab, which allows you to link a file to a record. Keep links to scanned permission slips, emergency contact forms, or any other documents you want to easily access from a record. For more details on link fields, see “Defining the Data Table Fields in a Drawer” on page 292.

Family Only

The Family Only button allows you to restrict your browsing to only child records in the same family. This is especially beneficial for families that have children with different last names. You can easily see which children are associated with that family.

The Family Only feature is used with the four record navigation buttons.



Using the Family Only Feature

Click on the *Family Only* button to restrict the Children picklist to only children in the selected family. When the button appears inverted (as shown above), this feature is activated.

When you are on the Child tab, the navigation buttons move you to child records only within *that family*, not the entire drawer. If you are at the last (or first) record and press the Previous or Next button, the system displays a warning message and prevents you from going to a child record of another family.

Some Uses of This Feature

You can use this feature to quickly identify all the children in a family. This is helpful anytime you need to verify which family a child belongs to or to identify siblings for a specific family.

To Deactivate Family Only Feature

Press the Family Only Button a second time. When it has a raised appearance, the feature is off, and the navigation buttons perform in a normal manner.



Note: The Family Only button has NO EFFECT on the navigation buttons when you are on the *Family* or *Ledger* tabs.

Entering Ledger Information

The Ledger tab is where accounts receivable information is stored for each family. This tab is only enabled if you have purchased the Accounts Receivable module.

For details on entering ledger information, see “Using the Accounts Receivable Module” starting on page 95.

If you are a new user of *EZ-CARE2*, we recommend you become familiar with this chapter before proceeding to Accounts Receivable.

Entering Tuition Information

There is a Tuition tab for each child, which is used to define how tuition is to be charged for that child.

The Tuition tab is part of the Accounts Receivable module and is described in detail on page 110. If you are a new user of *EZ-CARE2*, we recommend that you become familiar with this chapter before proceeding to Accounts Receivable.

Entering Schedule Information

See “Schedule Tab” page 66 for details on entering the basic schedule.

Entering Contracted and Actual Attendance

If you have purchased the Advanced Attendance & Billing Module, you can use the Schedule, Contracted and Actual tabs together to track both the classes that a child was signed up to attend, and the child’s actual attendance of those classes.

See “Using the Advanced Attendance & Billing Module” page 65 for details.

Superfields

EZ-CARE2 contains special data entry areas known as **Superfields**. These fields are accessed from the screen by clicking on a button. Unlike a regular field, a *Superfield* contains multiple fields of related information. Superfields can be used on the Family, Child, and Staff tabs, as well as in Other Ledgers or any user-defined drawers.

Superfields use **grids**, plus other Windows objects (text boxes, check boxes, and picklists) to store information. As with grids, you have the ability to move columns and specify the order of the records. Superfields have a “dual-view” dialog box where you can enter data directly into the grid or in the fields below that show you the detail of the grid. For more information on using **grids** in EZ-CARE2, see page 20.

As you select each line in the grid, the information changes in the corresponding fields on the bottom of the dual-view to reflect the chosen line. You may resize the superfield to show only the grid and hide the text fields on the bottom by grabbing the lower right corner of the superfield with the mouse and moving the bottom border up.

Below is an example of a Checklist superfield for a child record, showing the dual-view: the grid on top and the individual fields below.

Item Type	Description		Date
Medical Forms	All forms in	<input checked="" type="checkbox"/>	07/20/2005
Permission Slips	Zoo Trip	<input checked="" type="checkbox"/>	09/22/2005
Progress Review	Child review to be done	<input type="checkbox"/>	10/01/2005
		<input type="checkbox"/>	/ /

☒ = Completed ☐ = Due
 Type:
 Description:
 Date:
☐ Completed

The following superfields are available in EZ-CARE2:



Notes



Checklist



Contacts



Immunizations

Notes Superfield



The Notes superfield stores an unlimited number of notes or comments on a family, child, or staff member (depending on which tab it is placed). This can be useful, for example, to write up behavior incidents for children, report an incident that may need medical attention, or record plant or food allergies.

Click on the Notes button to display the Notes dual-view. The following information is stored in this superfield:


- *Date*—date applicable to the note.

- *Type*—used to categorize your notes (for example, Accidents, Behavioral). You can use one of the choices or add your own by typing it in (See “Maintain Picklists” on page 316 for how to set up the choices).
- *Notes*—these can be of any length.

M	Date	Type	Notes
<input type="checkbox"/>	04/03/2007	Behavior	Zach was playing rough with one of his c
<input type="checkbox"/>	08/19/2007	Accident	Scraped knee during game time
<input type="checkbox"/>	08/20/2007	Comment	Gets A+ for being teacher's helper
<input type="checkbox"/>			

Date: Type:

Notes:

Data can be entered directly into the grid or the fields below the grid. Notes can be deleted by marking any line in the grid using the Mark Indicator  and the Cut button. The Notes Report (one of the Database reports described in the System Reports section, pages 184 and 193) allows you to print notes for a particular date range and select particular note types, if you wish. You can also use Insta-Print to print the contents of this field (see page 25).

Checklist Superfield

The Checklist superfield enables you to keep track of tasks and events that need to be completed for a specific child, staff member, family, or other person. The date is color-coded to quickly determine if the item is completed—blue means the item is completed, yellow means the item is still due.

Click the Checklist button to display the Checklist dual-view. The following information is stored in this superfield:

- *Item Type*—used to categorize items (for example, Required Forms, To Do's).
- *Description*—a brief explanation or note.
- *Completion Checkbox*—indicates whether the item is completed.
- *Date*—use this to record the due date or completion date.

Item Type	Description	Status	Date
Medical Forms	All forms in	<input checked="" type="checkbox"/>	07/20/2005
Permission Slips	Zoo Trip	<input checked="" type="checkbox"/>	09/22/2005
Progress Review	Child review to be done	<input type="checkbox"/>	10/01/2005
		<input type="checkbox"/>	/ /

☒ = Completed ☐ = Due
 Type:
 Description: Completed: ☐
 Date:

You can type in the grid or the text boxes. See the Notes Superfield section on the previous page for information about typing in the grid and fields.

The Checklist Report (one of the Database reports described in the System Reports section, pages 175 and 193) allows you to report on this data. You can also use Insta-Print to print the contents of this field (see page 25).

Contacts Superfield

Use the Contacts superfield to list relatives, authorized pickups, family physicians, and others designated by the parents as important contacts. In the event a parent or guardian is not reachable, you can use this list to obtain someone who can be contacted in an emergency situation. Contacts Superfields can be located on both the Family and Child tabs (for two different sets of contacts).

Click on the Contacts button to display the Contacts dual-view. The following information can be stored for each contact:

First Name	Last Name
Address	Address Line 2
City	State
ZIP Code	Phone #
Extension	Phone # 2
Extension 2	Relationship
Authorized Pickup checkbox	Notes

M	First Name	Last Name	Relationship	P/U	Phone #	Ext/Type	Address 1
<input type="checkbox"/>	Joel	Andrew	Aunt/Uncle	<input checked="" type="checkbox"/>	215-258-4545	Work	
<input type="checkbox"/>	Jessica	Mays		<input checked="" type="checkbox"/>	215-268-9954	Home	656 Walnut

You can type in the grid or the text boxes (see the Notes Superfield section on page 58 for information about typing in the grid and fields).

The Contacts Report (one of the Database reports described in the System Reports section, page 176 and 193) allows you to report on this data. You can also use Insta-Print to print the contents of this field (see page 25).

Immunizations Superfield

The Immunizations superfield stores the child's detailed immunization records. The list of immunizations and the calculations for due dates are set up in the Center drawer (see page 49). Dates are calculated from the child's birthday. The Immunization superfield is located on the Child tab.



Immunization	1	2	3	4	5
DPT	08/05/1993	10/05/1993	12/05/1993	09/05/1994	06/05/1998
HIB	08/05/1993	10/05/1993	12/05/1993	09/05/1994	/ /
MMR	09/05/1994	06/05/1998	/ /	/ /	/ /
Polio	08/05/1993	10/05/1993	09/05/1994	06/05/1998	/ /
Chicken Pox	06/05/2000	/ /	/ /	/ /	/ /

You can enter when the immunization was received by typing directly over the date in the appropriate cell. The date is color coded to quickly determine if the item is completed. The due date is initially yellow when it is first calculated to show the immunization has not been received.

If you change the date or check the checkbox ☒, the color of the entry changes to light blue, indicating this is considered *completed*.

The Immunizations list can be sorted by double-clicking on the title of the column you wish to sort by. **Ordinarily, the only column it makes sense to sort by is the first column:**

Immunization. The changes remain permanent if you have chosen to resort each time the grid is initialized (see page 23 for information on sorting grids).



Note: Any sorting done here on the child's Immunization superfield will *determine* the order that immunizations will appear on the Immunization report (for all children).

The Immunization Report (page 182) allows you to report on this data. You can use Insta-Print to print the contents of this list for the current record (see page 25).

Changing a Child or Family Record Status

Keep the following information in mind about statuses:

- Any family record can be **Active** regardless of the status of its child records.
- A family record can **ONLY** be **Inactive** if all its child records are *Inactive* or *Remove*.
- A family record can **ONLY** be **Remove** if all its child records are *Remove*.

If you want to change a family record to a status of Inactive or Remove, you must first make the corresponding status change to the child record. If you don't, you'll see a message telling you that you can't change the status for the family because the child's status doesn't match.

Setting a Record to be Inactive

How to Change a Record Status for Child Records

- To change the status for child records
 1. Open the **Family** drawer.
 2. Click the **Child** tab.
 3. From the **Children** picklist, select the child.
 4. In the **Status** section, click the desired status—**Active**, **Inactive**, or **Remove**.

How to Change a Record Status for Family Records

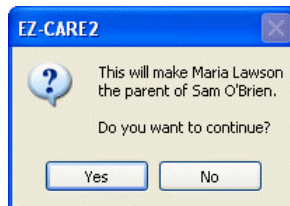
- To change the status for family records
 1. Open the **Family** drawer.
 2. Click the **Family** tab.
 3. From the **Families** picklist, select the family.
 4. In the **Status** section, click the desired status—**Active**, **Inactive**, or **Remove**.

Changing the Family that a Child Record is Linked To

- To change the family that a child is linked to
 1. Open the **Family** drawer.
 2. On your keyboard, press **CTRL+L**. The Link to Family screen appears:



3. Select the Child that you want to link to a different family.
4. Select the new **Family** that you want the child to be linked to.
5. Click the **Link** button. A confirmation screen appears:



6. Click the **Yes** button to link the child to the new family, or click **No** to keep the child linked to the current family.



Tip: A family must always contain a link to at least one child. You cannot remove the last child record from a family. In order to change the family that an only child is linked to, you must first create a fake child record for their current family, then change the link for the child.

Also, if you have two family records with identical names, and you are looking to switch a child from one family record to the other, it can be helpful to temporarily alter one of the names so that you can distinguish between them in the list.

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4. Using the Advanced Attendance & Billing Module

The Advanced Attendance & Billing Module allows you to track the attendance at your center in greater detail, and, in combination with the Accounts Receivable module, allows greater precision and flexibility in the billing process as well.



Note: In order to do billing, you must also purchase the Accounts Receivable module.

Attendance functions in EZ-CARE2 include:

- Manually entering attendance (see below).
- Generating (posting) attendance records - see page 77.
- Modifying attendance that was previously entered - see page 78.
- Removing attendance - see page 79.
- Producing attendance reports - see page 82.

Attendance can also be brought into EZ-CARE2 via the Windows TimeClock Module (see page 359 for an overview of the module).

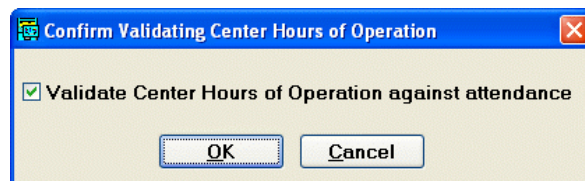
Setting Up Attendance & Billing

Confirm Hours of Operation

The Confirm Hours of Operation screen enables you to temporarily suspend verification of hours of operation, in order to make changes to your hours of operation.

To access this module

1. Open **Office Administration, Chapter 5 (Scheduling & Attendance)**, and then select **Confirm Hours of Operation Validation**. The Confirm Validating Center Hours of Operation dialog box appears.



2. To make changes in your hours of operations, uncheck this feature to avoid conflicts with schedules already entered. After modifications have been made, turn this feature back on by entering a check in the check box.

Manual Schedule Entries

Manual entries are done on:

- The Schedule tab - see below.
- The Contracted tab - see page 68.
- The Actual tab - see page 70

The general workflow is that the standard basic outline of classes is entered on the **Schedule** tab. This data is then copied to the **Contracted** tab using the Generate Attendance screen (page 77). In the **Contracted** tab, additional details and incidental changes are added for each student, in order to form the final planned schedule. The data is then copied to the **Actual** tab, where it is edited as the days go by to record the actual attendance on each day.

If the TimeClock module is being used, then data is not copied from the **Contracted** tab to the **Actual** tab. Instead, the **Actual** tab is filled in with data recorded by the TimeClock.

Schedule Tab

There is a Schedule tab for each Child (in the Family Drawer) and Staff Member (in the Staff Drawer). The Schedule tab describes the schedule for a typical week (or multiweek cycle) - that is, the expected or "theoretical" schedule that the child normally attends your center. For schedules that you want to continue with no specified end-date, leave the date fields blank.

[illegible]

Class and Days

Choose the class and enter the schedule for the class on each day of the week. The system offers the option of restricting enrollment in a class based on capacity and schedules—you can configure the system to not allow over scheduling or to just warn of over enrollment.

► To set up a schedule

1. Select a file cabinet.
2. Open the **Family** drawer.
3. On the **Family** tab (or Child tab), select the child from the **Children** picklist.

4. For a recurring schedule, click on the **Schedule** tab. Select a **Class** for this child. Place the recurring hours for each day on the first line of the grid.

Most centers set up a recurring schedule and generate attendance for contracted and actual times. However, you can manually specify contracted or actual times.

- If you want to specify a **contracted schedule** for an individual child, click on the Contracted tab (see page 68).
- You can also set up a Schedule template and apply it (see page 72).

Copy Options

As an alternative to retyping time ranges for each day of the week, you can copy the ranges from the first time entered. After you have entered the class and date range, and your first time, you can choose one of the copy options:

- **Mon-Fri** - Replicates your Monday time range and places it in Tuesday, Wednesday, Thursday, and Friday of that line.
- **M/W/F** - Replicates your Monday time range and places it in Wednesday and Friday of that line.
- **T/TH** - Replicates your Tuesday time range and places it in Thursday of that line.

Clear Options

If you wish to make changes to a line in the schedule, you can clear the entire line by highlighting the line and pressing the **Row** button.


Schedule Templates

Schedule templates (see page 72) allow pre-specifying your schedules so they can be entered on each child's tab with a minimum of keystrokes. For example, a Before/After school schedule template might include a MWF 7-9 AM entry, and MWF 3-5 PM entry. You can also use Template Groups to combine Schedule and other types of templates (see page 76).

Entering Holiday Hours into the Schedule

► To put holiday hours into schedule

1. Select a file cabinet.
2. Open the **Center** drawer, and click on the **Hours of Operation** tab.
3. Enter a date to start your specified **NORMAL** hours in the **Date From** column, and a date to end your specified hours in the **Date To** column.
4. Enter the times your center is open each day of the week in the appropriate column for that line.
5. On the next line in the grid, enter the **Date From** and **Date To** for the week containing the holiday. For days that your center is closed, omit a time for that day.

6. Enter the times your center is open each day of the HOLIDAY week in the appropriate column for that line.
7. On the next line in the grid, enter a date to start your specified NORMAL hours in the **Date From** column, and a date to end your specified hours in the **Date To** column. The Date To should be the last day of the week until the week of your next holiday/closure.
8. Enter the times your center is open each day of the week in the appropriate column for that line.
9. When you are done entering your center's hours of operation, click on the **Close** button. 

Center Drawer: EZ-Going Child Care

Center: _____ Classes: _____ Immunization: _____ Hours of Operation: _____

Starting Day:

M	Date From	Date To	Monday	Tuesday	Wednesday	Thursday	Friday
	09/05/1999	12/17/1999	07:00A-06:00P	07:00A-06:00P	07:00A-06:00P	07:00A-06:00P	07:00A-06:00P
	12/27/1999	12/29/1999	07:00A-01:00P	07:00A-01:00P	07:00A-01:00P		
	01/03/2000	04/05/2000	07:00A-06:00P	07:00A-06:00P	07:00A-06:00P	07:00A-06:00P	07:00A-06:00P
	//	//					

This is an example of a schedule that allows for holiday hours.

Contracted Tab

[illegible]

The **Contracted** tab is enabled if the Advanced Attendance & Billing module has been purchased.

There is a **Contracted** tab for each Child and Staff Member. This is a schedule which is applied against actual calendar dates and considers holidays and days when the center is closed. It describes specific dates and times that a child has contracted to attend. This allows you to adjust a child's schedule to reflect planned absences and temporary schedule changes (without having to adjust their "normal" schedule in the schedule tab).

Enter the following information for each class:

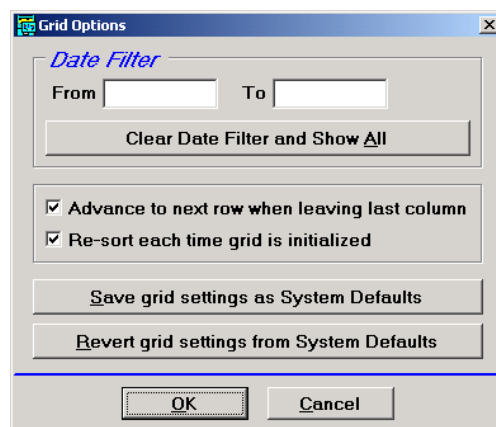
Column	Description
Date	Enter the date you want to capture contracted attendance for.
Day	Based on the date you enter, the system automatically enters the day of the week.
In Time/Out Time	Enter the time the child entered and left the class.
# Hours	This number is automatically calculated based on the information you enter in the In Time and Out Time columns.
Class	Choose the class from the picklist. The system offers the option of restricting enrollment in a class based on capacity and schedules—you can configure the system to not allow over scheduling or to just warn of over enrollment. See page 46 for more information.
Hour Type	Enter the Hour Type, which allows your center to define different rates for different billing situations. For example, if a child is not attending yet, you may want to set up a different charge for holding the child's spot in the classroom. Typical hour types are: <ul style="list-style-type: none"> • Regular (which is primarily used) • Holding • Day Off • School's Out • Vacation
Comments	Enter any information you want to capture for this row.

Filtering by Date

You can set a date filter for the Contracted tab, so you only see entries after or between certain dates. This feature is useful to improve performance when you have extensive attendance history.

► To set a date filter

1. Right-click anywhere on the grid. The **Grid Options** screen appears.



2. Enter the **From** date and **To** date for the filter. If you just want entries to appear after a certain date (for example, 1/1/06), you don't need to enter a **To** date.



Note: For details on other grid options, see page 24.

3. Click the **OK** button. When you set a filter, a calendar icon appears in the Date column on the grid to show you that you're filtering the entries based on dates. In addition, if you hover your mouse over anywhere in the date column, a field tip shows you the dates you're filtering for.

Date	Day	In Time
10/02/2006	Monday	7:30AM

To clear a current date filter, click the **Clear Date Filter and Show All** button in the Grid Options screen.

Total Hours

To obtain the total hours of each entry, click on the checkbox. The total hours display at the bottom of the screen, under the grid. These total hours change when you set a date filter (see the previous section).

View Loading Report

Click on this button to set up, preview, and print a Child Loading Report, which indicates how many children will be in selected classes over a selected date and time range. You can use this report to plan staffing over time periods when children are contracted to attend.

Child Loading Report				
Date: 08/07/1998				
Class: Infant				
Time	Children	Staff Required	Open Spaces	Ratio
06:30AM	2	1	8	3 **
07:00AM	3	1	7	3 ***
07:30AM	3	1	7	3 ***
08:00AM	3	1	7	3 ***
08:30AM	3	1	7	3 ***
09:00AM	3	1	7	3 ***
09:30AM	3	1	7	3 ***
10:00AM	3	1	7	3 ***
10:30AM	2	1	8	3 ***
11:00AM	2	1	8	3 ***
11:30AM	2	1	8	3 ***
12:00PM	3	1	7	3 ***

For details on the Child Loading Report, see "Child Loading Report" on page 226.

Schedule Templates

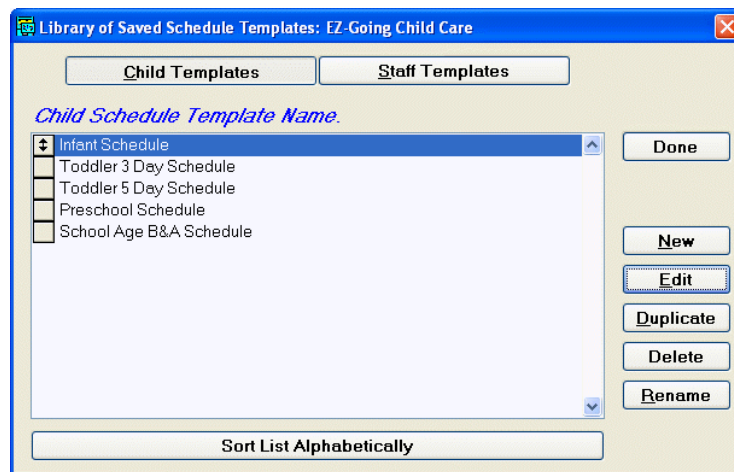
Schedule templates allow pre-specifying your schedules so they can be entered on each child's tab with a minimum of keystrokes. For example, a Before and After school schedule template might include a MWF 7-9 A.M. entry, and MWF 3-5 P.M. entry.

Maintain Schedule Templates

The Library of Saved Schedule Templates allows you to maintain schedule templates.


► To maintain schedule templates

1. Open **Office Administration, Chapter 5 (Schedules & Attendance)**, and select **Maintain Schedule Templates**.
2. Select a cabinet and click on **Select**. The Library of Saved Schedule Templates appears:




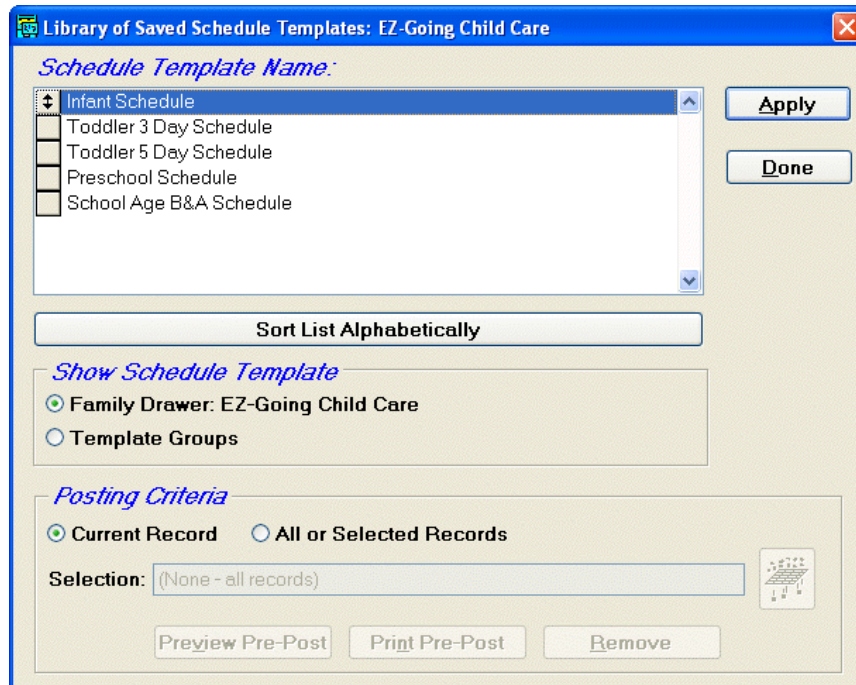
3. Click the **Child Templates** button to display and maintain child templates. Click the **Staff Templates** button to display and maintain staff templates.
4. To create a new template, click on **New**. Type in a name for this template. To modify a template, click on **Edit** from the library. The **Schedule Template** dialog box appears.

M Class	Alternate C	Mon	Tue	Wed	Thu	Fri	From D	To Date
							//	//

5. Use the Delete or Rename buttons on the library to make any other changes needed to Schedule Templates.
6. To create (or edit) a schedule, enter (or change) the Class (select from a picklist), then enter a time range for each day of the week. You may use the Copy Options on the bottom of the dialog box to build recurring schedules.
7. Enter a *From Date* and *To Date* for each line created, or leave them blank if the schedule is “forever.”
8. If you need to recreate a line, click the **Row** button in the Clear Options area.
9. Enter as many lines as needed.
10. When you have finished, click on the **Close** button .

Using Schedule Templates

Schedule Templates are accessed from the Schedule tab in the Family drawer. Click on the Templates button  to activate this feature. The Library of Saved Schedule Templates appears.



You have the option to apply or post schedule templates to any of the following:

- the record from which you accessed schedule templates (current record)
- all records in your system
- records that you select through the Selection Editor, which you can access from the schedule templates screen

Here is an example of times placed on the Schedule tab using the Toddler All Day Schedule Template:

[illegible]

Applying a Schedule Template to the Current Record

You have the option to apply a schedule template to only the record from which you accessed the Library of Saved Schedule Templates.

- **To apply a schedule template to the current record**
 1. Click on the group template you want to use.
 2. In the Posting Criteria section, click on Current Record.

Posting Criteria

☒ Current Record ☐ All or Selected Records

- Click the **Apply** button. The group template is applied to the current record.


Posting a Schedule Template to Selected Records

You can apply a schedule template to a group of records you select. This option requires you to select records using an existing selection or a new one that you create.

- **To post a schedule template to selected records**
1. Click on the template you want to use.
 2. In the Posting Criteria section, click on **All** or **Selected Records**.

Posting Criteria

☐ Current Record ☒ All or Selected Records

- Click on the Selection button . The **Library of Saved Selections** appears.
- You can use an existing selection or create a new one. For details on using selections, see “Selections” on page 33. Click on the selection you want to use, and click on **OK**. The **Library of Saved Templates** appears.

5. To see a report listing all the records that will be affected when you post the schedule template, click on the **Preview Pre-Post** button. If you want to print a listing of the affected records, click on the **Print Pre-Post** button.

Template Posting Preview									Date: 03/24/2005
Cabinet: EZ-Going Child Care									Time: 02:29 PM
Template: Preschool Schedule									Page: 1
Alexander, Kevin									
Alexander, Zachary									
Date Range	Class	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hours
	Pres	09:00A-03:00P	09:00A-03:00P	09:00A-03:00P	09:00A-03:00P	09:00A-03:00P			30.00
** Schedule Totals **									30.00
Brewer, Sarah									
Hershey, Jane									
Date Range	Class	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Hours
	Pres	09:00A-03:00P	09:00A-03:00P	09:00A-03:00P	09:00A-03:00P	09:00A-03:00P			30.00
** Schedule Totals **									30.00

6. Click on the **Post** button to post the template to the selected records.



Note: After you click on Post, you will be prompted to print the records affected by the posting, even if you already printed it.

Posting a Schedule Template to All Records

You also have the option to post a group template to all records in your system.

► To post a schedule template to all records

1. Click on the template you want to use.
2. In the Posting Criteria section, click on All or Selected Records. Be sure that the Selection field shows (None – all records).



Posting Criteria

☐ Current Record
 ☒ All or Selected Records

- Click on the **Preview Pre-Post** button to see a report listing all the records that will be affected when you post the schedule template.
- If you want to print a listing of the affected records, click on the **Print Pre-Post** button.
- Click on the **Post** button to post the template to all records.



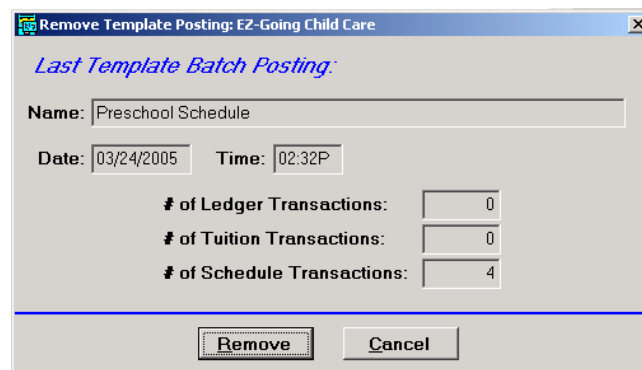
Note: After you click on Post, you will be prompted to print the records affected by the posting, even if you already printed it.

Removing the Last Schedule Template Posted to Multiple Records

If you've applied a schedule template to all or selected records, you can remove it from those records. **You can only remove the last template that you posted.**

► To remove the last schedule template posted to multiple records

- In the Posting Criteria section, click on **All or Selected Records**.
- Click on the **Remove** button. The **Remove Template Posting** dialog box appears, listing the name of the group template you last applied and the date and time on which it was applied. It also lists how many transactions were affected by the template.



Remove Template Posting: EZ-Going Child Care

Last Template Batch Posting:

Name:

Date: Time:

# of Ledger Transactions:	<input type="text" value="0"/>
# of Tuition Transactions:	<input type="text" value="0"/>
# of Schedule Transactions:	<input type="text" value="4"/>

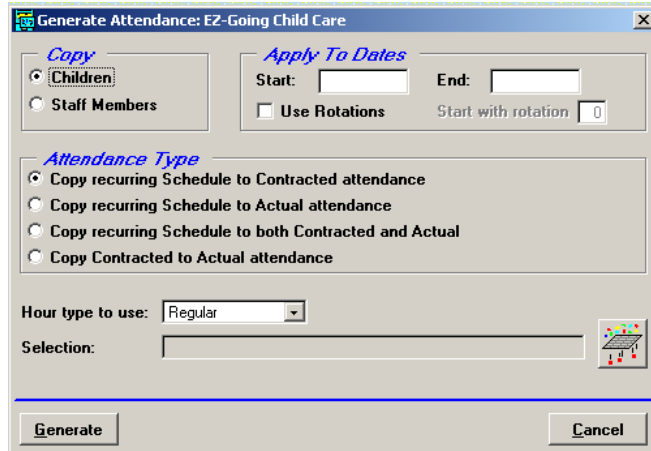
- Click on the **Remove** button. The transactions previously posted are removed, and you can now apply or post a new template to the current record or multiple records (see the previous sets of instructions for details).

Using Template Groups

Existing templates can be grouped together to combine several series of actions. With just a few mouse clicks, you can enter information on the Tuition, Schedule, and Ledger tabs. For example, a Preschool Group Template can add a Ledger Template (for Registration Fees), Tuition template(s), and the applicable schedule(s). To choose a Template Group, click on the radio button next to **Template Groups** in the Library of Saved Schedule Templates. See page 45 for detailed information on using Template Groups.

Generate Attendance

Generating attendance is the process of posting attendance records from the Schedule or Contracted tabs to other attendance tabs. When attendance is ready to process, choose **Generate Attendance** from the Attendance menu. Attendance for children and staff are generated separately.



► To generate attendance

1. Make sure that all active children and/or staff have schedules entered. See the Schedule tab section on page 66 or the Contracted tab section on page 68 for details on data entry.
2. Close all open drawers.
3. Click on the **Attendance** menu, and select **Generate Attendance**.
4. Specify children or staff.
5. Enter dates for attendance to be posted.
6. Click on the attendance type you want to generate. There are four different ways to do this:
 - ***Copy recurring Schedule to Contracted attendance*** – You might use this option if you are using the Time Clock module for Actual attendance and you want to compare Contracted to Actual.
 - ***Copy recurring Schedule to Actual attendance*** – You might use this option if you want to place future attendance into the Actual tab and then modify it based on actual attendance, for example with data from a manual sign-in-sign-out sheet.
 - ***Copy recurring Schedule to both Contracted and Actual*** – You might use this option if you usually bill people based on their Contracted attendance, but want to enter any variations from this attendance on the Actual tab and bill for the difference. Most people using this option bill in advance using Contracted attendance and then pick up Actual over contracted using Rate Masters.

- **Copy Contracted to Actual attendance** – You might use this option if you bill in advance based on Contracted hours, but parents can make modifications to their contract, which are then entered into the Actual tab and billed for the difference using Rate Masters.



Note: If you are using the Windows TimeClock Module, data recorded in TimeClock is automatically transferred to the Actual tabs in EZ-CARE2. For an overview of the TimeClock Module, see page 359. For more details on how to use TimeClock, see the *TimeClock Manual*.

7. Choose **Hour type** you desire.
8. Choose a Selection, if needed. Generating attendance automatically selects on all those children/staff currently enrolled, based on enrollment date.
9. Click on **Generate**.



Edit Attendance Entries

► To modify an individual attendance record

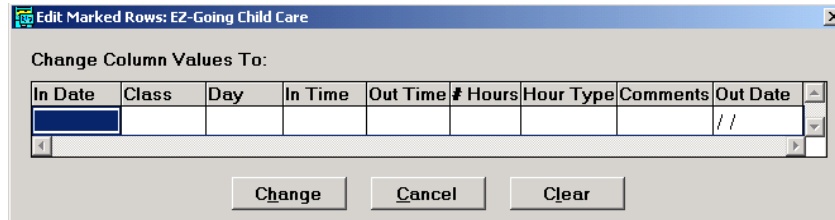
1. Select a file cabinet.
2. Open the **Family** drawer (Child tab) or the **Staff** drawer.
3. Make sure the active record reflects the proper child or staff member, using the picklists.
4. Select the **Contracted** or **Actual** tab. Changes can be made to any cell on the grid by clicking on the grid, positioning the cursor at the beginning of the cell, and typing the corrected information. Total time will be recalculated automatically.
5. You may enter a comment, if needed (for example, *parent had to work overtime*). This helps you and the parent remember why there was an extra charge.

If you need to modify multiple existing attendance information, then choose **Edit Attendance Entries** from the Attendance menu. This feature allows you to view alternative information for all children or staff by Contracted or Actual attendance. This provides an easy way to make changes to many records at the same time.

► To edit multiple existing attendance entries

1. From the Attendance menu, click Edit Attendance Entries. The Edit Attendance screen appears.
2. Select the attendance entries you want to edit by clicking the gray box in the  column. To select a group of rows, scroll to the top of the list, check the gray box in the  column for the first record, then go the bottom of the list, press **Shift**, and then click the gray box in the M column for the last record you want to select. All the entries are now marked for editing.

- Click on the **Edit Marked Rows** button, located below the list of attendance entries. The **Edit Marked Rows** dialog box appears.



Edit Marked Rows: EZ-Going Child Care

Change Column Values To:

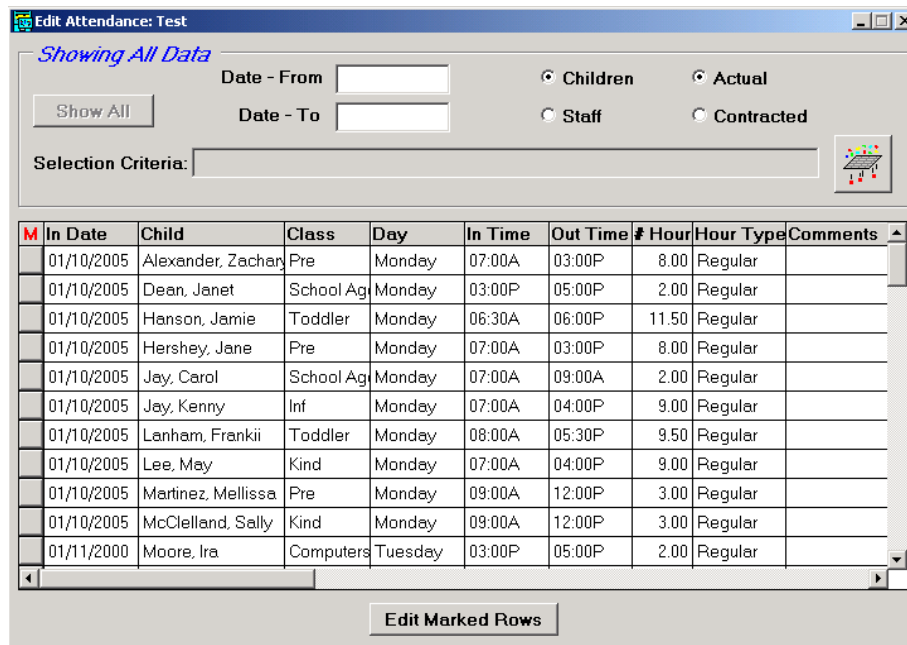
In Date	Class	Day	In Time	Out Time	# Hours	Hour Type	Comments	Out Date
								//

Change Cancel Clear



Note: With this powerful feature, you can make a change to ALL the marked records for the following columns: In Date, Class, In Time, Out Time, Hour Type, Comments, and Out Date. Other columns, such as Day and # Hours, will be automatically calculated and inserted when you make changes.

- Make the desired changes, including a comment (Parent had to work overtime) if necessary; this helps you and the parent remember why there was an extra charge.
- Click the **Change** button. The changes are applied to all the attendance entries you selected.



Edit Attendance: Test

Showing All Data

Date - From Date - To

Show All

Selection Criteria:

☒ Children ☒ Actual
☐ Staff ☐ Contracted

M	In Date	Child	Class	Day	In Time	Out Time	# Hour	Hour Type	Comments
	01/10/2005	Alexander, Zachary	Pre	Monday	07:00A	03:00P	8.00	Regular	
	01/10/2005	Dean, Janet	School Ag	Monday	03:00P	05:00P	2.00	Regular	
	01/10/2005	Hanson, Jamie	Toddler	Monday	06:30A	06:00P	11.50	Regular	
	01/10/2005	Hershey, Jane	Pre	Monday	07:00A	03:00P	8.00	Regular	
	01/10/2005	Jay, Carol	School Ag	Monday	07:00A	09:00A	2.00	Regular	
	01/10/2005	Jay, Kenny	Inf	Monday	07:00A	04:00P	9.00	Regular	
	01/10/2005	Lanham, Frankii	Toddler	Monday	08:00A	05:30P	9.50	Regular	
	01/10/2005	Lee, May	Kind	Monday	07:00A	04:00P	9.00	Regular	
	01/10/2005	Martinez, Melissa	Pre	Monday	09:00A	12:00P	3.00	Regular	
	01/10/2005	McClelland, Sally	Kind	Monday	09:00A	12:00P	3.00	Regular	
	01/11/2000	Moore, Ira	Computers	Tuesday	03:00P	05:00P	2.00	Regular	

Edit Marked Rows

Removing Scheduling and Attendance Data

Removing Contracted or Actual Times

The Remove Times screen gives you the ability to purge excess times from your *EZ-CARE2* system. Running this option results in improved system performance.

First, make a backup of the cabinet(s) that you are going to run this option for. Running this process is a NON-REVERSIBLE option - data is removed that cannot be retrieved. If this option is done incorrectly, restoring the cabinet from a backup will bring it back to its state before the times were removed.

► To access this module

1. Open **Office Administration**, in **Chapter 5** (Schedules & Attendance), and select **Remove Times**. Choose a cabinet and click **Edit**. The **Remove Times** dialog box appears.

2. Select the range of dates you want to purge by entering the **From** and **To** dates. Then, select the times you want to purge using the check boxes. You can select to purge times for Child Contracted, Child Actual, Child Audit, Staff Contracted, Staff Actual, and/or Staff Audit.

Removing Scheduled Times

The Remove Scheduled Times screen allows you to purge past schedules. Excess amounts of outdated schedules can use up disk space and cause *EZ-CARE2* to perform slower.

► To remove scheduled times

1. Open **Office Administration**, **Chapter 5** (Attendance and Time Clock), and select **Remove Scheduled Times**. The Remove Scheduled Times screen appears.

2. Select one or more cabinets. Use the **All** button to select all cabinets, or the **Clear** button to remove all check marks and restart selecting.


- When your cabinets are selected, the classes set up for those cabinets display in the *Select Class* window. Use the **All** button to select all classes, or the **Clear** button to remove all check marks and restart selecting.
- Indicate that you want to remove Child Schedules or Staff Schedules. Both options can be selected.
- Enter a *Date Range* if you want to remove entries made during a specific period of time.
- If you want to combine using a Date Range with Selected Classes, click on the checkbox next to **Use Date Range with Selected Classes**. Remember to enter a date range above.
- Click **OK** to *save* your changes and close the present dialog box. Click **Cancel** to close the dialog box and return to the previous screen WITHOUT saving any changes.

Removing Attendance

► To remove attendance

- From the **Attendance** menu, select **Remove Attendance**. The Remove Attendance screen appears:

Posted	Removed	# Posted	User	Batch
11/22/2005 04:5	// :: AM	32	MP2	135
06/10/2005 08:4	// :: AM	160	EZ	134
06/09/2005 01:4	// :: AM	276	MP2	126
06/09/2005 01:4	// :: AM	260	MP2	124
01/30/2003 12:2	// :: AM	80		119
01/30/2003 12:2	// :: AM	6		118
01/30/2003 12:2	// :: AM	80		117
01/30/2003 12:2	// :: AM	286		116
12/26/2002 03:1	// :: AM	12	EZ	113
12/23/2002 08:0	// :: AM	290	EZ	107
12/23/2002 07:5	// :: AM	80	EZ	105

- Click anywhere in the row representing the posting you want to remove. Click on the **OK** button. The system will display all information about the batch or batches selected. Click **Yes** to remove the post, or click **No** to retain the post and return to the previous screen. If you do not wish to remove attendance, click on **Cancel**.
- When you are finished with this option, click on the **Close** button  in the toolbar.

Attendance Reports

EZ-CARE2 offers several Attendance System reports. For more complete descriptions, refer to the Attendance Reports section on page 219.

Child Attendance Analysis Report	Child Weekly Class Attendance Report
Child Attendance Detail Report	Export Attendance Spreadsheet
Child Class Attendance Summary by Period	Staff Attendance Analysis Report
Child Contracted vs. Actual Hours Report	Staff Contracted vs. Actual Hours Report
Child FTE Report	Staff Expected Hours Report
Child Hours Analysis Report	Staff Export Attendance Spreadsheet
Child Loading Report	Staff Hours Analysis Report
Child Schedule Report	Staff Payroll Hours Report
Child Schedule Worksheet	Staff Schedule Detail Report
Child Sign In Sheet	Staff Sign-In Sheet
Child Weekly Attendance Summary	Staff Level Analysis Report



Note: If you are using the TimeClock Module, you can access additional attendance reports in the TimeClock system. See the *TimeClock Manual* for more details.

5. Maintaining Data

Searching for Records

Browsing Records Using the Toolbar Navigation Buttons

To browse through records, use the navigation buttons in the EZ-CARE2 toolbar to move between records:



Move to the first record in the table.



Move to the previous record in the table. You can also do this by pressing **F7** or the up arrow on your keyboard.



Move to the next record in the table. You can also do this by pressing **F8** or the down arrow on your keyboard.



Move to the last record in the table.

Selecting Records Using the Family and Child Lists

- To find a child's record, open the **Children** list and search for names by last names (names are automatically listed in order of *Last Name, First Name*). You can also type the first few letters of the last name.
- To access a parent's record, open the **Families** list and search for names by last names (names are automatically listed *Last Name, First Name*). You can also type the first few letters of the last name.

Searching for Records using EZ-Finder

EZ-Finder is a tool that allows you to find any record, using up to three fields you enter to narrow your search. You can use EZ-Finder in the Family Drawer (Child, Family, or Ledger tabs) and also in the Staff Drawer (Staff Tab) or user-defined drawers. EZ-Finder lets you define and then apply a filter so that you can locate a single record, or browse through all the records that meet your conditions.


To find a specific record:

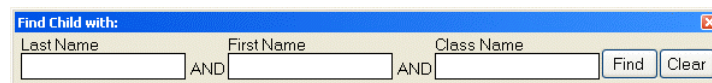
- Specifying values that only one record will contain such as: a LAST NAME of "Smith," a FIRST NAME of "David," with a CITY of "Rochester." You may have more than one David Smith in your records, but if only one is from Rochester, setting these three EZ-Finder fields should lead you to the single record you want to locate.
- Entering the Child, Family, or Staff ID if you know it. Your system may already have the ID fields in your system; otherwise, you can add it to your database using the **Define Data Table Fields** section of the File Cabinet Wizard (see page 292 for details).

To find a group of records:

- If you want to browse through all families with the same last name, then only enter one value. For example, enter “Smith” in the LAST NAME field of EZ-Finder.
- If you want to find everyone with a specific value, such as all people on Van 1, you might enter a value of “Van 1” in the TRANS field.
- If you’re not sure how a person’s name or street is spelled, enter the beginning of the word to find all records containing the beginning characters that you entered. For example, if you enter a value of **Joh** in the LAST NAME field, EZ-Finder will identify records where the LAST NAME begins with **Joh**—it will retrieve records for Johnson, Johnsen, Johannsen, and Johannes.
- If you want to find and fill in empty fields, you can search for all records where a field is blank. For example, putting “” (2 quotation marks with no space between them) in the EMAIL field of EZ-Finder will find all records with a blank email field.


Running EZ-Finder

To run EZ-Finder, click the EZ-Finder icon  in the toolbar:



The dialog box is titled "Find Child with:". It contains three input fields: "Last Name", "First Name", and "Class Name". Between the fields are "AND" labels. To the right of the "Class Name" field are "Find" and "Clear" buttons.

By default, EZ-Finder is set up to search by LAST NAME, FIRST NAME, and STATUS. **If you want to change the search fields**, go to Office Administration, Chapter 3, Preferences & Setup, *Maintain EZ-Finders*—see page 322 for details

In the example above, you can search on any combination of LAST NAME, FIRST NAME, and STATUS to find a single record or group of records to navigate; you can also find records where one or more of these fields are empty. If you enter only one field, you can then navigate through all records containing that one field value, regardless of what is in the other fields of those records. To browse through the records, use the Navigation buttons on the toolbar. 

How EZ-Finder Works in Different Drawers and Tabs

EZ-Finder works differently depending on which drawer and tab you are in when you launch it:

When in:	Use EZ-Finder to locate:
The Family Drawer: Family or Ledger Tab	<i>Family</i> records
The Family Drawer: Child Tab	<i>Child</i> records
The Staff Drawer: Staff Tab	<i>Staff</i> records
A User-Defined drawer	Whatever records are in the drawer – inquiries, volunteers, you name it!

After you have entered your search fields in EZ-Finder, click **Find**. The first record with the specified value appears. You can then use the Navigation Buttons or related function keys to browse through the list of records. The EZ-Finder “selection criteria” remain in effect until you click on the Clear button or enter new search values and then click Find again.

To close EZ-Finder, click on the small “x” in the upper right hand corner of the EZ-Finder dialog box. DO NOT click on the Windows Close button—the large X in the upper right corner of *EZ-CARE2*. If you have not cleared your search values, they will be reapplied the next time you open EZ-Finder.


Maintaining Data Using EZ-Viewer

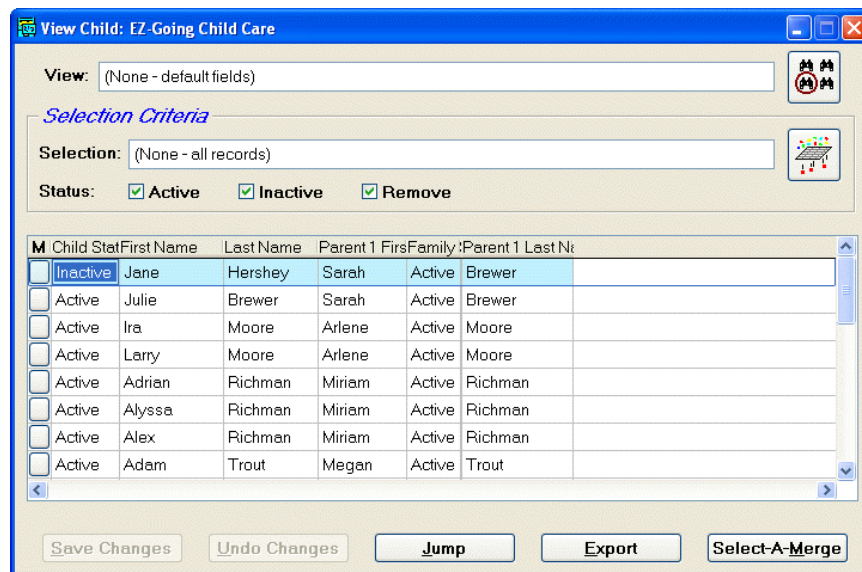
This feature allows you to review and edit information from several records at the same time. Records are viewed in a grid format.

The data fields available in EZ-Viewer depend on where you use this feature:


- From the **Family** or **Ledger** tab, the fields available are *Family* and *Ledger* fields.
- From the **Child** tab, the fields available are *Family*, *Ledger*, and *Child*.
- From the Child **Schedule**, **Contracted** and **Actual** tabs, the fields available are *Family* and *Child*.
- From any of the tabs in the **Staff** drawer, *Staff* fields are available.

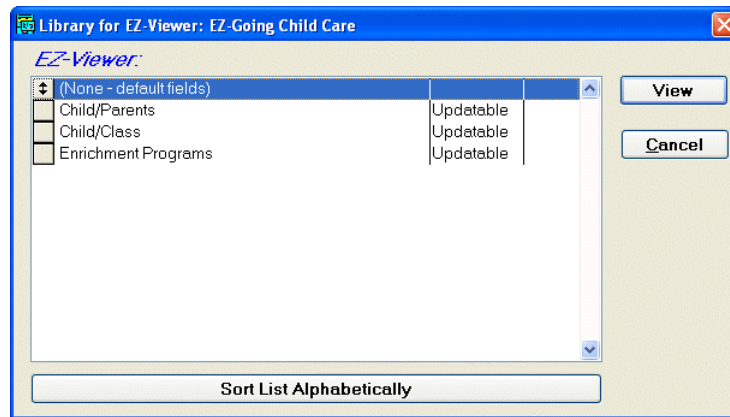
You can also use EZ-Viewer in any user-defined drawers.



To activate EZ-Viewer, click on the EZ-Viewer button from the toolbar . This displays the default view for the tab where you are located. For example, you might see a view like the one shown below when accessing EZ-Viewer while you are in the Child Tab:



M	Child Stat	First Name	Last Name	Parent 1 First	Family	Parent 1 Last	Name
<input type="checkbox"/>	Inactive	Jane	Hershey	Sarah	Active	Brewer	
<input type="checkbox"/>	Active	Julie	Brewer	Sarah	Active	Brewer	
<input type="checkbox"/>	Active	Ira	Moore	Arlene	Active	Moore	
<input type="checkbox"/>	Active	Larry	Moore	Arlene	Active	Moore	
<input type="checkbox"/>	Active	Adrian	Richman	Miriam	Active	Richman	
<input type="checkbox"/>	Active	Alyssa	Richman	Miriam	Active	Richman	
<input type="checkbox"/>	Active	Alex	Richman	Miriam	Active	Richman	
<input type="checkbox"/>	Active	Adam	Trout	Megan	Active	Trout	

As shown, the **View** box at the top of the screen indicates which view is selected. To select other views, click on the Views button . This will display the Library for EZ-Viewer—see the example below.



- You will notice that some views are described as *Updatable*. This means that you can modify data shown in the view; you can also make a selection of the data and save that selection as part of the view. If the view is not *Updatable*, you can view data or select some of it for viewing or export, but you cannot change the data or save the selection.
- To select another view, click on it with your mouse and then press the  button. The view will then change to the one you have chosen.
- Once you have selected the view you want, you can use selection criteria to filter the records displayed in EZ-Viewer (see page 33 for details on how to make selections). As with any grid, you can double-click to change the sort order of the columns, or change the placement of columns in the grid.
- Under **Status**, check **Active**, **Inactive**, or **Remove**, to determine whether Active records, Inactive records, or records marked for removal will appear in the view.
- In EZ-Viewer, you can toggle back and forth to review a selected record. To do this, click on the record in EZ-Viewer (the line turns light blue), and then click on the **Jump** button to "jump" back to the Family, Child, Ledger, Staff tab, or user-defined drawer, displaying this record's information. To get back to EZ-Viewer, move the Window with the tab or drawer or minimize it (using the Windows minimize button  in the upper right corner).

If you don't see the views you need, you or your administrator will need to set up new views in Office Administration, Chapter 3, Preferences and Setup. See page 324 for details.

Using Select-A-Merge with EZ-Viewer

If you have the optional Insta-Merge module (see page 350), you can use the Select-A-Merge feature with EZ-Viewer. Using Select-A-Merge will enable you to:

- Send a merge document to multiple recipients at once, either as a letter or by email.
- Select a group of records from within your database to send individual *or* multiple merge documents. A popular use for this is selecting only records that have email addresses.


For more information on using Select-A-Merge, see page 353.

Changing Data in EZ-Viewer

There are two ways to change data—*individually* or *globally*. For both methods, the view must be set up as Updatable (see *Maintain Library for EZ-Viewer on page 324*).

- To change *individual* data items, click on the row you want to edit; it turns light blue. In some cases, picklists will be available. In other cases, you can modify the text. Note that calculated fields, such as Child's Age or Ledger Balance, cannot be edited.
- If you click on the **Save Changes** button, changes made while using EZ-Viewer will then be saved to the database. If you do not want to save your changes, click on the **Undo Changes** button.

M	Child Status	First Name	Last Name	Class Name	Enroll Date	Birth Date	Child's Age
<input type="checkbox"/>	Active	Julie	Brewer	Infant	01/15/2007	12/31/2007	1.03
<input type="checkbox"/>	Active	Sam	O'Brien	Infant	01/25/2007	01/02/2007	2.03
<input type="checkbox"/>	Active	Adrian	Richman	Kindergarten	11/06/2004	02/24/2002	7.01
<input type="checkbox"/>	Active	Zachary	Alexander	Kindergarten	12/03/2004	07/05/2002	6.09
<input type="checkbox"/>	Active	May	Lee	Kindergarten	01/01/2005	06/08/2001	7.10
<input type="checkbox"/>	Active	Sally	McClelland	Kindergarten	01/01/2005	08/28/2002	6.07
<input type="checkbox"/>	Active	John	Wilson	Kindergarten	01/01/2005	07/03/2002	6.09
<input type="checkbox"/>	Active		Zolte	Kindergarten	01/01/2005	09/12/2002	6.06

- **Global Change** is used to change several records at a time. Use this to save time when making the same change on all records or a selected group of records (see page 88 for more details).
- Click on the **Close** button  when you have finished with EZ-Viewer.

Removing Duplicate Records

Use this method if you want to identify duplicates through EZ-Viewer.

► To find duplicate child records using EZ-Viewer

1. While you are on the Child tab, open **EZ-Viewer**.
2. Use the Grid sort features (described in detail on page 23) to sort the list of children by Last Name, Address, and First Name.



Note: All these fields must be in the view you have selected. If they are not there, you can add them using Maintain EZ-Views (see page 324).


3. You can then identify duplicate records on the list.
4. Use the **Jump** feature in EZ-Viewer to select individual records and determine which should be deleted.

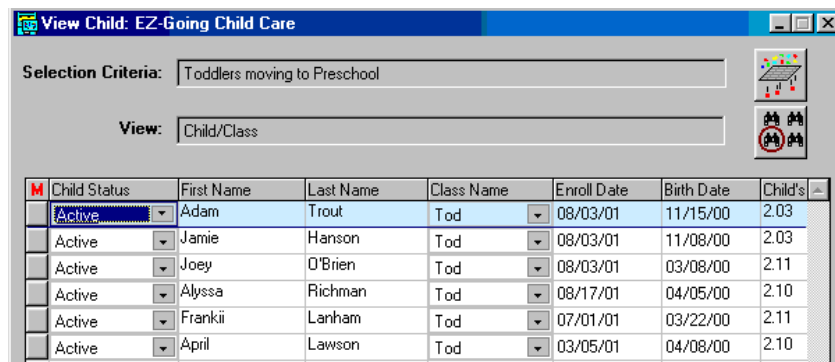
Updating Records Using Global Change

Use this feature to make the same change to some or all of the records that are displayed while you are using EZ-Viewer. You can only use Global Change in a view that is *Updatable*.

Accessing the Library of Saved Global Changes

► To make a global change

1. Open a cabinet and select the tab you want to use.
2. Click on the **EZ-Viewer** button. 
3. Choose the **View** and **Selection** you need to isolate the records you want to modify with a Global Change. For example, you could choose the Child or Class view and then make a selection to identify all the Toddlers who will now be moving up to Pre-school. See page 33 for details on making selections.



M	Child Status	First Name	Last Name	Class Name	Enroll Date	Birth Date	Child's
<input checked="" type="checkbox"/>	Active	Adam	Trout	Tod	08/03/01	11/15/00	2.03
<input type="checkbox"/>	Active	Jamie	Hanson	Tod	08/03/01	11/08/00	2.03
<input type="checkbox"/>	Active	Joey	O'Brien	Tod	08/03/01	03/08/00	2.11
<input type="checkbox"/>	Active	Alyssa	Richman	Tod	08/17/01	04/05/00	2.10
<input type="checkbox"/>	Active	Frankii	Lanham	Tod	07/01/01	03/22/00	2.11
<input type="checkbox"/>	Active	April	Lawson	Tod	03/05/01	04/08/00	2.10


4. To mark multiple data items for a global change, click in the **M** column for each row that you want to change. A red check mark appears for the rows that you marked. If you want to mark a block of rows, press and hold down the **SHIFT** key, and then click the first row you want to mark and the last row you want to mark. All the rows in between the first and last are selected, and a red check mark appears in the M column for each selected row.

View Child: EZ-Going Child Care

Selection Criteria:

View:

M	Child Status	First Name	Last Name	Class Name	Enroll Date	Birth Date	Child's Age
✓	Active	Jane	Hershey	Pres	07/06/1998	05/08/1998	6.10
✓	Active	Larry	Moore	Pres	08/03/1998	08/07/1998	6.07
✓	Active	Adrian	Richman	Pres	07/06/1998	01/24/1998	7.01
✓	Active	April	Springer	Pres	08/17/1998	07/01/1998	6.08
✓	Inactive	Zachary	Alexander	Pres	08/03/1999	06/05/1998	6.09

5. Click on the Global Change button (). The **Library of Saved Global Changes** appears.

Library of Saved Global Changes: EZ-Going Child Care

Global Change Name:

- Change Family/Child Status to Remove
- Update Toddler Class to Preschool

Buttons: Change, Cancel, New, Edit, Duplicate, Delete, Rename

Sort List Alphabetically

Show Global Change

☐ View Child: EZ-Going Child Care

☒ All Global Changes

Setting Up or Modifying Global Changes

To create a new Global Change, click on **New** while you are in the Library of Saved Global Changes.

► To set up or modify a global change

1. Enter a **Description** (for our example, it would be *Assign Bus*).
2. Define what you want to change—choose a **Table** and **Field**. Remember, these changes are limited to the tables and fields used in the view that is accessed by EZ-Viewer. In this example, the Global Change shown below assigns all selected children to Greyhound Bus #314 as the carrier taking them to center.

Global Change: EZ-Going Child Care

Description:



Change

Table: Use:

Field: Value:

Change To

M	Table	Field	Use	Change to:
✓	Family	Family Status	Value	Remove
			Value	

- From the **Use** picklist, choose either **Value** or **Field**. **Value** allows you to define the exact value that will be placed in the selected field. The value button  allows you to pick the value/field from a list. You could also enter the value manually by typing it into the **Value** text box. **Field** allows you to specify a field containing the value to change to (for example, if you want to copy the values in Parent1 address to Parent2 address). The arrow shows the direction of the change.
- If you want to change more than one field in the same Global Change, click on the next line to highlight it and set up the next change you wish to make.
- Click on the **Close** button  when you have finished creating or editing a saved Global Change.

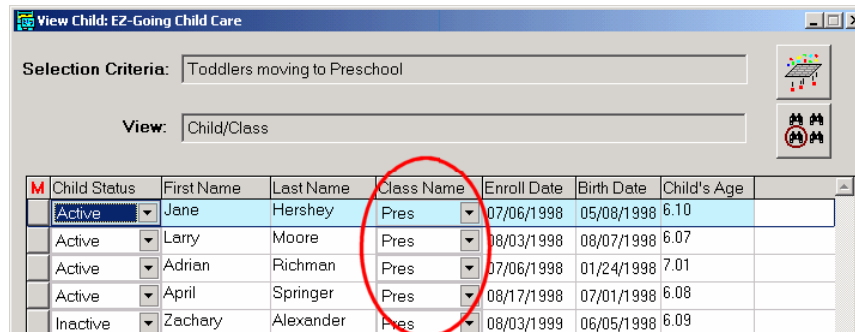
To edit a saved Global Change, click on the Global Change you want to modify, then click on **Edit**. Make any desired changes to the **Table**, **Field**, **Use**, or **Value** choices.

Displaying and Selecting Global Changes

At the bottom of the library, you can use the radio buttons to show Global Changes specific to the drawer and tab where you are working, or show all Global Changes. Once you have found the Global Change you want to use, select it by clicking on it. In this case, you might select the Global Change titled *Assign Bus*.


Running the Global Change

After you've selected the saved Global Change you want to use, click the **Change** button. This performs the change and returns you to EZ-Viewer. The screen below shows the change with all children assigned to Pre-School.



M	Child Status	First Name	Last Name	Class Name	Enroll Date	Birth Date	Child's Age
	Active	Jane	Hershey	Pres	07/06/1998	05/08/1998	6.10
	Active	Larry	Moore	Pres	08/03/1998	08/07/1998	6.07
	Active	Adrian	Richman	Pres	07/06/1998	01/24/1998	7.01
	Active	April	Springer	Pres	08/17/1998	07/01/1998	6.08
	Inactive	Zachary	Alexander	Pres	08/03/1999	06/05/1998	6.09

In EZ-Viewer, you can then do one of the following:


- If you want to save the changes to the database, click the **Save Changes** button.
- If you do not want to save the changes, click the **Undo Changes** button.
- Click the **Close** button  when you have finished with EZ-Viewer.

Exporting Data Using EZ-Viewer

This feature allows you to export data displayed in EZ-Viewer to a comma-delimited (.CSV) file. You can then open this file in Excel (or another spreadsheet application) or access it from other programs for further analysis or reporting.

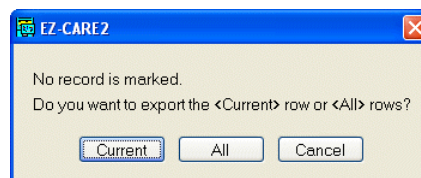


Note: The **Export** button in EZ-Viewer is activated only when a non-updatable view is used.

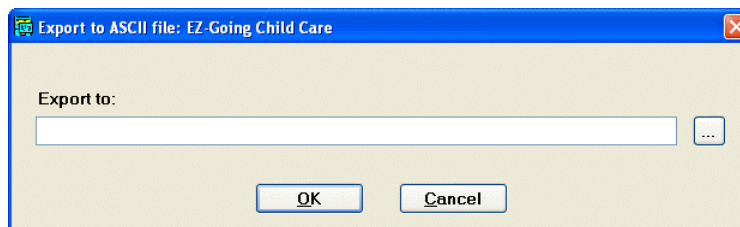
To change the view displayed while in EZ-Viewer, click the Change View  icon and select a view that is not updatable. If you need to modify a view to make it non-updatable or change the fields, go to *Office Administration, Chapter 3, Maintain EZ-Views*, choose the appropriate cabinet, select the view, choose **Duplicate**, give the view a new name, and make the changes you desire. For more details on duplicating or creating views, see page 324.

► To export from EZ-Viewer

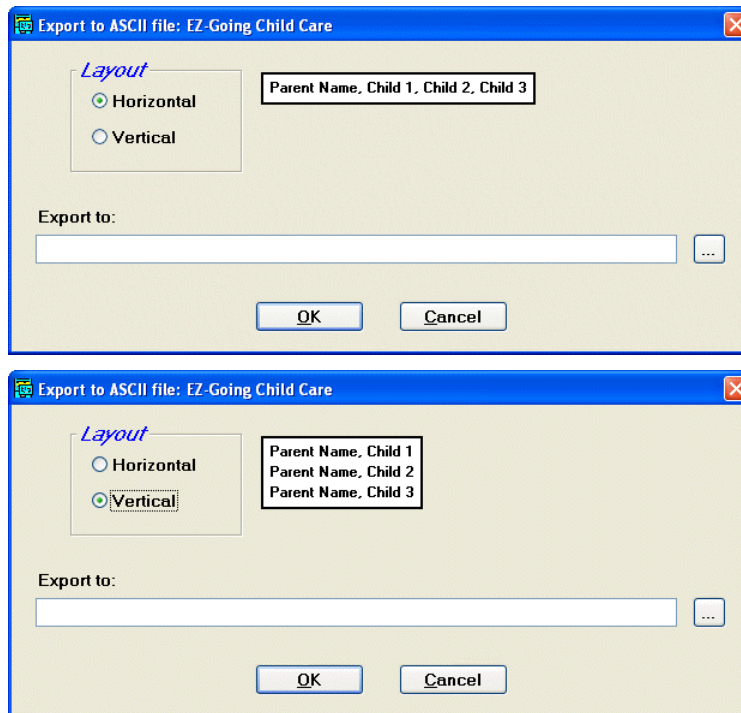
1. Once you have a non-updatable view to use, open **EZ-Viewer**.
2. If desired, select the records you want to export in one of the following ways:
 - Choose a Selection that will contain the records that you want to export.
 - Manually mark records by clicking in the **M** column for each row you want to export. You can also mark a block of rows by clicking in the **M** column of the first row you want to select, pressing and holding down the SHIFT key, and then clicking the last row you want to export.
3. Click on the **Export** button. If you haven't marked any rows to be exported because you've chosen your records via a selection or you want to export all records, a dialog box appears, asking if you want to merge a current record or merge all records.



4. The normal response will be **All** to export all displayed records. The system then prompts you for a file name. If you started from the Family, Ledger, or Staff tab, the prompt looks as follows:



When you export from a Child tab view, you must decide if you want one record by family (*Horizontal* layout) or separate records from each child (*Vertical* layout):



In a *Horizontal* layout, each family record may contain up to 5 children's records with a maximum of 255 total fields exported.

Sending Email From a Record

EZ-CARE2 enables you to send emails to parents and children who have email addresses stored in the system. You can send individual email messages, or use the Insta-Merge or Select-a-Merge features to send personalized individual or group emails (see page 352 for details). EZ-CARE2 supports Outlook Express (preferred program) or Outlook with the email interface. For details on how to set up your system to use Outlook Express or Outlook for EZ-CARE2 emails, see page 367.



Note: You can also email invoices to parents who have email addresses in the system. For details on how to do this, see the Invoices report on page 154.

The Email Interface does not enable *EZ-CARE2* to *receive* any email messages nor does it replace your email system, but it allows you to generate messages using Outlook or Outlook Express.



Note: Be sure you have a functioning copy of MS Outlook or Outlook Express installed and working on your system in order for the *EZ-CARE2* Email interface to function properly.

If you do not have email address fields on your Family, Staff, or User-Defined drawers, you can add them through the Cabinet Wizard in Office Administration, Chapter 2 (*Cabinets and Drawers*), Create/Modify a File Cabinet. At the Data Table Fields screen, set up a field name

containing either **E-mail**, **e-mail**, **Email**, or **email**. *Field Type* must be **Character**, and we suggest a length of **30**. See page 292 for more details on adding fields.

► To send a message

1. Go to the **Family** or **Child** tab. You can quickly see the email fields because they are blue and underlined.



Note: If your email field is not a hyperlink (blue and underlined), the field name does not contain **E-mail**, **e-mail**, **Email**, or **email**. You can modify the field name—see page 298 for instructions.

2. Click the hyperlinked email label, or click in the email field and then, on the keyboard, hold down the **CTRL** key and press **ENTER**.

Your computer's default email program (usually MS Outlook Express) opens, and the email address is automatically placed in the Address field. The cursor is located in the **Subject** field.



Note: For details on how to set up Outlook Express or Outlook as your email program for EZ-CARE2, see page 367.

3. Type in a subject and email text.
4. Click on **Send** button to complete the process.

If you want to send email to several families or children at once, use the email features described beginning on page 352.

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6. Using the Accounts Receivable Module

Accounts Receivable Setup

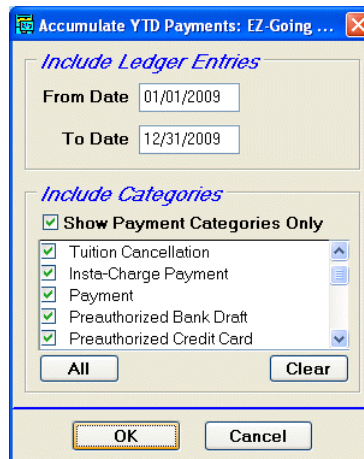
EZ-CARE2 allows you to define your preferences for how Accounts Receivable information is handled in your system

Accumulate YTD Payments

The Accumulate YTD Payments screen allows you to calculate the sum total of all Year-to-Date payments and store that total in a field in the database. This total is displayed and updated automatically on the Ledger tab.

► To accumulate YTD payments

1. Open Office Administration, Chapter 4 (Accounts Receivable Setup), and select Accumulate YTD Payments. The Accumulate YTD Payments dialog box appears.
2. Select the cabinet you want to set up YTD payments for, and click the **Select** button. The **Accumulate YTD Payments** screen appears.



3. In the **Include Ledger Entries** section, enter a **From Date** and **To Date** to define the range of transactions for the upcoming year (for example, 1/1/2010 and 12/31/2010).
4. In the **Include Categories** section, select the **Show Payment Categories Only** check box to see only the payment categories in your system. If you don't select this check box, you'll see all of your A/R categories.
5. Select the categories you want to include in the YTD Payments total. Transactions within these categories will be included in the YTD Payments total.

- Click on **OK** to save your changes and close the present dialog box. Click on **Cancel** to close the dialog box and return to the previous screen **WITHOUT** saving any changes.

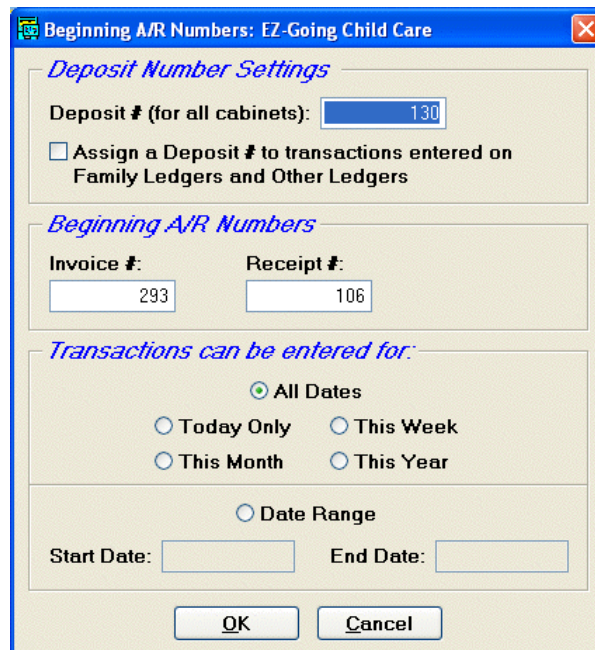
When you click on OK , the YTD Payments total will be updated to reflect these settings. This might take some time to complete for all ledgers in the cabinet.

Setting Beginning A/R Numbers

The Beginning A/R Numbers screen allows you to set beginning numbers for invoices, deposits, and receipts.

► To set beginning A/R numbers

- Double-click **Office Administration**, double-click **Chapter 4** (*Accounts Receivable Setup*), and double-click **Beginning A/R Numbers**. The **Beginning A/R Numbers** dialog box appears.
- Select the cabinet, and click the **Edit** button. The **Beginning A/R Numbers** screen appears.



The dialog box is titled "Beginning A/R Numbers: EZ-Going Child Care". It contains three main sections:

- Deposit Number Settings:** Includes a text box for "Deposit # (for all cabinets):" with the value "130". Below it is a checkbox labeled "Assign a Deposit # to transactions entered on Family Ledgers and Other Ledgers" which is currently unchecked.
- Beginning A/R Numbers:** Includes two text boxes: "Invoice #:" with the value "293" and "Receipt #:" with the value "106".
- Transactions can be entered for:** This section contains radio buttons for "All Dates" (selected), "Today Only", "This Week", "This Month", and "This Year". Below these is a "Date Range" section with "Start Date:" and "End Date:" text boxes, which are currently empty.

At the bottom of the dialog box are "OK" and "Cancel" buttons.

- Enter or change the **Invoice #**, **Deposit #**, or **Receipt #**.
- In the **Transactions can be entered for** section, you can restrict the date range for which users can enter transactions. Select one of the following options:
 - All Dates**—no restriction.
 - Today Only**—no pre-dated or post-dated transactions.
 - This Week**—only transactions within the current week (Sunday to Saturday)
 - This Month**—only transactions within the current month.

- **This Year**—only transactions within the current year.
- **Date Range**—if you select this option, enter a **Start Date** and **End Date** between which transactions can be entered.

This is useful for eliminating possible discrepancies between your ledgers and postings on your accounting system.

5. Click on **OK** to *save* your changes and close the present dialog box. Click on **Cancel** to close the dialog box and return to the previous screen **WITHOUT** saving any changes.

Entering Balance Forward Records

A Balance Forward record represents the existing balance for a ledger at the time that you began keeping records in EZ-CAMP2. It can be a positive or negative balance, or even a zero balance.

The Balance Forward record should typically be the first one in each family ledger.

► To enter the Balance Forward record in each family ledger

6. Open the file cabinet.
7. Open the **Family** drawer.
8. Select the family you want to enter the Balance Forward for.
9. Select the **Ledger** tab.
10. Place your cursor in the topmost empty row in the ledger grid.
11. Enter the current date in the **Date** field.
12. Set the **Category** to **Balance Forward**.
13. Enter the amount of the account balance in the **Amount** field.
14. Hit the **ENTER** key on your keyboard, or select the next row in the ledger.

For details on how to manually enter a ledger transaction, see “Billing for Activities and Services” on page 119.

Maintaining Categories

The Categories screen allows you to define and modify categories representing revenues, payments, and credits in Accounts Receivable.

► To access the Categories screen

1. Double-click **Office Administration**, double-click **Chapter 4** (*Accounts Receivable Setup*), and double-click **Maintain Categories**. The **Maintain Categories** dialog box appears.
2. Select the cabinet you want to define accounts receivable categories for, and click the **Edit** button. The **Categories** screen appears.

Categories: EZ-Going Child Care

M	Category Name	Type	Rollup Category	G/L Debit	At G/L Credit	Default
<input type="checkbox"/>	PreSchool Tuition	Revenue	Tuition	1100	4030	\$0.00
<input type="checkbox"/>	Registration Fee	Revenue	Other Revenue	1100	4200	\$0.00
<input type="checkbox"/>	School Age Tuition	Revenue	Tuition	1100	4050	\$0.00
<input type="checkbox"/>	Security Deposit	Deposit	Deposits	1100	2150	\$0.00
<input type="checkbox"/>	Sibling Discount	Credit	Discounts	4090	1100	\$0.00
<input type="checkbox"/>	Sick Credit	Credit	Discounts	4090	1100	\$0.00
<input type="checkbox"/>	Social Services Revenue	Revenue	Tuition	1100	4400	\$0.00
<input type="checkbox"/>	Summer Program	Revenue	Tuition	1100	4900	\$0.00
<input type="checkbox"/>	Toddler Tuition	Revenue	Tuition	1100	4020	\$0.00
<input type="checkbox"/>						\$0.00

Arrange Categories Picklist Recalculate Ledger Balances

Managing Categories

► To edit categories

1. Select the **Categories** tab.
2. Click on the cell that you want to edit and enter your changes. Some cells will display a picklist when you click on them. To *add* a new category, click on a blank row (it will turn blue). For each category, complete the following information:
 - **Category Name:** name of the category.
 - **Type:** all Categories must be given a type. The Type determines how the category will behave in the system (for example, whether it increases or decreases the ledger balance). The four types of categories are:

Revenue	Income category for your organization.
Payment	Categories that are available for selection under the Payment Combo Box in Enter Cash Receipts.
Canteen	Canteen Deposits and items that show in your Canteen Ledger. (If the Canteen Module has been installed, these categories can be found in the Canteen Categories tab.)
Credit	Items, such as discounts, that generate a credit - decreasing the ledger balance.



Note: If you need to change the type of an existing category and have that change affect both present and past transactions, click the **Recalculate Ledger Balances** button.

- **Rollup Category:** which is an optional field. It is used to combine and summarize categories into broader groupings for reporting purposes. If

you want to use Rollup Categories, they must be set up in **Maintain Rollup Categories** (described in the next section of this manual).

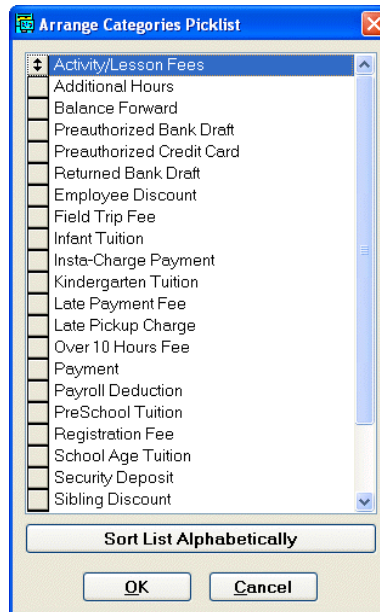
- Enter the **G/L Debit** and **Credit** accounts for each category (Optional). These are used with the Accounting module (see page 345) and the *Revenue Summary* report.
- **Default Amount:** a fixed amount to be applied every time you make a ledger entry for that category; for example, the default amount for the *Registration Fee* could be **\$15.00**.







Note: If some of the columns do not appear on the grid, then they have been collapsed and you need to expand them. To perform this action, place your mouse cursor on the small black vertical line separating the headings *Rollup Categories* and *Default Amt.* The cursor will change into a crosshair. Left click and drag to the right approximately one inch. This will reveal one of the hidden GL columns. Perform this procedure again to reveal the other GL column.

► To arrange the order of categories

1. To define the order of the categories on both the Categories screen and in the Category picklist, which appears on the Ledger tab and in the options for a few A/R reports, click the **Arrange Categories Picklist** button. The **Arrange Categories Picklist** screen appears. On this screen, you can do the following:
 - To move a category, click a gray box next to the category and drag it up or down the list to the location where you want it to be.



- If you want the categories to be in alphabetical order, click the **Sort List Alphabetically** button.

- When you're done organizing the categories, click the **OK** button. The **Categories** screen appears again.
2. To *copy* a category, click the Copy button  on the toolbar. To *paste* a category, click the Paste button  on the toolbar.
 3. To *print* the grid, click the Insta-Print button  on the toolbar.
 4. When you are finished defining your categories, click the **Close** button  on the toolbar.

Sample A/R Categories

Category Name	Type	Rollup Category	G/L Debit Account	G/L Credit Account	Default Amt.
Tuition Fee	Revenue	Tuition	102	301	\$0
Payment	Payment	Payments	101	102	\$0
Tuition Cancellation	Credit	Tuition	302	102	\$0
Discount	Credit	Discounts	303	102	\$0
Returned Check (NSF)	Payment	Payments	101	102	-\$1
Returned Check Fee	Revenue	Other Fees	102	304	\$0
Refund	Revenue	Refunds	102	203	\$0

How do I define G/L accounts in my A/R categories?

Before you can populate the **G/L Debits & Credits** in your Accounts Receivable categories, you must first have established your G/L Chart of Accounts. After doing so, it's a good idea to print your Chart of Accounts and have it in front of you while populating the G/L Debits & Credits.

► To define G/L accounts in my A/R categories

1. Double-click **Office Administration**, double-click **Chapter 4—Accounts Receivable Setup**, and then double-click **Maintain Categories**. The Maintain Categories dialog box appears.
2. Double-click the cabinet you want to define G/L accounts for.
3. Select the **Categories** tab.
4. Locate GL Debit Account & GL Credit Account between the *Rollup Categories* & the *Default Amt.* columns.



Note: If they do not appear on the grid, then their columns have been collapsed and you need to expand them. To perform this action, place your mouse cursor on the small black vertical line separating the headings *Rollup Categories* and *Default Amt.* The cursor will change into a crosshair. Left

click and drag to the right approximately one inch. This will reveal one of the hidden GL columns. Perform this procedure again to reveal the other GL column.

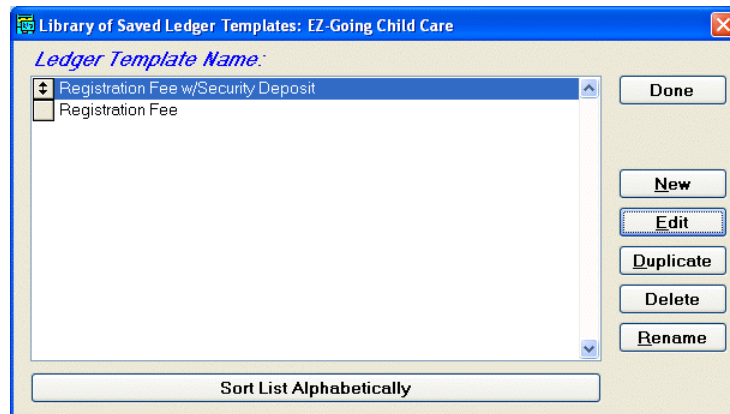
- Assign G/L account numbers to your categories. Because accounts and A/R categories vary from company to company, the following will illustrate how you can define them using a very generic model.

Sample Chart of Accounts

G/L Acct #	Description	Type
101	Cash	A
102	Accounts Receivable	A
203	Refunds Payable	L
301	Tuition	I
302	Tuition Cancelled	I
303	Discounts	I
304	NSF Fees	I

Maintain Ledger Templates

Ledger templates provide a way to enter several ledger transactions at once on the Ledger tab of a family record.



► To maintain ledger templates

- Double-click **Office Administration**, double-click **Chapter 4** (*Accounts Receivable Setup*), then double-click **Maintain Ledger Templates**. The **Maintain Ledger Templates** dialog box appears.
- Select the cabinet that you want to create ledger templates for, and click the **Select** button. The **Library of Saved Ledger Templates** appears with your current ledger templates.

3. You can create, edit, duplicate, delete, or rename a ledger template. See the following sections for instructions.

Creating a Ledger Template

► To create a ledger template


1. From the **Library of Saved Ledger Templates**, click the **New** button. A blank **Ledger Template** screen appears.

2. In the **Template Name** field, enter a name.
3. Enter the following information for the ledger template:
 - **Date:** the date of the transaction.



Note: Primarily, *transaction dates* are left blank. The date a template is applied to the family ledger becomes the transaction date. However, there are some instances when you would enter a date – for example, if you have charges spread out over 3 months (January, March, May), you would enter three separate transaction lines, one for each charge.

- **Category:** the accounts receivable category that applies to the transaction.
- **Comment:** any comment you want to associate with the transaction.
- **Child:** choose Default Child from the picklist.
- **Amount:** the amount of the transaction.

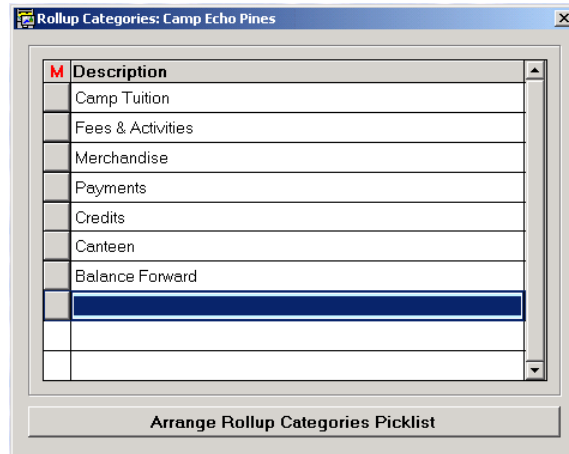
4. When you're done defining the template, click the **Close** button .





Maintain Rollup Categories

To define and modify combined categories (as defined in *Maintain Categories*) used for reporting purposes in Accounts Receivable.

► To maintain rollup categories

1. Double-click **Office Administration**, double-click **Chapter 4** (*Accounts Receivable Setup*), and then double-click **Maintain Rollup Categories**. The **Maintain Rollup Categories** dialog box appears.
2. Select the cabinet that you want to define rollup categories for, and click the Edit button. The **Rollup Categories** screen appears.



3. To *edit* any of the existing categories, click on the cell that you want to edit and type your changes. To *add* a new Rollup category, click on an empty row (a blue border appears) and type in the name of the new Rollup Category.
4. To define the order of Rollup Categories, click the **Arrange Rollup Categories Picklist** button. The **Arrange Rollup Categories Picklist** screen appears. On this screen, you can do the following:
 - To move a category, click a gray box next to the category and drag it up or down the list to the location where you want it to be.
 - If you want the categories to be in alphabetical order, click the **Sort List Alphabetically** button.
 - When you're done organizing the categories, click the **OK** button. The Rollup Categories screen appears again.
5. To copy a Rollup category, click on the Copy button  on the toolbar.
6. To paste a Rollup category, click on the Paste button  on the toolbar.
7. To print the grid, click on the Insta-Print button  on the toolbar.
8. When you are finished defining your categories, click the **Close** button  on the toolbar.

Enabling the QuickBooks Interface

The QuickBooks Interface screen enables the use of the optional EZ2-Post module, which links EZ-CARE2 with QuickBooks by exporting EZ-CARE2 information out to QuickBooks.

► To enable QuickBooks interface

1. Double-click **Office Administration**, double-click **Chapter 4** (*Accounts Receivable*), and then double-click **QuickBooks Interface**. The **QuickBooks Interface** dialog box appears.
2. Click the **Enable QuickBooks Interface** check box.
3. Click **Done** to *save* your changes and close the present dialog box. Click on **Cancel** to close the dialog box and return to the previous screen **WITHOUT** saving any changes.

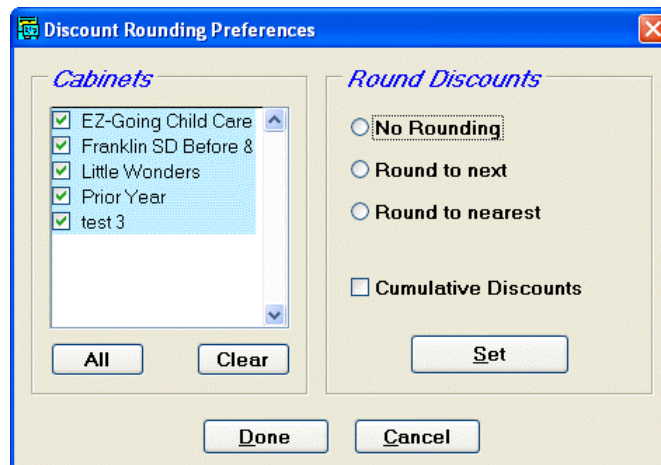
If you have this module, see the additional EZ2-Post documentation.

Setting Discount Rounding Preferences

The Discount Rounding Preferences screen allows you to set your preferences for rounding off discount amounts: to the next highest dollar or the nearest dollar amount.

► To access this module

1. Open Office Administration, Chapter 4 (Accounts Receivable Setup), and select Rounding Discounts. The Discount Rounding Preferences dialog box appears.



2. Select one or more cabinets. Use the **All** button to select all cabinets, or the **Clear** button to remove all check marks and restart selecting.
3. Choose a rounding option by clicking on the radio button:
 - **No Rounding** retains the discounts without rounding.
 - **Round to Next** brings the amount **up** to the increment you specify (when you select this option, a box displays for you to enter the dollar amount).

- **Round to Nearest** brings the amount **up** or **down** to the increment you specify (when you select this option, a box displays for you to enter the dollar amount).
 - **Cumulative Discounts** mean that if there is more than one discount, the additional discounts are calculated on the already discounted amount. For example, you can set up a family for a 10% sibling discount, and after that discount is calculated and there is a new total, you can apply a 20% employee discount on the discounted amount.
4. Click **Set** to activate the changes you have just made.
 5. Click **Done** to *save* your changes and close the present dialog box. Click **Cancel** to close the dialog box and return to the previous screen **WITHOUT** saving any changes.

Changing the Currency Type

EZ-CARE2 supports currency other than the dollar (\$). To specify a different currency, you need to modify your *ezcare.ini* file. This file contains the following default information:

```
[Currency]
Symbol =$
```

Remove the \$, replace it with the appropriate currency (for example, £), and then save the file. The currency you enter will now appear anywhere the currency symbol is used in EZ-CARE2, including the Ledger tab and Accounts Receivable reports.

If you need assistance making this change, please contact EZ-CARE2 Support.

Maintaining Rate Masters

EZ-CARE2 provides the ability to set up charges several different ways. The **Rate Masters** feature defines how rates are to be applied to specific children. Rates are set up and modified in Rate Masters, through a Rate Definition Wizard that guides you through several screens of options (the number of screens varies depending on the type of rate you are setting up).

Because each center's rate schemes are different, and the flexibility of Rate Masters is so great, systems are normally delivered with some representative rate masters pre-configured. You should review the existing rate masters and discuss any changes or additions with the support department.

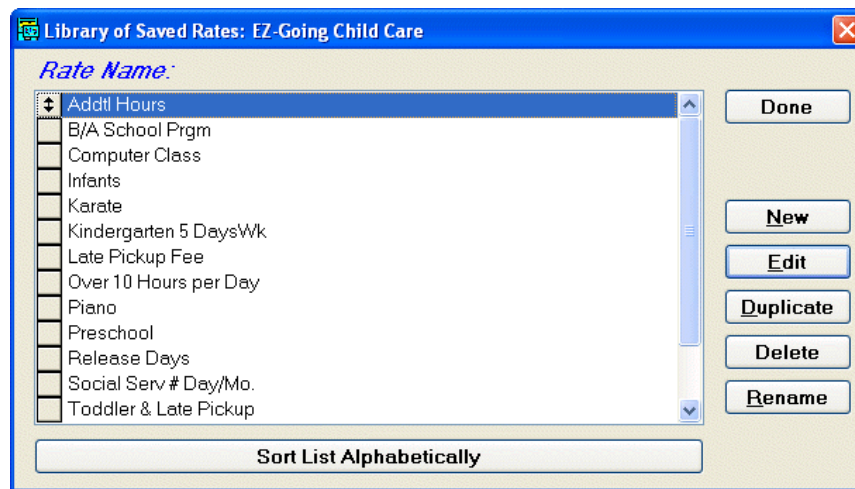
Accessing the Library of Saved Rates

Rate Masters stores saved rate definitions in a library. This library allows you to create (new), modify (edit), duplicate, delete, or rename saved rate definitions. Select the button on the library for the operation you wish to perform on a rate definition.

► To access the Library of Saved Rates

1. Open **Office Administration, Chapter 4 (Accounts Receivable Setup)**, and select **Maintain Rate Masters**.

2. Select the cabinet that you want to create ledger templates for, and click the **Select** button. The **Library of Saved Rates** appears with your current ledger templates.





Creating Rates with the Rate Definition Wizard

If you choose the **New** or **Edit** options from the library, the Step 1 screen of the Rate Definition Wizard prompts you for the following tasks:

- Enter a **Rate Name** (for new rates).



Note: If you're editing an existing rate master, you can copy any of the rates that appear on the grid in Step 1. All the details of the rate are copied, including those set up in Step 2 of the wizard and Step 3 of the wizard; you can then edit the pasted rate as necessary. This feature is useful if you want to create a similar rate with new effective dates or other minor changes but want to keep the old rate for future reference. To copy a rate from the grid, highlight the row you want to copy, click the Copy button  on the toolbar, click in the row you want to paste the rate into, and then click the Paste  button. The new row is added to the grid. You can copy and paste more than one row at a time.

- Enter the **Effective Date** the rate begins. You can change the rate over time by adding later Effective Dates underneath the first one. The rate will change automatically on the next Effective Date.
- From the **Using** picklist, choose one of the three *rate types*:
 - **Fixed Rates** - these are recurring charges, which remain constant each charge cycle. If a family is charged exactly the same amount each week/month, you are charging them a fixed rate.
 - **Simple Rates** - these are constant rates that are dependent upon attendance (either scheduled, contracted, or actual). You can still set up different rates for different groups.

- **Variable Rates** - these are more complex rates that may depend on a variety of factors, such as the total number of hours attended each day and/or the total number of days attended in a week.

Setting Up Rates

Setting up a Fixed Rate

After selecting **Fixed Rate** on the Step 1 screen, the Wizard brings you to the Step 2 screen.

► **To set up a fixed rate**

1. Select **Charge** or **Credit** per posting period.
2. Enter a dollar amount for that charge or credit.
3. Identify the A/R **Category** that amount is going to (for more details on setting up A/R categories, see page 97).
4. Click on the **Finish** button. You're done! The rate is now in your Library of Saved Rates.

Setting up a Simple Rate

After selecting a Simple Rate on the Step 1 screen, you will need to select the type of attendance the Rate is based on (for details on Attendance and Scheduling, see page 65). Enter one of the following choices from the picklist in the **Rate Based On** box:

Recurring Schedule	Calculates the charge based on Scheduled Attendance.
Contracted Attendance	Calculates the charge based on Contracted Attendance.
Actual Attendance	Calculates charges based on Actual Attendance, which is often imported from the Time Clock but could also be produced through Generate Attendance (see page 77) and then manually edited.
Greater of Contracted or Actual	This compares the Contracted Attendance to the Actual Attendance, and calculates charges based on the greater of the two. For example, if a child is contracted for two days, but attends three days, they will be charged based on three days. If a child is contracted for two days, but attends one day, they will be charged for two days.
Earliest to Latest from Contracted to Actual	This compares the Contracted and Actual Attendance, and calculates charges based on the earliest time in and latest time out.
Actual Times Outside of Contracted	Calculates charges in EXCESS of the contract, and only charges for the additional times.
Contracted Attendance Outside of Actual	Calculates charges in EXCESS of the actual, and only charges for the additional times.
Actual Times Outside of Center Hours	Calculation begins at the center's Closing time.

After you have selected the attendance for the rate, the Wizard takes you to the screen for Step 2, where you can choose from a number of rounding and billing options. For a Simple Rate, these options include:

- **Round Times to the** - Select ***next*** to go to the next time interval. Select ***nearest*** to go to the closest time interval which could be the ***next*** or ***previous*** time interval, whichever is closer.

Enter your time interval in the box - examples are 15 minutes, 30 minutes, 60 minutes. This is the amount of time you round to. For example, you may want to round to the ***next 30 minutes*** or the ***nearest 15 minutes***.
- **Minutes each** – here you choose **time ranges** within which you will do rounding. The choices include
- **Time Pair** – Use this option to round the hours and minutes for each time pair (the time between when a child checks IN and checks OUT).
- **Day** - If you have one check-in and one check-out time per day, and you want to round times for the day, select this option.
- **Charge or Credit** – Here you define a fixed amount to be charged(or credited) per hour or per day. **Note:** if you round times, you can only charge by the hour; if you do not choose to round times, you can charge by the hour or by the day.
- **Category** - Designate the accounts receivable category to receive the charge.
- **Separate transactions for each day** – If you select this option, tuition charged (or credited) will be posted separately for each day on the ledger. If you do NOT select the option, the tuition will be posted as a lump sum for whatever posting period you have selected. Select this option if you want to identify specific days with charges beyond those from expected attendance, for example, late pickup fees.

After making your choices, click Next to go to Step 3 of the Wizard, where you can select from options for rounding charges:

- **Round Charges to the** - Select ***next*** to go to the next dollar amount. Select ***nearest*** to go to the closest dollar amount which could be the ***next*** or ***previous*** dollar interval, whichever is closer. **NOTE: Rounding Charges is actually the LAST step. After your entire charge or credit has been computed, THEN rounding takes effect.**
- **Charge Minimum** - Define a minimum charge, the frequency (per Day, or per Posting), and the accounts receivable Category to receive the charge. If you select a minimum charge, a child will never be charged less than that amount for any period.
- **Charge Maximum** - Define a maximum charge, the frequency (per Day, or per Posting), and the accounts receivable Category to receive the charge. If you select enter a maximum charge, a child will never be charged greater than that amount for any period.

Select **Finish**, and you're done: the new Rate Master is saved in the Library.

Setting Up Variable Rates

The attendance, billing and rounding options for Variable Rates give you a great deal of flexibility to vary charges for different *time ranges* and also to apply charges to different A/R categories. Some examples of Variable Rates include:

- Different rates charged for different times of day: for example, you charge one rate for a before-school session, a different rate for after school and, if applicable, a third *discounted rate* for attending both sessions.
- Charging combinations of fixed and hourly rates: for example, you charge a fixed rate for 7 A.M. to 9 A.M., then an hourly rate between 9 A.M. and 3 P.M.
- Discounts offered for increased attendance: for example, the more days a child attends your center, the less they are charged per day.

Due to their complexity, Variable Rates can require advanced knowledge to configure. Our support staff are available to assist you with setup of Variable Rates. When you feel you need to modify or create a Variable Rate, feel free to contact SofterWare Technical Support.

Entering Tuition

Once you have set up your rates (or had them set up for you), you can use these rates to enter tuition in the Tuition tab for each child.

There are two ways to assign rates to each child:

- Manually, one at a time, on the Tuition tab.
- More automatically, with Tuition Templates.

As you continue to maintain everyone's tuition rate, you can charge their account accordingly through Tuition Postings or Group Postings. Each of these processes is described below.

Tuition Tab

There is a Tuition tab for each child, which is used to define how tuition is to be charged for that child. To access the Tuition tab, open the Family drawer, select the child for whom you want to enter tuition and open the Tuition tab. You can enter tuition data *either* on the grid or in the text boxes below, but you cannot switch between the two areas until you have provided a billing cycle, an account, percent multiplier, rate type, and hour type.

Family Drawer: EZ-Going Child Care

Families: Alexander, Kevin **Children:** Alexander, Zachary

Tuition Tab:

M	From	To	Billing Cycle	Account	% Multiplier	Rate Type	C	CA	R	Hour	Typ
	08/01/2004	12/31/2009	Weekly	Alexander, Kevin	100.00	Preschool				00	Regular
	//	//	Weekly-Extra	Alexander, Kevin	100.00	Karate				00	Regular
	//	//	Weekly-Extra	Alexander, Kevin	100.00	Over 10 Hours per Day				00	Regular
	//	//			100.00					00	

Form Fields:

Effective Dates: [] to [] Amount: \$0.00

Billing Cycle: [] Hour Type: []

Account: [] Credit Cat. 1: [] Amt. 1: []

% Multiplier: 100.00 Credit Cat. 2: [] Amt. 2: []

Rate Type: [] Credit Cat. 3: [] Amt. 3: []

Category: []

Comment: []

The following information can be entered:

Effective Dates	For tuition items that you want to continue without an end date, leave the Effective Dates (From and To) boxes blank. Otherwise, enter a beginning and ending date.
Billing Cycle	Enter the Billing Cycle, which determines how frequently charges will be billed. Examples of billing cycles are Weekly, Bi-weekly, and Monthly. Billing Cycles are set up in Office Administration Chapter 3 – Preferences & Setup, Maintain Picklists (see page 325).

Account	Enter the person(s) or other payers who will be charged. The default Account is <i>Parent1</i> . Other payers can be entered as required.								
Percentage Multiplier	Enter the Percent Multiplier, which identifies the breakdown of charges to be applied to multiple sources. This is used for situations where the single family is not responsible for the total charge, for example: <ul style="list-style-type: none">• Third party accounts, such as grandparents or employer subsidies (see Other Ledgers on page 16)• Parents splitting a child's charges If one source is paying the entire amount, then the Percentage Multiplier is 100% .								
Rate Types	Enter the <i>Rate Type</i> from your list of rates set up in Rate Masters.								
Hour Type	If desired, enter the <i>Hour Type</i> , which allows your center to define different rates for different billing situations. For example, if a child is not attending yet, you may want to set up a different charge for holding the child's spot in the classroom. Typical hour types are: <ul style="list-style-type: none">• Regular (which is primarily used)• Holding• Day Off• School's Out• Vacation Hour types are set up and maintained in Office Administration Chapter 3 – Preferences & Setup, Maintain Picklists (see page 325).								
Credit Categories	If appropriate, enter a Credit Category, that represents a reduction in the calculated tuition. Examples of credit categories are: <ul style="list-style-type: none">• Sibling discounts• Employee discounts• Corporate discounts Credit Categories are set up in Accounts Receivable, <i>Maintain Categories</i> , see page 97. You can select up to 3 credit categories per rate type. Amounts can be in dollars or a percentage of the amount. If you are using a percentage, make sure you place a percent sign (%) after the number. For example: If you enter 5, the system will deduct a flat fee of \$5.00. If your credits are cumulative or if you desire rounding of your discounts, see Office Administration , Chapter 4 (<i>Accounts Receivable</i>), Rounding Discounts (page). <div><div>On Posting Report</div><table><tr><td>Calculated Tuition:</td><td>\$200.00</td><td>Tuition Category</td><td>\$200.00</td></tr><tr><td>Sibling Discount</td><td>\$ 5.00</td><td>Sibling Discount</td><td>\$ 5.00</td></tr></table></div>	Calculated Tuition:	\$200.00	Tuition Category	\$200.00	Sibling Discount	\$ 5.00	Sibling Discount	\$ 5.00
Calculated Tuition:	\$200.00	Tuition Category	\$200.00						
Sibling Discount	\$ 5.00	Sibling Discount	\$ 5.00						

Credit Categories, continued	If you enter 5%, then five percent of the calculated tuition will be deducted and credited towards the chosen category.			
	<u>On Posting Report</u>			
	Calculated Tuition:	\$200.00	Tuition Category	\$200.00
	Sibling Discount	5%	Sibling Discount	\$ 10.00
Comment	You can also enter a <i>Comment</i> on the bottom of the screen as a reminder of special circumstances with this account. This comment is for your purposes only and is shown on the screen whenever you view this child's Tuition tab. It does not appear anywhere else and is not printed on any report.			

Tuition Templates

You can use Tuition templates to enter several entries at once for a child. This saves time if you are entering the same charges for many or all of your families. For example, a Preschool tuition template might include entries for the Preschool part-time rate, extra hours rate, and after-center-hours rate.

Setup

Setup is done in *Office Administration*, Chapter 4 (*Accounts Receivable*), **Maintain Tuition Templates**. Here is an example of a Preschool Tuition template setup.

Using Tuition Templates



Tuition Templates are accessed from the Family drawer on the Tuition tab. Make sure you have the correct Child record open on the Tuition tab. Click on the Templates button (see above) to activate this feature. The Library of Saved Tuition Templates appears.

Library of Saved Tuition Templates: EZ-Going Child Care

Tuition Template Name:

- ☒ Toddler w/Sibling Discount
- ☐ Corporate 50%-Preschool
- ☐ Preschool Tuition
- ☐ School Age B/A
- ☐ Infants Tuition

Sort List Alphabetically

Show Tuition Template

☒ Family Drawer: EZ-Going Child Care

☐ Template Groups

Posting Criteria

☒ Current Record ☐ All or Selected Records

Selection: (None - all records)

Buttons: Apply, Done, Preview Pre-Post, Print Pre-Post, Remove

You have the option to apply or post tuition templates to any of the following:

- the record from which you accessed the Library of Saved Tuition Templates (current record)
- all records in your system
- records that you select through the Selection Editor, which you can access from the Library of Saved Tuition Templates screen

Results

Here is an example of charges placed on the Tuition tab using the Tuition Template:

Family Drawer: EZ-Going Child Care

Families: Alexander, Kevin Children: Alexander, George

Family	Ledger	Child	Tuition	Schedule	Contracted	Actual	
<input checked="" type="checkbox"/>	Billing Cycle	Account	% Mult	Rate Type	C Comment	Hour Type	Credit Cat. 1
	Weekly	Alexander, Kevin	100.00	Preschool	I	Regular	
	Weekly-Extra	Alexander, Kevin	100.00	Addl Hours		Regular	
	Weekly-Extra	Alexander, Kevin	100.00	After Center hrs		Regular	

Effective Dates: _____ to _____ Amount: 0.00

Billing Cycle: Weekly Hour Type: Regular

Account: Alexander, Kevin Credit Cat. 1: _____ Amt. 1: _____

% Multiplier: 100.00 Credit Cat. 2: _____ Amt. 2: _____

Rate Type: Preschool Credit Cat. 3: _____ Amt. 3: _____

Category: _____

Comment: _____

Applying a Tuition Template to the Current Record

You can apply a tuition template to only the record from which you accessed the Library of Saved Tuition Templates.

► To apply a tuition template to the current record

1. Click on the tuition template you want to use.
2. In the Posting Criteria section, click on Current Record.



3. Click the **Apply** button. The tuition template is applied to the record.


Posting a Tuition Template to Selected Records

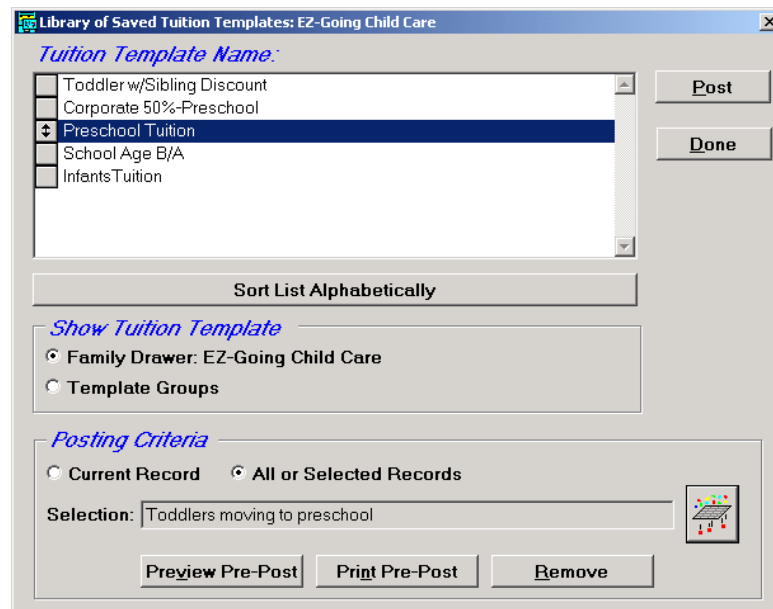
You can apply a tuition template to a group of records you select (for example, if you need to assign a new tuition template to several existing families). This option requires you to select records using an existing selection or a new one that you create.

► To post a tuition template to selected records

1. Click on the template you want to use.
2. In the Posting Criteria section, click on All or Selected Records.



3. Click on the Selection button . The **Library of Saved Selections** appears.
4. You can use an existing selection or create a new one. For details on using selections, see "Selections" on page 33. Click on the selection you want to use, and click on **OK**. The **Library of Saved Tuition Templates** appears.



5. To see a report listing all the records that will be affected when you post the tuition template, click on the **Preview Pre-Post** button. If you want to print a listing of the affected records, click on the **Print Pre-Post** button.

Template Posting Preview								Date: 03/24/2005
Cabinet: EZ-Going Child Care								Time: 02:49 PM
Template: Preschool Tuition								Page: 1
Alexander, Kevin								
Alexander, Zachary								
From	To	Billing	Account	Multiplier	Rate Type	Hour Type	Category	Amount
		Weekly	Alexander, Kevin	100.00%	Preschool	Regular		\$0.00
Brewer, Sarah								
Hershey, Jane								
From	To	Billing	Account	Multiplier	Rate Type	Hour Type	Category	Amount
		Weekly	Brewer, Sarah	100.00%	Preschool	Regular		\$0.00
Moore, Arlene								
Moore, Larry								
From	To	Billing	Account	Multiplier	Rate Type	Hour Type	Category	Amount
		Weekly	Moore, Arlene	100.00%	Preschool	Regular		\$0.00

6. Click on the **Post** button to post the template to the selected records.



Note: After you click on Post, you will be prompted to print the records affected by the posting, even if you already printed it.

Posting a Tuition Template to All Records

You also have the option to post a tuition template to all records in your system.

► To post a tuition template to all records

- Click on the template you want to use.
- In the **Posting Criteria** section, click on **All or Selected Records**. Be sure that the **Selection** field shows **(None – all records)**.

Posting Criteria	
<input type="radio"/> Current Record	<input checked="" type="radio"/> All or Selected Records

- Click on the **Preview Pre-Post** button to see a report listing all the records that will be affected when you post the tuition template.
- If you want to print a listing of the affected records, click on the **Print Pre-Post** button.
- Click on the **Post** button to post the template to all records.



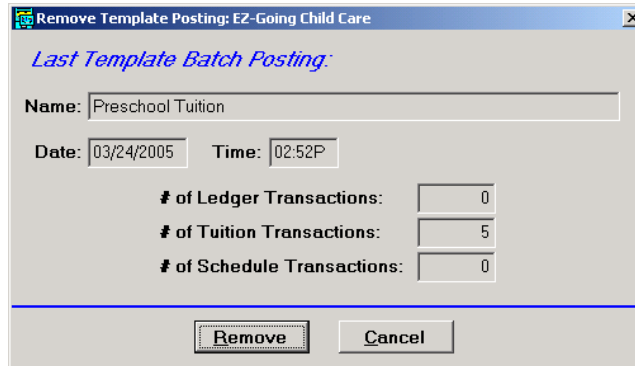
Note: After you click on Post, you will be prompted to print the records affected by the posting, even if you already printed it.

Removing the Last Tuition Template Posted to Multiple Records

If you've applied a tuition template to all or selected records in error, you can remove it from those records. You can only remove the last ledger template that you posted.

► To remove the last tuition template posted to multiple records

1. In the Posting Criteria section, click on All or Selected Records.
2. Click on the **Remove** button. The **Remove Template Posting** dialog box appears, listing the name of the tuition template you last applied and the date and time on which it was applied. It also lists how many transactions were affected by the template.



The dialog box is titled "Remove Template Posting: EZ-Going Child Care". It contains the following fields and controls:

- Last Template Batch Posting:** A section header.
- Name:** A text box containing "Preschool Tuition".
- Date:** A date box containing "03/24/2005".
- Time:** A time box containing "02:52P".
- # of Ledger Transactions:** A numeric box containing "0".
- # of Tuition Transactions:** A numeric box containing "5".
- # of Schedule Transactions:** A numeric box containing "0".
- Buttons:** "Remove" and "Cancel" buttons at the bottom.

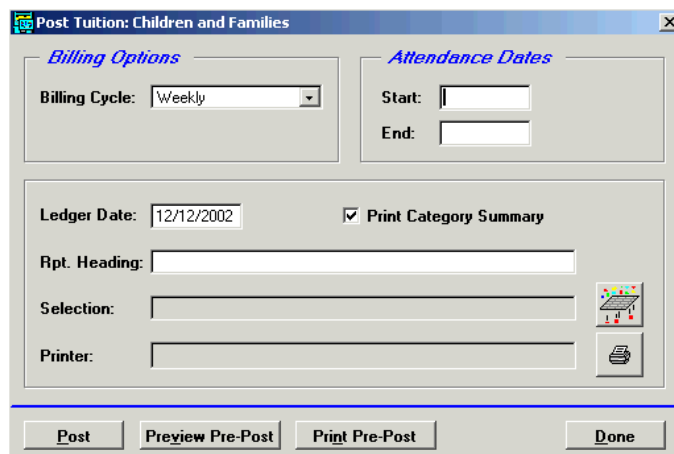
3. Click on the **Remove** button. The tuition template is removed, and you can now apply or post a new template to the current record or multiple records (see the previous sets of instructions for details).

Template Groups

Existing templates can be grouped together to combine several series of actions. With just a few mouse clicks you can enter information on the Tuition, Schedule, and Ledger tabs. For example, a Preschool Group Template can add a Ledger Template (for Registration Fees), Tuition template(s), and the applicable schedule(s). See page 76 for details on using Template Groups.

Posting Tuition

To automatically apply the charges (based on the rates set up on the Tuition tab) to all families (or a selected group), run *Post Tuition*. This function is located on the *A/R* menu. When selected, the Post Tuition screen appears.



The screen is titled "Post Tuition: Children and Families". It contains the following sections and controls:

- Billing Options:** A dropdown menu for "Billing Cycle" set to "Weekly".
- Attendance Dates:** Fields for "Start:" and "End:".
- Ledger Date:** A date box containing "12/12/2002".
- Print Category Summary:** A checked checkbox.
- Rpt. Heading:** A text box.
- Selection:** A text box.
- Printer:** A text box.
- Buttons:** "Post", "Preview Pre-Post", "Print Pre-Post", and "Done" buttons at the bottom.



Note: We recommend previewing (displaying) or printing a Pre-Post report which will show you all the transactions that will result from the posting. This provides an opportunity to identify any mistakes and correct them before transactions are posted to the ledgers.

If there are any transactions that won't post (for example, rates with missing categories or no rate definition), then a preview showing exceptions will appear. You can choose to preview this on your screen or print out the reports.

To set up the posting, choose the following items:

Billing Cycle	This selects which types of fees (rates) should be charged. Examples of billing cycles are Weekly, Bi-weekly, and Monthly. These are set up in <i>Maintain Picklists</i> in Office Administration (see page 316).
Attendance Dates	This defines the attendance period you wish to be considered for billing. Enter the start and end dates for the attendance period being charged.
Ledger Date	The date that will appear on the ledger for these transactions. This could be the date the charge is being applied or the "due" date. The system defaults to today's date.
Print Category Summary in Tuition Posting	Check this box to print a Summary page of posting amounts by category. The Category Summary previews and prints <i>after</i> any Post or Pre-post reports.
Report Heading	Enter a heading to print on the top of the report, such as "Monthly Tuition Posting - March."
Selection	To post tuition only for specific records, use a <i>Selection</i> filter to define the criteria of the records you want to post to (see page 33 for information on Selections).
Printer	Select or change your printer settings as necessary.

Viewing and Printing the Pre-Post Report

To run the Pre-Post report, select either **Preview Pre-Post** or **Print Pre-Post** at the bottom of the Post Tuition screen, after you have made your selections for the posting.

As noted, this prints a pre-post report that may allow you to identify problems before posting. **We recommend you run the pre-post report before completing the Posting.**

Posting Tuition Transactions

Click on **Post** when you are ready to post transactions to the ledgers.

Removing Tuition Entries

The Remove Tuition Entries screen allows you to purge tuition entries from the Tuition tab. Excess amounts of outdated tuition entries can use up disk space and cause EZ-CARE2 to perform slower.



Warning! MAKE A BACKUP OF YOUR CABINETS BEFORE REMOVING TUITION ENTRIES! This operation is NOT reversible.

► To remove tuition entries

1. Open Office Administration, Chapter 4 (Accounts Receivable Setup), and select Remove Tuition Entries. The Remove Tuition Entries screen appears.

2. Select one or more cabinets. Use the **All** button to select all cabinets, or the **Clear** button to remove all check marks and restart selecting.
3. Enter a Date Range if you want to remove entries made during a specific period of time.
4. Choose one or more Selection Criteria if you wish. Use the picklists to select Hour Type, Rate Type, or Category. If you do not want to use any Selection criteria, or want to remove one that is already selected, choose a null (blank) from the top of the picklist.
5. If you want to combine using a Date Range with Selection Criteria, click on the checkbox next to **Use Date Range**. Remember to enter a date range above.
6. Click **OK** to *save* your changes and close the present dialog box. Click **Cancel** to close the dialog box and return to the previous screen **WITHOUT** saving any changes.

Billing for Activities and Services

Entering Ledger Transactions Manually

You can also enter transactions manually onto the Ledger tab. Transactions entered manually are usually for exceptional circumstances or one time fees. They are outside of the normal agreement with parents and are not part of the normal posting process. Examples of manual transactions are:

- Returned Check Fees
- Activity Fees
- Transportation Fees

► **To manually enter a ledger transaction**

1. Open the **Family** drawer.
2. Using the **Families** picklist, find the family you want to enter charges for.
3. Click the **Ledger** tab.
4. Enter the date of the charge ("/" for today).
5. Choose the **Category** for the change from the picklist.
6. Enter a **Comment**, if needed.
7. Choose which **Child** the charge/credit is for.
8. Enter the **Amount**. (If the entry is a credit, the amount column will turn red, signifying a negative amount). The balance automatically calculates.
9. When finished, click on the next row to add another charge, or go to another tab.

Ledger Tab

The Ledger tab is where accounts receivable information is stored for each family. You can enter transactions manually right here on this screen or make entries to the ledger by running Group Postings, Cash Receipt Postings, and Ledger Templates.

The Ledger tab works in conjunction with the Family tab. There is one ledger for each family, and transactions for all children from that family are combined into a single account balance.

See the following sections for descriptions of each part of the Ledger tab.

Family Drawer: EZ-Going Child Care

Families: Alexander, Kevin Children: Alexander, Zachary

Family Ledger Child Tuition Schedule Contracted Actual

Work Number: 215-621-7745 Family ID: 123586 Balance: \$-240.00

Home #: 215-455-9878 Email Invoice (checked) Cash only (unchecked) YTD Payments: \$0.00

Family Ledger Deposit Ledger Insta-Charge EFT Print Invoice... Cash Receipts

M	Date	Category	Comment	Child	Class	Amount	Balance
	01/20/2007	Activity/Lesson Fees	2 Days/3.00 Hours	Zachary	Karate	\$125.00	\$485.00
	01/20/2007	Preauthorized Bank Draft	EFT			\$200.00	\$285.00
	01/20/2007	Tuition Cancellation	5 Days/40.00 Hours	Zachary	Preschool	\$120.00	\$165.00
	08/28/2008	Payment		Zachary	Kindergarten	\$10.00	\$155.00
	09/08/2008	Insta-Charge Payment	VISA ****4242			\$45.00	\$110.00
	10/06/2008	Insta-Charge Payment	Checking ****6789			\$160.00	\$50.00
	11/05/2008	Preauthorized Credit Card	VISA ****4242			\$190.00	\$240.00
	01/30/2009	Payment	Check 111			\$10.00	\$250.00

Note: Wants receipt emailed

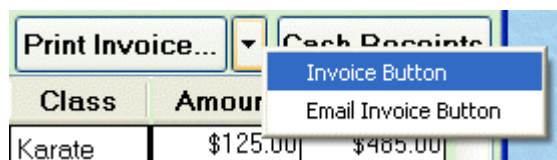
Family Ledger The Family Ledger displays all transactions regardless of where they were entered, including deposit transactions.

Balance The Ledger Balance (located on the upper right of the tab for easy viewing) is the current balance on this account as of the system date. This field can be used in reports and in EZ-Viewer (see page 85). The balance always matches the balance of the last transaction in the ledger.

YTD Payments The YTD Payments are the payments that have been received for this account during the year. See "Accumulate YTD Payments" on page 95 for information on how EZ-CARE2 calculates YTD payments.

EZ-EFT Billing Information Clicking on the EZ-EFT button allows you to set up Electronic Funds Transfer Billing Information (see the EFT Manual for more information). The EZ-EFT module is optional. If you did not purchase it, the button will not appear on the Ledger tab.

Print Invoices The Print Invoices button allows you to print an invoice for the current record. By default, this button prints the Invoice Report or a modified version of that report named "Invoice Button." You can set up more than one "Invoice Button" report by simply including the words "Invoice Button" in the title (for example, *Day Center Invoice Button* or *Mary's Invoice Button*) of a report when you name it. When you click the down-arrow next to the Print Invoice button, you'll see a list of any reports with "Invoice Button" in the name. To select one of them, click its name.



Transaction Details

When you enter a transaction on the Ledger tab, complete the following information:

- **Date**—enter the date of the transaction.
- **Category**—choose the category you want to assign to this transaction (for example, Payment, Session 1).

- **Comment**—enter any additional information (for example, a check number) you want to capture for the transaction.
- **Child**—choose the child in the family the transaction applies to.
- **Amount**—enter the amount of the transaction. If you want to make a memo entry (an entry that isn't a "real" transaction), you can enter an amount of 0.00. This allows you to capture information, such as a Comment, on the Ledger tab without charging the family. For example, you may want to enter an amount of 0.00 for a field trip, activity, or other services that were provided at no charge to the family.

Transaction Fields

Additional detail of individual transactions can be viewed in the fields on the far right of the Ledger Tab, including:

Initials	Who posted (defaults to EZ2 without passwords)
Entry Program	For example, Ledger, Group, Template
Entry Date	Posting Date
Entry Time	Time of Posting
Batch #	Sequential System Batch #
Dep #	Deposit Number
Transaction #	Transaction Number

Since this information is not required in most cases, these columns are normally "closed" as shown in the previous diagram. These fields are system-generated and cannot be edited.

Cash Receipts

You can also enter or print cash receipts quickly by clicking the Cash Receipts button. This provides a shortcut to the C/R screen, where you can enter and post Cash Receipts, print receipts, or print a Deposit Ticket.

On a multi-user system, this button displays the Library of Cash Receipts. This allows several different users at your center to generate receipts at the same time by using their own batch process.

The entering and processing of Cash Receipts is described in detail on page 142.

Notes

You can enter a message on the bottom of the screen as a reminder of special circumstances with this account. This note can be viewed in EZ-Viewer or included in a Wizard report or other customized reports. This note also appears on the bottom of the Cash Receipts screen when you choose a family for which you want to enter a payment.

Setting a Date Filter for Ledger Entries

If you prefer to have your ledger display only transactions after or between certain dates, you can set a date filter. This can be useful to improve performance if you maintain long transaction histories with thousands of entries.

► To set a date filter


1. Right-click anywhere on the Ledger grid. The **Grid Options** dialog box appears.

2. Enter the **From** date and **To** date for the filter. If you just want entries to appear after a certain date (for example, 1/1/09), you don't need to enter a **To** date.



Note: For details on other grid options, see page 24.

3. Click the **OK** button. When you set a filter, a calendar icon appears in the Date column on the grid to show you that you're filtering the entries based on dates. In addition, if you hover your mouse over anywhere in the date column, a field tip shows you the dates you're filtering for.

Date 	Category	
06/23/2006	Summer Program	

Filtering Date on or after 01/01/2006

To clear a current date filter, click the **Clear Date Filter and Show All** button.

Charging Fees for Late Pickup

► To charge late pickup fees

1. Click on the A/R menu, and then click Rate Masters, or open Office Administration, Chapter 4 - Accounts Receivable Setup.
2. Add a new rate called *Late Pickup Fee*.
3. Enter an Effective Date.
4. Select using **Simple** rate.
5. In the column **Rate Based On**, select the listing that indicates how you calculate if someone is late (after the center is closed, after their contracted hours?).

- Go through the rest of the wizard and enter the amount, rounding, or other criteria. Click on **Finish** when you are done.

Handling Security Deposits

To handle security deposits most efficiently, review your Security Deposit category setups in Accounts Receivable.

In Office Administration, open Chapter 4 (*Accounts Receivable*), and then select *Maintain Categories*. Select the appropriate cabinet. We recommend that your security deposit categories look something like this:

Category Name	Type	Rollup Category	G/L Debit Account	G/L Credit Account	Default Amt.
Security Deposit	Deposit	Sec Deposits	A/R*	Liability*	\$0
Security Deposit Applied	Deposit	Sec Deposits	A/R*	Liability*	\$0
Security Deposit Forfeit	Revenue	Tuition	A/R*	Income*	\$0

**Note: If you have not purchased the accounting modules, the G/L Debits & Credits will not apply to you and you should leave them blank. If you have the accounting modules, then apply your respective account #'s in these spaces (in place of A/R, Liability, and Income shown in the example above).*



Note: For more details on setting up A/R categories, see page 97.

There are three circumstances that may present themselves when handling security deposits. We will describe these circumstances and then illustrate how these transactions would appear on the ledgers.

Scenario #1 – Applying a family's Security Deposit to their account balance:



Family Ledger		Deposit Ledger		EZ-EFT		Print Invoice...		Cash Receipts	
M	Date	Category	Child	Class	Amount	Balance	Comment		
	11/01/2002	Infant Tuition			1000.00	\$1,000.00			
	11/01/2002	Security Deposit			200.00	\$1,200.00			
	11/01/2002	Payment			200.00	\$1,000.00			
	11/30/2002	Payment			800.00	\$200.00			
	11/30/2002	Security Deposit Applied			-200.00	\$0.00			
					0.00	\$0.00			

Family Ledger		Deposit Ledger		EZ-EFT		Print Invoice...		Cash Receipts	
M	Date	Category	Child	Class	Amount	Balance	Comment		
	11/01/2002	Security Deposit			200.00	\$200.00			
	11/30/2002	Security Deposit Applied			-200.00	\$0.00			
					0.00	\$0.00			

The family in this case was aware that they only needed to pay \$800 and the \$200 security deposit could be applied to the remaining balance.

Scenario #2 – Refunding a Security Deposit:

↓

<input checked="" type="radio"/> Family Ledger <input type="radio"/> Deposit Ledger		EZ-EFT		Print Invoice...		Cash Receipts	
M	Date	Category	Child	Class	Amount	Balance	Comment
	11/01/2002	Infant Tuition			1000.00	\$1,000.00	
	11/01/2002	Security Deposit			200.00	\$1,200.00	
	11/01/2002	Payment			200.00	\$1,000.00	
	11/30/2002	Payment			1000.00	\$0.00	
	11/30/2002	Security Deposit Applied			-200.00	\$200.00	
	11/30/2002	Refund			200.00	\$0.00	

↓

<input type="radio"/> Family Ledger <input checked="" type="radio"/> Deposit Ledger		EZ-EFT		Print Invoice...		Cash Receipts	
M	Date	Category	Child	Class	Amount	Balance	Comment
	11/01/2002	Security Deposit			200.00	\$200.00	
	11/30/2002	Security Deposit Applied			-200.00	\$0.00	
					0.00	\$0.00	

As you can see, the deposit ledger is the same as in scenario #1, but the primary ledger in this case shows the payment in full and has an additional transaction for refunding the security deposit.

Scenario #3 – Security Deposit is forfeited:

↓

<input checked="" type="radio"/> Family Ledger <input type="radio"/> Deposit Ledger		EZ-EFT		Print Invoice...		Cash Receipts	
M	Date	Category	Child	Class	Amount	Balance	Comment
	11/01/2002	Infant Tuition			1000.00	\$1,000.00	
	11/01/2002	Security Deposit			200.00	\$1,200.00	
	11/01/2002	Payment			200.00	\$1,000.00	
	11/30/2002	Tuition Cancelled			1000.00	\$0.00	
	11/30/2002	Security Deposit Applied			-200.00	\$200.00	
	11/30/2002	Security Deposit Forfeit			200.00	\$0.00	

↓

<input type="radio"/> Family Ledger <input checked="" type="radio"/> Deposit Ledger		EZ-EFT		Print Invoice...		Cash Receipts	
M	Date	Category	Child	Class	Amount	Balance	Comment
	11/01/2002	Security Deposit			200.00	\$200.00	
	11/30/2002	Security Deposit Applied			-200.00	\$0.00	
					0.00	\$0.00	

Setting Up Sibling Discounts

You can include a discount item in a ledger template or when the transaction is entered directly onto the ledger.

On the Ledger tab, there are 2 columns that may be hidden, **\$ Unit** and **Quantity**. If you do not see these columns, they are probably between the Child column and the Amount column. See page 22 for information on opening columns on a grid.

► To enter the discount directly on the ledger

1. Enter the **Date**, and then the A/R credit **Category** that you want to use.
2. Enter a **Comment** if desired and indicate which **Child** the discount is for.
3. Enter the tuition amount in the **\$ Unit** column.
4. Enter the amount of the discount in the **Quantity** column. For example, enter **.15** for 15%. The amount of the discount is calculated for you and appears in red in the amount column.

M	Date	Category	Comment	Child	Class	Amount	Balance
<input type="checkbox"/>	01/19/2007	Additional Hours	1.00 Hours - 01/19/2005	Julie Br	Infant	\$10.00	\$0.00
<input type="checkbox"/>	01/20/2007	PreSchool Tuition	5 Days/40.00 Hours	Jane H	Preschool	\$90.00	\$90.00
<input type="checkbox"/>	01/20/2007	Infant Tuition	5 Days 1/17/2005-1/21/200	Julie Br	Infant	\$135.00	\$225.00
<input type="checkbox"/>	01/20/2007	Sibling Discount	-10%	Julie Br	Infant	\$13.50	\$211.50

If you want to include a discount in a ledger template the steps are the same. Here is an example showing a template containing a 10% sibling discount.

Ledger Template: EZ-Going Child Care								
Template Name:		SiblingDiscount						
M	Date	Category	Comment	Child	Class	Unit Price	Quantity	Amount
<input type="checkbox"/>	/ /	Registration Fee		Default Child	Default Cla	\$0.00	0.00	\$25.00
<input type="checkbox"/>	/ /	Sibling Discount		Default Child		\$500.00	0.10	\$50.00

Discounts for other situations (such as early registration) are set up the same way.

Charging for the Difference between Contracted and Actual Times

► To charge the difference

1. Click on the A/R menu, and then click Rate Masters, or open Office Administration, Chapter 4 - Accounts Receivable Setup.
2. Add a new rate called *Extra Time* or something applicable.
3. Enter an Effective Date.
4. Select using **Simple** rate.
5. In the column **Rate Based On**, select the listing that indicates how you calculate if someone is late (after the center is closed, after their contracted hours?).
6. Go through the rest of the wizard and enter the amount, rounding or other criteria. Click on **Finish** when you are done.

Handling Charges When a Child's Schedule Changes Mid-Billing Cycle

There are several options: Whether the schedule changes are one time or permanent determines what action you need to take.

- If the schedule changes are *one time only*, enter a miscellaneous charge.

- If the schedule changes are *occasional*, charge the difference between contracted and actual.
- If the schedule changes are *permanent*, enter a new line on Tuition tab, showing effective date with new rate type.

Entering Other Ledger Transactions

The Other Ledgers drawer stores information and transactions for payers other than the primary parent (for example, subsidizers, scholarships, or other family members making payments). Each Other Ledger contains transactions for all children for whom the other payer is responsible. This enables you to send one invoice to the other payer listing all transactions for all children for whom the payer is responsible.

Other Ledgers Drawer: EZ-Going Child Care

Ledger: Richard Hershey (Jane Brewer)

456 Main Street **Balance:** \$60.00

Ft. Washington PA 19034 **Contact:** **YTD Payments:** \$0.00

215-657-7864 **Email:**

Status: ☒ Active ☐ Inactive ☐ Remove

Buttons: Insta-Charge EFT Print Invoice... Cash Receipts

M	Date	Category	Comment	Child	Class	Amount	Balance
	01/14/2009	PreSchool Tuition	5 Days/40.00 Hours	Hershey, Jane	Preschool	\$30.00	\$30.00
	01/17/2009	PreSchool Tuition	5 Days/40.00 Hours	Hershey, Jane	Preschool	\$30.00	\$60.00
						\$0.00	\$60.00

Note:

Records set up in Other Ledgers become available in the *Ledger* tabs as well as in the *Enter Cash Receipts* function.

With the exception of a unique name and address for this ledger, the setup is basically the same as the *Ledger* tab in the family drawer. Refer to the “Entering Ledger Transactions Manually” section beginning on page **Error! Bookmark not defined.** for more detailed information on the Ledger tab.

Third party accounts are added by opening the Other Ledgers drawer and clicking the Add New button. Enter the name, address, and contact information.

Enter the ZIP code to automatically enter the City and State (see page **Error! Bookmark not defined.** for more information on City, State, and ZIP fields).

If you need to edit the name of an existing Ledger, click the edit button and then click on the name field to type in any changes.

Ledger Templates

Use ledger templates to enter several transactions for a family at once. This saves time if you are entering the same transactions for many or all of your families. An example would be to set up a template for Registration Fees.


Setting Up Ledger Templates

You can set up ledger templates through **Office Administration, Chapter 4** (Accounts Receivable), **Maintain Ledger Templates** (see page 100). Here is an example of a ledger template setup:

M	Date	Category	Comment	Class	Child	Amount
	/ /	Registration Fee	For New Child	Default Class	Default Child	50.00
	/ /	Security Deposit		Default Class	Default Child	75.00
						0.00

For information on how to set up ledger templates, see page 100.

Using Ledger Templates

Ledger templates are accessed from the Family drawer on the Family or Ledger tabs. Make sure you have selected the correct Family record. Click on the Templates button  to activate this feature. The Library of Saved Ledger Templates appears.

You have the option to apply or post ledger templates to any of the following:

- the record from which you accessed the Library of Saved Ledger Templates (current record)

- all records in your system
- records that you select through the Selection Editor, which you can access from the Library of Saved Ledger Templates screen

Results

Here is an example of transactions placed on the Ledger tab using a ledger template:

Date	Category	Comment	Child	Class	Amount	Balance
10/15/2002	Registration Fee	For New Child	Ira Moore	Toddler	50.00	\$50.00
10/15/2002	Security Deposit		Ira Moore		75.00	\$125.00

Applying a Ledger Template to the Current Record

You can apply a ledger template to only the record from which you accessed the Library of Saved Ledger Templates.

► To apply a ledger template to the current record

1. Click the ledger template you want to use.
2. In the **Posting Criteria** section, select **Current Record**.

Posting Criteria

☒ Current Record ☐ All or Selected Records

3. Click the **Apply** button. The ledger template is applied to the record.

Posting a Ledger Template to Selected Records


You can apply a ledger template to a group of records you select. This option requires you to select records using an existing selection or a new one that you create.

► To post a ledger template to selected records

1. Click the template you want to use.
2. In the **Posting Criteria** section, click **All or Selected Records**.

Posting Criteria

☐ Current Record ☒ All or Selected Records

3. In the **Posting Criteria** section, click the Selection button . The **Library of Saved Selections** appears.

4. You can use an existing selection or create a new one. If you don't see the selection you want to use but you have it in the system, click **All Selections** in the **Show Selection** section. For details on using selections, see "Selections" on page 33. Click the selection you want to use, and click **OK**. The **Library of Saved Ledger Templates** appears.

5. To see a report listing all the records that will be affected when you post the ledger template, click the **Preview Pre-Post** button.

Date: 03/24/2005

Time: 01:57 PM

Page: 1

Template Posting Preview

Cabinet: EZ-Going Child Care

Template: Registration Fee w/Security Deposit

Lawson, Maria

Lawson, April

Date	Category	Comment	Child	Class	Unit Price	Quantity	Amount
03/24/2005	Registration Fee		April Lawson	Tod	\$0.00	0.00	\$15.00
03/24/2005	Security Deposit		April Lawson	Tod	\$0.00	0.00	\$150.00
** Ledger Totals **							\$165.00

Springer, Rita

Springer, April

Date	Category	Comment	Child	Class	Unit Price	Quantity	Amount
03/24/2005	Registration Fee		April Springer	Pres	\$0.00	0.00	\$15.00
03/24/2005	Security Deposit		April Springer	Pres	\$0.00	0.00	\$150.00
** Ledger Totals **							\$165.00

6. If you want to print a listing of the affected records, click the **Print Pre-Post** button.
7. Click the **Post** button to post the template to the selected records.



Note: After you click **Post**, you will be prompted to print the records affected by the posting, even if you already printed it.

Posting a Ledger Template to All Records


You also have the option to post a ledger template to all records in your system.

► To post a ledger template to all records

1. Click the template you want to use.
2. In the **Apply/Post Template to** section, click **All or Selected Records**. Be sure that the **Selection** field shows **(None – all records)**.



3. In the **Posting Criteria** section, click the **Preview Pre-Post** button to see a report listing all the records that will be affected when you post the ledger template.
4. If you want to print a listing of the affected records, click the **Print Pre-Post** button.
5. Click the **Post** button to post the template to all records.



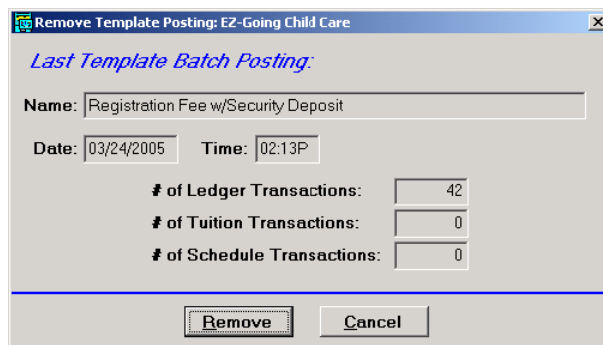
Note: After you click on Post, you will be prompted to print the records affected by the posting, even if you already printed it.

Removing the Last Ledger Template Posted to Multiple Records

If you've applied a ledger template to all or selected records, you can remove it from those records. **You can only remove the last ledger template that you posted.**

► To remove the last ledger template posted to multiple records

1. In the Posting Criteria section, click **All or Selected Records**.
2. Click the **Remove** button. The **Remove Template Posting** dialog box appears, listing the name of the ledger template you last applied and the date and time on which it was applied. It also lists how many transactions were affected by the template.



3. Click the **Remove** button. A message appears, asking if you're sure you want to remove the postings.
4. Click **Yes**. The ledger template is removed, and you can now apply or post a new template to the current record or multiple records (see the previous sets of instructions for details).

Template Groups

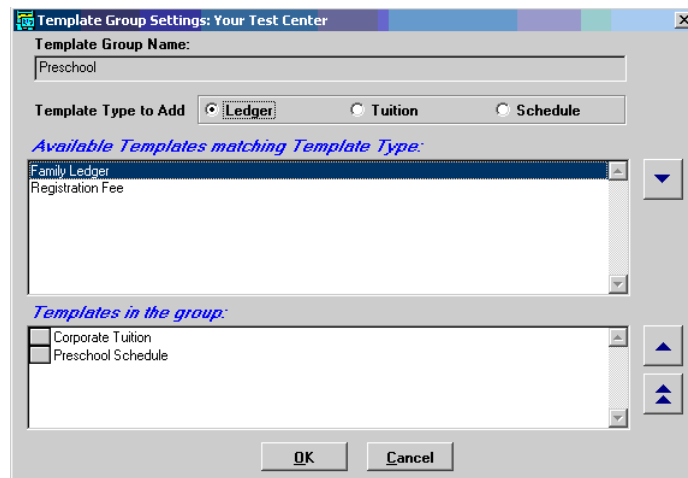
If you want to make postings or entries to several tabs at once, you can put several existing templates together in a Template Group. Then, by easily choosing one Template Group from the library, you can enter information on the Ledger and Sessions tabs.

For example, you can create a Template Group called *Complete Setup for all Sessions* that can add a Ledger Template (for tuition charges and registration fees) and a Session Template (to assign the child to all sessions).

You can also combine as many templates from just one category (Ledger or Sessions) as you need.

Setting Up Template Groups

You can set up Template Groups, see **Office Administration, Chapter 3** (Preferences and Setup), **Maintain Template Groups**.



In this example, the template group contains the *Charges for Sessions 1,2,3,4* and *Sessions 1,2,3,4-Juniors* templates. The selected **Template Type to Add** is **Ledger**, so all the Ledger templates appear in the Available Templates window. Right now the *Sessions 1 and 2* template is selected. If you were to click on the down-arrow button to the right of the Available Templates window, the *Sessions 1 and 2* template would also be added to this group.

Using Template Groups



You can access Template Groups directly from the Child tab or other tabs that support this feature – just click on the Templates icon, and then select the **Template Groups** radio button at the bottom left of the Library of Saved Templates.

Library of Saved Ledger Templates: EZ-Going Child Care

Ledger Template Name:

- Registration Fee
- Registration Fee w/Security Deposit

Apply Done

Sort List Alphabetically

Show Ledger Template

- Family Drawer: EZ-Going Child Care
- Template Groups

Posting Criteria

- Current Record
- All or Selected Records

Selection: (None - all records)

Preview Pre-Post Print Pre-Post Remove

When you select the Template Group, several templates are applied at the same time and entries are made on one or more tabs. The diagrams below illustrate how selecting a Template Group can make entries on the Ledger and Sessions tabs. All entries on these grids were placed on the tabs using the template highlighted in the previous graphic:

Family Drawer: Your Test Center

Families: Moore, Arlene Children: Moore, Ira

Family Ledger Child Tuition Schedule Contracted Actual

Work Number: () - Wants Receipt Balance: 25.00

Home #: (215)587-7745 YTD Payments: 0.00

Family Ledger Deposit Ledger EZ-EFT Print Invoice... Cash Receipts

Date	Category	Comment	Child	Class	Amount	Balance
10/15/2002	Registration Fee	For New Child	Ira Moore	Toddler	50.00	\$50.00
10/15/2002	Security Deposit		Ira Moore		75.00	\$125.00
11/1						

Note:

Family Drawer: Your Test Center

Families: Moore, Arlene Children: Moore, Ira

Family Ledger Child Tuition Schedule Contracted Actual

Billing Cycle	Account	% Multiplier	Rate Type	Category	Comment	Amount
Weekly	Merck, Inc.	50.00	Toddler			0.00
Weekly	Moore, Arlene	50.00	Toddler			0.00

Effective Dates: to Amount: 0.00

Billing Cycle: Weekly Hour Type: Regular

Account: Merck, Inc. Credit Cat. 1: Amt. 1:

% Multiplier: 50.00 Credit Cat. 2: Amt. 2:

Rate Type: Toddler Credit Cat. 3: Amt. 3:

Category:

Comment:

You have the option to apply or post group templates to any of the following:

- the record from which you accessed the group templates (current record)
- all records in your system
- records that you select through the Selection Editor, which you can access from the group templates screen



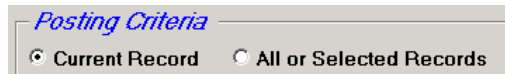
Note: In order to apply or post group templates, you must have the ability to add records to both the Sessions and Ledger tabs.

Applying a Group Template to the Current Record

You have the option to apply a group template to only the record from which you accessed the Library of Saved Templates.

► **To apply a group template to the current record**

1. Click on the group template you want to use.
2. In the **Apply/Post Template to** section, click on **Current Record**.



3. Click the **Apply** button. The group template is applied to the current record.


Posting a Group Template to Selected Records

You can apply a group template to a group of records you select. For example, you might want to select all 7th grade girls and post a session of Girls/Flowers and ledger entries for tuition and activity fees. This option requires you to select records using an existing selection or a new one that you create.

► **To post a group template to selected records**

1. Click on the template you want to use.
2. In the **Apply/Post template to** section, click on **All or Selected Records**.



3. In the **Posting Criteria** section, click on the Selection button . The **Library of Saved Selections** appears.
4. You can use an existing selection or create a new one. For details on using selections, see “Selections” on page 33. Click on the selection you want to use, and click on **OK**. The **Library of Saved Templates** appears.

3. In the **Posting Criteria** section, click on the **Preview Pre-Post** button to see a report listing all the records that will be affected when you post the group template.
4. If you want to print a listing of the affected records, click on the **Print Pre-Post** button.
5. Click on the **Post** button to post the template to all records.



Note: After you click on Post, you will be prompted to print the records affected by the posting, even if you already printed it.

Removing the Last Group Template Posted to Multiple Records

If you've applied a group template to all or selected records, you can remove it from those records. **You can only remove the last template that you posted.**

► To remove the last group template posted to multiple records

1. In the Posting Criteria section, click on **All or Selected Records**.
2. Click on the **Remove** button. The Remove Template Posting dialog box appears, listing the name of the group template you last applied and the date and time on which it was applied. It also lists how many transactions were affected by the template.

3. Click on the **Remove** button. The transactions previously posted are removed, and you can now apply or post a new template to the current record or multiple records (see the previous sets of instructions for details).

Group Posting

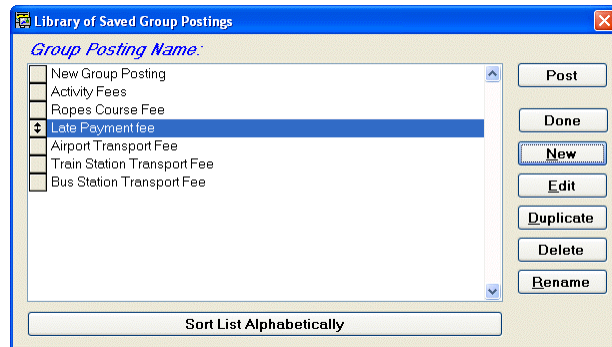
To apply a charge or credit to multiple accounts at one time, use *Group Posting*. You can post a fixed amount or an amount from a field in the database (from the Family or Child tab). Group Posting is commonly used for activity fees, registration charges, or late payment charges.

Group Posting allows you to charge the same transaction to a group of children or families. The amount can either be fixed (the same for everyone), an amount that is contained in a field in your database, or even a percentage of a database field (such as current balance). As

with other functions throughout the system you can select the accounts based on virtually any criteria.

► To access group posting

1. From the A/R menu, click Group Posting. The Library of Saved Group Postings appears.



The Group Postings Library enables you to save your settings for a Group Posting (for example, Selection, Printer, Status) and use them repeatedly without needing to re-enter them.

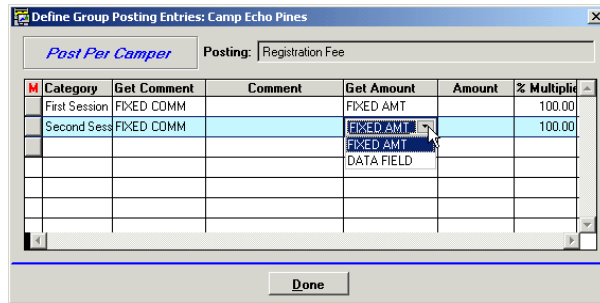
Creating Group Postings

► To create a new group posting

1. From the A/R menu, click **Group Posting**. The Library of Saved Group Postings appears.
2. From the Library of Saved Group Postings, click the **New** button. The Group Posting screen appears.

3. In the **Posting** field, change the default name of New Group Posting to a name that describes the purpose of the group posting (for example, Registration Fees).
4. In the **Post Per** section, choose to what charges should be applied. You can choose **Family**, **Child**, or **Other Ledger**. If you choose Family or Other Ledger, charges (for example, late fees) will be applied once. If you choose Child, charges (for example, activity fees) are applied for each child; so if there are multiple children in a family, there will be multiple charges for this posting. After you make your choice, a message appears, telling you that you can't change your selection in the Post Per section and asking if you want to continue.
5. Click **Yes**.

6. To define the transactions to be posted, click the Edit button  next to the **Posting** field. The **Define Group Posting Entries** dialog box appears.





The dialog box titled "Define Group Posting Entries: Camp Echo Pines" has a tab labeled "Post Per Camper" and a "Posting:" field set to "Registration Fee". It contains a table with the following columns: Category, Get Comment, Comment, Get Amount, Amount, and % Multiplier. The table has two rows of data:

Category	Get Comment	Comment	Get Amount	Amount	% Multiplier
First Session	FIXED COMM		FIXED AMT		100.00
Second Sess	FIXED COMM		FIXED AMT		100.00

Below the table is a "Done" button.


7. For each transaction you want to post, define the following details:
- **Category:** the A/R category to be used for the transaction.
 - **Get Comment:** you can include an additional comment to appear with each transaction. If you want to enter a comment for the transaction (for example, field trip), choose **FIXED COMM**. If you want to use a comment that pulls from a database field in your system, choose **DATA FIELD**.
 - **Comment:** if you chose **FIXED COMM** in the Get Comment field, enter the comment you want to include for the transaction. If you chose **DATA FIELD**, choose the data field you want to use as a comment from the picklist.
 - **Get Amount:** you have two options for defining the amount for the transaction. If you want to enter the amount for the transaction, choose **FIXED AMOUNT**. If you want to use an amount that pulls from a database field in your system (for example, Ledger Balance), choose **DATA FIELD**.
 - **Amount:** if you chose **FIXED AMOUNT** in the Get Amount field, enter the amount you want to charge for the transaction. If you chose **DATA FIELD**, choose the decimal numeric data field you want to use as the amount from the picklist.
 - **% Multiplier:** if you chose a Data Field for the Amount, you have the option to apply a percentage to that value. For example, if you chose Ledger Balance as the Data Field and you're defining a late payment fee charge, you can specify 1.00 in the % Multiplier column—this will create a charge that is 1% of the Ledger Balance. For most group postings, you don't need a multiplier. If you don't define a multiplier, the column displays 100.00.
8. Each group posting can have more than one transaction, so repeat step 7 as necessary until you've defined all the transactions. When you're finished, click the **Done** button. The **Group Posting** screen appears again.

9. To choose a selection, so you only post for specific records, click the Selection button , choose the selection you want to use, and then click **OK**. For more details on selections, see page 33.
10. To choose or change your printer for the posting report, click the Printer button , choose the printer you want to use, and click **OK**.
11. In the **Status** section, choose which statuses you want this posting to be for. You can choose **Active**, **Inactive**, or **Remove**; typically, you'll only choose Active.
12. When you're done defining the group posting, click the **Done** button.

Editing Group Postings

If you want to change the transactions for a group posting, you can edit the group posting.

► To edit a group posting

1. Click the **Edit** button .
2. Make the necessary changes to the transactions in the posting, and then click the **Done** button.
3. Make the necessary changes to the Selection, Printer, or Status, and then click the **Done** button.

Other Group Posting Changes

To **Duplicate**, **Delete**, or **Rename** a group post, select it from the library and click on the appropriate button.

Running a Group Post

When you're ready to post the transactions that you defined for a group posting, you can run it.

► To run a group post

1. From the **A/R** menu, click **Group Posting**. The Library of Saved Group Postings screen appears.
2. Select the posting you want to run, and click the **Post** button. The **Group Posting** screen appears.
3. In the **Billing Options** section, enter the following information:
 - **Ledger Date**: enter the date you want to appear for this transaction on the Ledger tab.
 - **Rpt. Heading**: enter the heading you want to appear on the posting report.
4. Make any selections for **Status**, **Selection**, and **Printer**.
5. To preview the records that will get transactions posted, click the **Preview Pre-Post** button.

6. To print the records that will get transactions posted, click the **Print Pre-Post** button.



Note: We recommend running a Pre-Post report, which will show you all the transactions that will result from the posting. This provides an opportunity to identify any mistakes and correct them before transactions are posted to the ledgers.

7. If you want to print a summary page of posting amounts by A/R category, click the **Print Category Summary** check box. This will print after any post or pre-post reports.
8. When you are satisfied with the results of the pre-post, click the **Post** button. This posts the transactions to the ledger.

Processing Cancellations

“If a family’s account has been charged a fee they have elected to cancel, how do I process this?”

Before you can begin to process a refund, you must have at least one **Cancellation category** defined in your list of Accounts Receivable (A/R) categories. Moreover, it is recommended you consider having one **Cancellation category** per revenue category to which this may apply (for example, “Tuition Cancellation” or “Activity Cancellation”). This will provide better detail on your A/R reports.

► To process the cancellation

1. Double-click **Office Administration**, double-click **Chapter 4** (*Accounts Receivable*), and then double-click **Maintain Categories**. The **Maintain Categories** dialog box appears.
2. Double-click the cabinet that contains the fee you want to process.
3. Select the **Categories** tab.
4. Create the **Cancellation category** or categories. The **Type** must be designated as a **Credit**. The **Rollup Category** can be according to your preference; however, it should match whatever revenue is being reversed.

M	Category Name	Type	Rollup Category	G/L Debit	G/L Credit	Default Amount	▲
	Tuition	Revenue	Tuitions			\$500.00	
	Payment	Payment	Payments			\$0.00	
	Tuition Cancellation	Credit	Tuitions			\$0.00	
	Cancellation Fee	Revenue	Tuitions			\$200.00	
	Refund	Revenue	Tuitions			\$0.00	

5. On the **Family** tab, enter a transaction using the **Cancellation category** that matches the revenue transaction you wish to off-set. The cancellation category should include the name of the same revenue category you used for the initial transaction (for example “Tuition Cancellation” or “Activity Cancellation”).

6. In the **Comment** column, enter a suitable comment such as “withdrew” or “removed.”
7. Enter the dollar **Amount** without using a negative sign because the category is already defined as a **Credit type**.

<input checked="" type="radio"/> Family Ledger <input type="radio"/> Deposit Ledger <input type="button" value="Insta-Charge"/> <input type="button" value="EFT"/> <input type="button" value="Print Invoice..."/> <input type="button" value="Cash Receipts"/>							
M	Date	Category	Comment	Child	Class	Amount	Balance
<input type="checkbox"/>	01/20/2007	Activity/Lesson Fees	2 Days/3.00 Hours	Zachary	Karate	\$125.00	\$485.00
<input type="checkbox"/>	01/20/2007	Preauthorized Bank Draft	EFT			\$200.00	\$285.00
<input type="checkbox"/>	01/20/2007	Tuition Cancellation	5 Days/40.00 Hours	Zachary	Preschool	\$120.00	\$165.00

That's all that needs to be done unless they have paid you in part or in full for this fee. In this case, refer to “Handling Refunds.”

Handling Refunds

“How do I process a refund to a parent and produce a refund check on an amount they have already paid?”

This situation requires you to use the Family Ledger tab. If you have purchased the SofterWare Accounting module (General Ledger and Accounts Payable), you will use this as well. If you have not purchased the module, skip over any references to it in the procedure that follows (inside the gray boxes).

1. General Ledger Setup

To prepare for refund transactions, make sure your General Ledger has a Refunds Payable account set up, which is a *Liability* account. Jot down the account number to use later.

2. Office Administration Setup


A **Refund** category is used when a family prefers to have money paid back to them instead of applying it to other fees they may have or accrue. If this category is not established, you need to set it up. Go to *Office Administration*, open Chapter 4 (*Accounts Receivable*), and double-click *Maintain Categories*. Select the appropriate cabinet and create a **Refund** category in the Categories tab. If you do NOT have the SofterWare Accounting module, you may leave these blank.

- The *Type* of account is **Revenue**.
- The *Rollup Category* can be your preference, but we recommend you set up a separate rollup category titled something like **Refunds**.
- For the *G/L Debit Account*, enter the number for the **Accounts Receivable** account.
- For the *G/L Credit Account*, enter the number of the **Refunds Payable** account.
- The *Default Amount* will remain **\$0.00**.


3. Processing the Refund

On the **Ledger** tab for the family you're giving the refund to, enter a transaction using a **Refund** category:

- In the **Comment** column, enter a comment that is best suited such as “cancellation” or “overpayment.”
- The dollar amount is entered as a positive because your goal here is to reverse out their payment either in full or in part.
- If they are to pay a penalty or wish to apply a portion of their payment to another fee transaction, then you may need to add another “charge” transaction to their ledger.
- In the following graphic, you would do one of the following:
 - Do nothing if the appropriate fee transaction has already been applied to their ledger or add the fee transaction immediately so that they do not continue to show a credit balance.

<input checked="" type="radio"/> Family Ledger		<input type="radio"/> Deposit Ledger	 Insta-Charge	<input type="radio"/> EFT	<input type="button" value="Print Invoice..."/>	<input type="radio"/> Cash Receipts	
M	Date	Category	Comment	Child	Class	Amount	Balance
<input type="checkbox"/>	01/27/2007	PreSchool Tuition	5 Days/40.00 Hours	Zachary	Preschool	\$120.00	\$405.00
<input type="checkbox"/>	08/28/2008	Payment		Zachary	Kindergarte	\$10.00	\$395.00
<input type="checkbox"/>	09/08/2008	Insta-Charge Payment	VISA ****4242			\$45.00	\$350.00
<input type="checkbox"/>	10/06/2008	Insta-Charge Payment	Checking ****6789			\$160.00	\$190.00
<input type="checkbox"/>	11/05/2008	Preauthorized Credit Card	VISA ****4242			\$190.00	\$0.00
<input type="checkbox"/>	01/30/2009	Payment	Check 111			\$10.00	\$10.00
<input type="checkbox"/>	01/30/2009	Refund		Zachary	Kindergarte	\$10.00	\$0.00

- Apply a transaction to show a penalty. An example of this would be if you were holding a “spot” for their child and you will not likely fill this void before center begins. In this case, you would need to use a revenue category to handle this such as “Cancellation Fee” or “Administrative Fees.”

<input checked="" type="radio"/> Family Ledger		<input type="radio"/> Deposit Ledger	 Insta-Charge	<input type="radio"/> EFT	<input type="radio"/> Print Invoice...	<input type="radio"/> Cash Receipts	
M	Date	Category	Comment	Child	Class	Amount	Balance
<input type="checkbox"/>	01/27/2007	PreSchool Tuition	5 Days/40.00 Hours	Zachary	Preschool	\$120.00	\$405.00
<input type="checkbox"/>	08/28/2008	Payment		Zachary	Kindergart	\$10.00	\$395.00
<input type="checkbox"/>	09/08/2008	Insta-Charge Payment	VISA ****4242			\$45.00	\$350.00
<input type="checkbox"/>	10/06/2008	Insta-Charge Payment	Checking ****6789			\$160.00	\$190.00
<input type="checkbox"/>	11/05/2008	Preauthorized Credit Card	VISA ****4242			\$190.00	\$0.00
<input type="checkbox"/>	01/30/2009	Payment	Check 111			\$10.00	\$10.00
<input type="checkbox"/>	01/30/2009	Cancellation Fee		Zachary	Kindergart	\$10.00	\$0.00

If this doesn't seem intuitively correct, think of it as “charging” them for the refund check you're sending them.

If you do NOT have the Accounts Payable module, you will need to create a check from your checkbook, and you are done! If you do have the Accounts Payable module, proceed to the next step.

Use the Accounts Payable system to produce a check to the parent.

1. First, set up the Parent as a vendor.
2. Process the transaction as normal *except* the Debit will go to the **Refunds Payable** account as a negative *income*. This will zero out the **Refunds Payable** account.

All you have to do now is give the check to the parent, and you are done!

Handling Cash Receipts

After you receive payments made by parents or other subsidizers, you'll process these payments using the Cash Receipts feature in EZ-CARE2.

► To access Cash Receipts

1. From the **A/R** menu, click **Enter Cash Receipts**. You can also click on the **Cash Receipts** button from the **Ledger Tab**.

Family Drawer: EZ-Going Child Care

Families: Alexander, Kevin Children: Alexander, Zachary

Family Ledger Child Tuition Schedule Contracted Actual

Work Number: 215-621-7745 Family ID: 123586 Balance: \$-10.00

Home #: 215-455-9878 Email Invoice Cash only YTD Payments: \$0.00

Family Ledger Deposit Ledger Insta-Charge EFT Print Invoice... **Cash Receipts**

M	Date	Category	Comment	Child	Class	Amount	Balance
	01/20/2007	Preauthorized Bank Draft	EFT			\$200.00	\$285.00
	01/27/2007	PreSchool Tuition	5 Days/40.00 Hours	Zachary	Preschool	\$120.00	\$405.00
	08/28/2008	Payment		Zachary	Kindergarte	\$10.00	\$395.00
	09/08/2008	Insta-Charge Payment	VISA ****4242			\$45.00	\$350.00
	10/06/2008	Insta-Charge Payment	Checking ****6789			\$160.00	\$190.00
	11/05/2008	Preauthorized Credit Card	VISA ****4242			\$190.00	\$0.00
	01/30/2009	Payment	Check 111			\$10.00	\$10.00

Note: Wants receipt emailed

Next, if you are on a Network and have a multi-user license the **Library of Saved Cash Receipts** screen opens. This is where you create and save separate batches for entering cash receipts, so that you can do so from different workstations simultaneously.

2. Click on New and then enter your name in the **Description** box. We suggest that you just enter your name and the date as the description; you can also enter anything else that helps you to identify the batch.

Save Cash Receipts Batch As

Description: MK-2008

OK Cancel

3. Click **OK**. The **Cash Receipts** screen appears.

This screen allows you to:

- **Enter New Payments**—enter the transaction information into the Cash Receipts grid.
- **Modify Existing Transactions**—make changes to transactions already entered that may need to be corrected or deleted.
- **Hide Ledger**—see the Additional Hints section on page 151 for suggestions on when to use the **Hide Ledger** button.

- ***Email Receipt***—select the receipts you want to email and click the Email Receipt button. See page 145 for details.
- ***Produce a Receipt***—select the gray box to the left of the row and click on **Print Receipt**. Receipts can be printed individually or in a batch (see page 148).
- ***Post Cash Receipts to the Ledger***—When you have finished working with receipts, click on **Post C/R**. Verify your totals at the bottom of the ledger before posting.

If you have a multi-user license, once you have **Posted your Cash Receipts**, your batch will no longer appear in the **Library of Saved Cash Receipts**.

Enter New Payments

Enter the transaction information into the cash receipts grid.

Keep the following hints in mind when you're entering new payments:

- The **Date**, **Name**, **Payment Type**, **Amount**, and **Category** are all required fields.
- The Payment Type may be edited in *Office Administration*, Chapter 3 – *Preferences & Setup, Maintain Picklists* (see page 316 for more information).
- If you need to create an additional Category, go to *Office Administration*, Chapter 4 (*Accounts Receivable*), *Maintain Categories* (see page 97 for more information).
- The following information is automatically entered for you on the Cash Receipts screen:
 - The current date is automatically entered into the **Date** field in the empty row that is provided for data entry. As new rows are added, their dates are automatically filled in based on the date in the previous row.
 - When a ledger name is chosen for a new row, the **Amount** column is filled in with the current balance from the Family Ledger.
 - By default, the **Payment Type** and **Category** for a new row are set to match the settings in the previous row.


► To enter new payments

1. First enter the date of the payment, as you would like it to show on the ledger. You may type a *forward slash* (/) and press the **ENTER** key for today's date. Use the **Tab** or **ENTER** key to move from field to field.
2. Enter the account the payment should be posted to. You can choose the account in one of the following ways:
 - Type in part of the name until the system displays the name you want.
 - Double-click on the name field, and a list of accounts appears. Click on the name you wish to select or use the UP-ARROW and DOWN-

ARROW keys to go from one record to another. You can also press CTRL+ENTER to see a list of accounts.

M	Date	Name	Child	Payment Type	Amount	Category	Check#/Comment	Initial
	04/10/2009	Alexander, Kevin	Alexander, Z	Check	\$0.00	Payment	123	E22
		Alexander, Kevin	215-455-9878					
		Brewer, Sarah	215-558-7898					
		Dean, Alana	215-283-9874					
		Hanson, Lisa	215-636-0955					
		Jay, Carolyn	215-326-9854					
		Lawson, Maria	215-847-7544					
		Lee, Mae	215-632-8785					
		Martinez, Janet	610-542-8787					
		McClelland, Mary	215-283-3698					

Date	Category	Comment	Child	Amount	Balance	Initials
10/06/2008	Insta-Charge Payr	Checking ****6789		\$160.00	\$190.00	E22
11/05/2008	Preauthorized Cre	VISA ****4242		\$190.00	\$0.00	E22
01/30/2009	Payment	Check 111		\$10.00	\$10.00	E22

- Pick the **Payment Type**, and enter the **Amount**, which will default to the balance that is owed. You can change this amount if it is different. Pick the **Category** (all *payment type* categories will be displayed), and enter the **Check#** and/or **Comment**.
- After the line has been completed, a preview of what the ledger will look like with the payment posted displays at the bottom of the screen (unless you have hidden the ledger in order to view more Cash Receipt transactions). The ledger view on the bottom of the screen is only a preview, and the batch of Cash Receipts **will not** be posted until you click on **Post C/R**.
- If you are finished entering transactions but NOT ready to post, click on the **Close** button  to save your work. The transactions are saved and you can continue entering transactions or posting at a later time.

Hints on Entering New Payments

- The **Date**, **Name**, **Payment Type**, **Amount**, and **Category** are all required fields.
- Most organizations just apply the payment to a family's account, but cash receipts does allow you to identify a payment with a specific child through the Child column. If you do not see the Child column displayed, use the scroll bar and go to the far right of the screen. The last column will display a slightly thicker line. This indicates that the Child column (and possibly others) is hidden. To open the Child column, click on the thick line in the header, holding down the mouse button and drag the line to the right. Repeat as necessary until the Child column appears. For more details on working with columns in grids, see page 22.

Category	Check#/Comment	Initials	
		EZ2	

- Once you open the Child column, it may be helpful to move it over next to the Name column for the account. For details on how to do this, see page 23. You can then use the Child column to either divide a payment received among different children or identify the family (account) from just the child's name. To do this, select the child's name using any of the methods described above for selecting a family (account) name. Once you make your selection, the family name associated with that child should display and payments made will be entered onto that family's ledger. Check to make sure the correct family is displayed, especially if you have more than one child with the same name.
- The **Payment Type** may be edited in Office Administration, Chapter 3 – Preferences & Setup, Maintain Picklists.
- Additional Categories for **Category** may be entered in Office Administration, Chapter 4 – Accounts Receivable, Maintain Categories.

Additional Detail on Transactions

Additional detail of individual transactions posted through Cash Receipts can be viewed in the fields on the far right of the Ledger tab, including:

Initials	Who posted (defaults to EZ2 if you don't use passwords in your system)
Entry Program	CASHREC
Entry Date	Posting Date
Entry Time	Time of Posting
Batch #	Sequential System Batch #
Dep #	Deposit Number


Because this information is not required in most cases, these columns are normally “closed” as shown in the previous diagram.

Modify Existing Transactions

You can make changes to or delete transactions previously entered. The line currently being modified is highlighted blue. Once Cash Receipts have been posted, these transactions cannot be modified.

Handling Credit Card Payments with Insta-Charge

The optional Insta-Charge module allows you to process one-time credit card payments from the Cash Receipts screen.

- To process credit card payments from the Cash Receipts screen
 1. Enter the new payment in the Cash Receipts screen:
 - a. Select/enter the **Date** and **Name**.
 - b. Select **Visa** or **MC** as the **Payment Type**.
 - c. Enter the **Amount** for the payment.
 - d. Select **Insta-Charge Payment** as the **Category**.
 2. Click the **Insta-Charge** button. 
 3. Complete the Insta-Charge transaction in the usual way. The **Date**, **Name** and **Amount** will be entered for you on the Insta-Charge form. See the *Transaction Processing Guide* for details.

Emailing Receipts

EZ-CARE2 allows you to email receipts to parents, making it quick and easy to notify them that you received and processed their payments. To test the Email Receipts feature, enter your email address on a family record with a balance. Then, choose to send a receipt for only this account. This gives you the opportunity to view how the emailed receipt will look. When you're done testing, remember to change the email address back.



Important! You must have a report called "Email Receipt Button" in order to use this feature. For more information, see page 212.

- To email receipts
 1. In the **Transactions** section, click the **M** column for the receipts you want to email.

<i>Transactions:</i>							Hide Ledger
M	Date	Name	Child	Payment Type	Amount	Category	Check#/Comment
	08/12/2006	Richman, Miriam		Check	\$16.00	Payment	157
✓	08/15/2006	Trout, Megan		Check	\$150.00	Payment	Partial Payment
✓	08/15/2006	Richard Hershey	Hershey, Jane	Cash	\$25.00	Payment	Partial Payment

2. Click the **Email Receipt** button. The **Email Options** screen appears.

Email Options

Email Fields

Family Ledgers:
Email


Other Ledgers:
Other Ledger email

☒ **Save a copy of each emailed report to this folder:**
c:\softer\ez-camp2\invoices ...

Email Subject:
Payment Receipt

Additional email message text:
Attached is the receipt for your recent payment. If you have any questions, please contact us at 215-628-0400.

OK Cancel

3. If you have multiple email addresses in your system for families, you can choose which email address you want to use for the message from the **Family Ledgers** and the **Other Ledgers** picklists.
4. If you want to save copies of the receipts you email, click the **Save a copy of each emailed report to this folder** check box, then click the  button, navigate to the location you want to save the receipts, and then click the Select button. If you're sending many receipts and you don't want to take up a lot of space on your computer with copies of receipts, you may not want to do this. If you want to keep a record of receipts, you may want to select this option.
5. In the **Email Subject** field, enter the subject.
6. In the **Additional email message text** field, enter the message you want to include in the email message.
7. Click the **OK** button. The following graphic shows a sample emailed receipt.

Receipt for Your Payment

File Edit View Insert Format Tools Message Help

Reply Reply All Forward Print Delete Previous Next Addresses

From: billing@ezgoingchildcare.com
Date: Monday, October 30, 2006 1:22 PM
To: alexkm@aol.com
Subject: Receipt for Your Payment

Thank you for your recent payment. Below you'll find a receipt for your records.

EZ-Going Child Care
 540 Pennsylvania Ave.
 Fort Washington, PA 19034

Receipt #: 136
 Date: 10/30/2006

Federal ID: 23-4752315

Receipt For: Alexander, Kevin
 654 Walnut Street
 North Wales, PA 19385

Check #:	Check 9847	Amount:	\$245.50
# of Items:	1	Total:	\$245.50


Printing Receipts




You can easily print receipts for your families from EZ-CARE2. You have the option to print individual receipts for families or print a batch of receipts. See the following sections for details on each.

Producing Individual Receipts

You may print a single receipt, several receipts, or all receipts from the Cash Receipts screen.

► To produce an individual receipt

- From the **Cash Receipts** screen, click the gray box to the left of the transaction rows you want to print receipts for. *Selected transactions* are indicated with a red .

<i>Transactions:</i>								Hide Ledger
	Date	Name	Camper	Payment Type	Amount	Category	Check#/Comment	
	04/03/2006	Apollo, Judith		Check	\$1,585.50	Payment	1453	
	04/03/2006	Beinstein, Laura		Visa	\$390.25	Payment		

- Click the **Print Receipt** button. The **Print** dialog box appears.
- From the **Name** picklist, choose the printer you want to use, and then click **OK**. Receipts for the selected records are printed.

Producing a Batch of Receipts

Receipts can also be printed from the A/R menu.

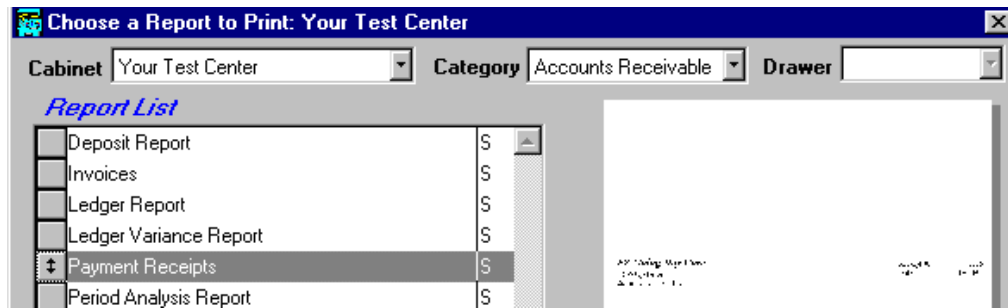
This method is recommended for:

- Printing a large batch at one time

- Printing 3 receipts to a page
- Printing selected receipts – for example, a selection of *only those accounts who have requested receipts* (which can be set up using a check box on the Family Tab)
- Printing receipts for Deposit # or Date Range.

► To print receipts

1. From the **A/R** menu, click **A/R Reports**. The **Report Library** appears.



2. From the **Report List**, double-click **Payment Receipts**.
3. Choose any of the following options to print receipts:
 - **Include Ledgers:** choose to include Family Ledgers and/or Other Ledgers
 - **Ledgers:** choose to print receipts for All families or just One. If you choose One, select the family you want to print for from the picklist.
 - **Include for:** choose whether to print receipts by **Date Range**, **Deposit Numbers**, or **Receipt Numbers**. In the **Starting** and **Ending** fields, enter the date range or number range.
4. To print more than one receipt per page, click the **Print Multiple Receipts per Page** check box.
5. In the **Message to Print** section, enter a message you want to include on the receipt.



Note: For more details on this report, see page 212.

Post Cash Receipts



Note: To work with A/R posting functions, you must close all drawers in the file cabinet.

► To post cash receipts

1. When you have finished entering all the payments, click the **Post C/R** button. The Post C/R dialog box appears.

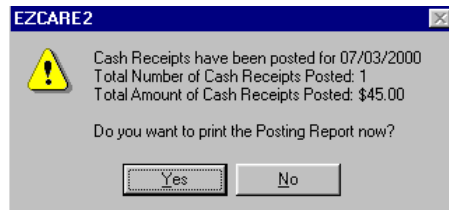
- In the **Posting Date** field, enter the date of the bank deposit.

- Click the **Preview Pre-Post** button to verify your totals. The following report previews on the screen:

Payment Type	Date	Name	Check No./Comment	Amount
<i>Cash</i>	07/12/2000	Brewer, Sarah	for Julie Brewer	\$50.00
		Sub totals for Cash	Number of Items: 1	\$50.00
<i>Check</i>	07/10/2000	Moore, Arlene	#141 for Ira Moore	\$35.00
	07/12/2000	Social Services	#227 for Frankii Lanham	\$260.00
		Sub totals for Check	Number of Items: 2	\$295.00
<i>Credit Card</i>	07/12/2000	Richman, Miriam	for Adrian Richman	\$100.00
		Sub totals for Credit Card	Number of Items: 1	\$100.00
Deposit Total				\$445.00

- Close the preview with the **Close Preview** button (the door).
- If you only want to print the preview and not post it at this time, or if you want a record of what transactions you are posting, click the **Print Pre-Post** button. Choose the printer, and click **OK**.
- When you are ready to post, click the **Post** button. A message appears, summarizing your posting. It shows the posting date, the number of cash receipts to be posted, and the amount to be posted. Click **Yes**.

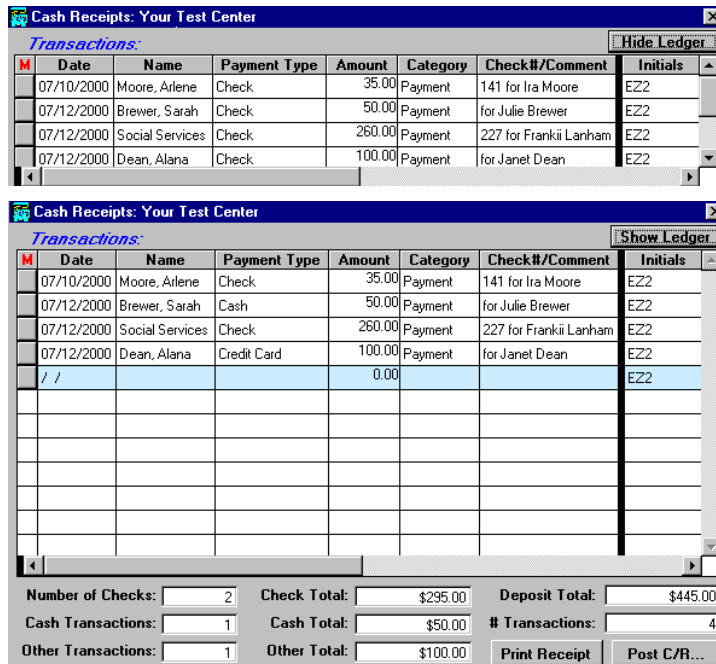
- Another message appears, detailing what was posted and asking if you want to print the Posting Report.



8. If you click **Yes**, both a Posting report and a Deposit slip will be printed.

Additional Hints on Posting

- The **Date Range** refers to the **Posting Date/Deposit Date** that appeared on the top of the Posting Report when the original posting was made.
- If you prefer NOT to see each ledger as you are processing the payments, you may click on the **Hide Ledger** button so you will *only* see the line items. This gives you an ability to see more C/R transactions as you enter them, even though you won't be able to concurrently see their effect on corresponding ledgers. See the following illustration for an example.



- You may reprint any Posting report or Deposit slip. From the **A/R** menu, click **A/R Reports**. From the A/R report list, choose **Deposit Report**.

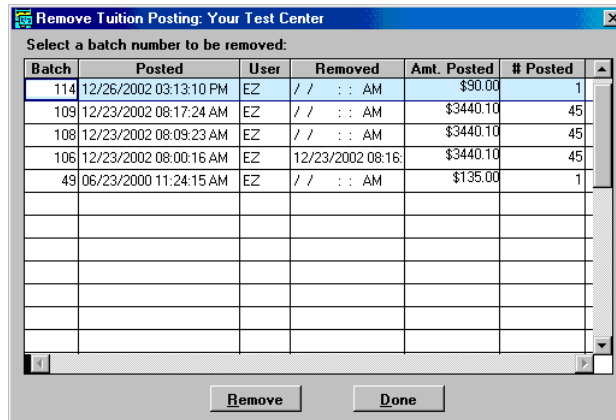
Removing Posting (Group, C/R, EZ-EFT)

If you've incorrectly posted some transactions, you can remove them so they are not processed

► To remove a posting

- From the **A/R** menu, click one of the following:
 - Remove Group Posting

- Remove C/R Posting
- Remove EZ-EFT Posting




2. Then, click in the **Batch** column of the row representing the posting you want removed.
3. Click the **Remove** button. A message appears, showing the information about the batch or batches selected.
4. Click **Yes** to remove the posting, or click **No** to retain the posting and return to the previous screen. If you've chosen to remove, a message appears, confirming the removal.
5. Click **OK**. When a remove is complete, a date is placed in the *Removed* column.
6. When you are finished with this option, click the **Done** button.

Setting Up Customized Cash Receipts

You can print a standard cash receipt for the current record by clicking on the **Print Receipt** button on the Cash Receipts dialog box.

- To set up a customized cash receipt and have it print for the current record

1. Click on the *Reports* button . The **Report Library** appears.
2. From the **Category** picklist, select **Accounts Receivable**.
3. Select the **Payment Receipts** report.
4. Click the **Print** button.
5. Click the **Save As** button. When prompted for the name, enter **Receipt Button**.
6. You now have a Customized report. You can make whatever additional changes you want using the **Report Designer** (see *Custom Report Writer Guide* for details). For example, if you are applying payments to individual children, you can add the child's name to the receipt.



Note: If you have already created a custom receipt, you can just rename it **Receipt Button**.

- When you are done modifying the report and close the Report Library, open Family drawer and go to the Ledger tab for one of your families. The next time you use the Enter Cash Receipt feature and click on **Print Receipt**, your custom receipt will print for the current record.

Sending Out Invoices


You have the option to send out invoices by printing and mailing them, or by email.

Printing Invoices

There are two ways to print Invoices from EZ-CARE2.

Printing as a Batch

► To print invoices as a batch

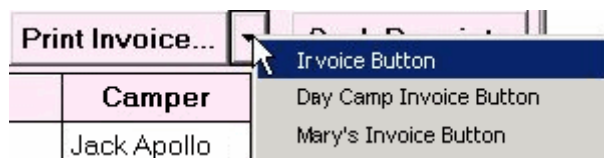
- Click the Reports button . The **Report Library** appears.
- From the **Category** picklist, choose **Accounts Receivable**.
- From the **Report List**, double-click **Invoices** (see page 205 for more information). You can choose any invoice format you want and specify which records to print.



Note: You also have the option to email invoices instead of printing them. With this option, you can save a copy of the invoice to your hard drive. For more information, see page 154.

Individually From the Ledger Tab

You may print individual invoices for the current record from the Ledger tab by clicking the **Print Invoice** button. By default, this button prints the Invoice Report or a modified version of that report named “Invoice Button.” You can set up more than one “Invoice Button” report by simply including the words “Invoice Button” in the title (for example, *Day Center Invoice Button* or *Mary’s Invoice Button*) of a report when you name it. When you click the down-arrow next to the **Print Invoice** button, you’ll see a list of any reports with “Invoice Button” in the name. To select one of them, click its name.



For details on how to create a customized invoice, see page 155.


Emailing Invoices

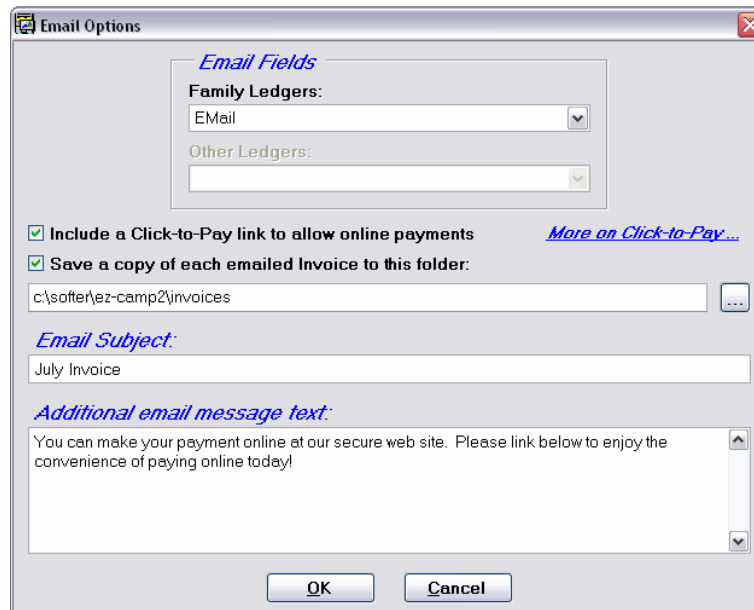
In addition to printing invoices, you have the option to email them instead; EZ-CARE2 supports Outlook Express (preferred program) or Outlook for this option. For details on how to set up your system to use Outlook Express or Outlook for EZ-CARE2 emails, see page 367.



Note: To test the Email Invoices feature, enter your email address on a family record with a balance. Then, choose to send an invoice for only this account. This gives you the opportunity to view how the emailed invoice will look. When you're done testing, remember to change the email address back.

► To email invoices

1. Click the Reports button . The **Report Library** appears.
2. From the **Category** picklist, choose **Accounts Receivable**.
3. From the **Report List**, double-click **Invoices** (see page 205 for more information).
4. Make the selections for which information you want to include in the invoice.
5. In the **Send To** line, click the **Email** option.
6. In the **Format** line, click either **HTML**, which includes the invoice in the body of an email as HTML, or **PDF**, which attaches a PDF of the invoice to the email. When you choose to email invoices, the Print button changes to **Email**.
7. Click the **Email** button. The **E-mail Options** screen appears.



8. If you have multiple email addresses in your system for families, choose which email address you want to use for the message from the **Family/Ledger Email Fields** and the **Other Ledger Email Fields**.

9. Define the **Email Subject** and the **Additional email message text** for the email.
10. If you want to save a copy of every invoice you send on your hard drive, click the **Save a copy of each emailed invoice** check box, and then enter the path where you want to save them. You may not want to do this if you're sending many invoices.




Note: The **Include a Click-to-Pay link to allow online payments** check box provides a link in the email that allows parents to pay their bills online. This option requires some setup. See the next section for more information.

11. Click the **OK** button. Your email program emails invoices to the parents you selected. See the next section for information on how parents will use this email message to pay their bills online.

Printing Customized Invoices

You have the option to set up one or more customized invoices to print instantly from the Ledger tab by clicking the **Print Invoice** button. By default, the **Print Invoice** button prints the Invoice Report or a modified version of that report named "Invoice Button." You can set up more than one "Invoice Button" report by simply including the words "Invoice Button" in the title (for example, *Day Center Invoice Button* or *Mary's Invoice Button*) of a report when you name it. When you click the down-arrow next to the **Print Invoice** button, you'll see a list of any reports with "Invoice Button" in the name. To select one of them, click its name.

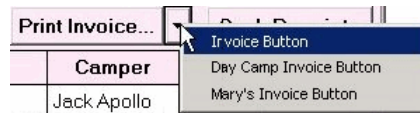
► To set up a customized Invoice

1. Click on the *Reports* button . The **Report Library** appears.
2. From the **Category** picklist, select **Accounts Receivable**.
3. Select the **Invoices** report.
4. Click the **Print** button.
5. Click the **Save As** button. When prompted for the name, enter a name—it must include **Invoice Button** as part of it. You now have a modified system report. You can make whatever changes you want to customize the report, using the Report Designer (see *Custom Report Writer Guide* for details).



Note: If you have already created a custom invoice, make sure the name of that invoice report includes **Invoice Button** as part of the name.

6. When you are done modifying the report and have closed the Report Library, open the Family drawer and go to the Ledger tab for one of your families. Click the down-arrow on the **Print Invoice** button, and select the customized invoice report you want to print.



Processing Transactions Electronically

EZ-CARE2 provides users with several different options for processing credit card and electronic bank draft transactions. These are intended to address different needs that our users have in different situations.

Click to Pay

The Click-to-Pay module allows you to set up a web page that customers can use to make online payments. For details on using the module, please download the *Payment Processing Manual* from the Document Library section of the EZ-CARE2 Client website.

Insta-Charge

Insta-Charge allows you to process one-time payments with a credit card easily and securely. It works very much like a standard retail credit card terminal. For details on using the module, please download the *Payment Processing Manual* from the Document Library section of the EZ-CARE2 Client website.

EZ-EFT

The EZ-EFT module allows you to process preauthorized recurring credit card and bank draft transactions. Typical uses involve charging for tuition or other expenses as part of a regular collection cycle. EZ-EFT can charge parents' credit cards, or transfer money directly from parent's bank accounts using electronic funds transfer. For details on using the module, please download the *Payment Processing Manual* from the Document Library section of the EZ-CARE2 Client website.

Year-End Procedures

Collapse Transactions

This section spells out an year-end maintenance process that eliminates excessive amounts of transactions that are no longer referenced by the system. Carrying out year-end maintenance results in improved system performance. This process is normally done AFTER year-end statements are run.

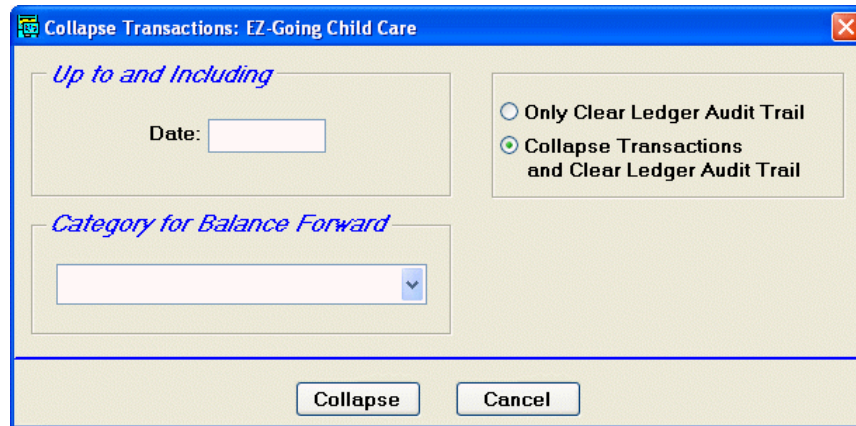
Working with This Option

First, make a backup of the cabinet(s) that you are going to run this option for.

Running a collapse is a NON- REVERSIBLE process—data is removed that cannot be retrieved. If this option is done incorrectly, restoring the cabinet from a backup will bring it back to its original state before the collapse.

► To collapse transactions

1. Double-click **Office Administration**, double-click **Chapter 4** (*Accounts Receivable Setup*), and double-click **Collapse Transactions**. The **Collapse Transactions** dialog box appears.
2. Click the cabinet you want to collapse transactions from, and click the **Select** button.. The **Collapse Transactions** dialog box appears.



3. In the **Up to and Including** section, enter the date you want to collapse to.
4. Select the **Category for Balance Forward** from the picklist.
5. On the right, choose whether you want to **Only Clear Ledger Audit Trail** or **Collapse Transactions and Clear Ledger Audit Trail**.
6. Click **Collapse** to complete the process. A message appears, asking you to confirm you want to remove the transactions.
7. Click **Yes**. A message appears to let you know the transactions have been removed.

Accounts Receivable Reports

EZ-CARE2 offers many Accounts Receivable reports. For more complete descriptions, see “Accounts Receivable Reports” on page 197.

- Aging Report
- Deposit Report
- EZ-EFT Information Report
- Invoices
- Ledger Audit Report
- Ledger Variance Report
- Payment Receipts
- Period Analysis Report
- Period Variance Report
- Revenue Summary Report
- Year-to-Date Payment Summary Report
- Year-to-Date Summary Report

Creating Reports

In order to edit the layout, appearance and contents of a report, you must purchase the Custom Report Writer module.

If you have purchased the Custom Report Writer module, you will have access to both the Report Wizard for creating new reports, and the Report Designer, which is used to refine customized or Wizard generated reports. Both of these tools are described in the “Custom Report Writer Module” section, page 347.

If you have not purchased the Custom Report Writer module, you can make copies of a report and change the print options that are saved as defaults, but you cannot edit the layout, appearance and contents of a report.

Browsing Reports

You can use the Report Library screen to browse through all of the reports that are in the system. You will see different reports in the **Report List** depending on the **Cabinet**, **Category** and **Drawer** selected.

Report Categories

The report categories present in the system are:

Category	Description
Database	Reports related to the Center, Family and Staff drawers of your file cabinets.
Accounts Receivable	Reports related to financial matters and the Accounts Receivable module.
Sessions	Reports related to the sessions that have been set up in your system.
Admin Reports	Reports for system administrators and other power users.

Report Types

To the right of each report you will see a letter indicating the Report Type. There are five types of reports in *EZ-CARE2*:

(S) System Reports	<p>This is the classification for all standard reports that come with the system. The fields used in these reports, as well as the placement of the fields and columns on the page, have all been pre-arranged to allow you to produce the reports immediately.</p> <p>Some system reports can run as defined, while others require you to make some choices and set preferences. For example, to generate the Birthday List report, you must choose at least one month.</p>
(C) Customized System Reports	<p>These are System reports that have been modified and renamed using the Save As command. An example would be a Birthday List report saved as "Birthday List for Summer," which might include only those children whose birthdays are in the summer months. This title will appear as the title on the report.</p> <p>You can create a customized report from any System Report and designate the options and preferences you prefer for just that report.</p> <p>In addition, if you purchased the Custom Report Writer module, you can modify</p>

the format and appearance of most Customized System Reports using the **Report Designer** (see *Custom Report Writer Guide* for more details).

(W) Wizard
Designed Reports

These are reports created using the *EZ-CARE2 Report Wizard*. The Wizard guides you through the design and creation of the report and allows you to specify what fields are included, totals, fonts, sort characteristics, selection characteristics, and portrait or landscape printing. See *Custom Report Writer Guide* for details.

You must purchase the **Custom Report Writer** module in order to create additional reports this way.

(D) Designer Reports

These are reports that are totally designed and created using the advanced *Report Designer* feature. This allows virtually unlimited control of the report design but generally requires a higher level of technical expertise.

(Z) Wizard Designed Reports Revised with Designer

These are reports created and saved using the Report Wizard, and then edited using the Report Designer.



Note: Fields cannot be added to Z reports. If you want to add fields to a saved Wizard report and then modify it with the Report Designer, first open the Wizard (W) report, then click on **Save As**, then enter a new name. This preserves the original report. Next, select the new report, click **Print...** then click on the **Report Wizard** button and add the new fields. When you are done, click on the **Report Designer** button to make layout changes.

Viewing Preview Graphics in the Report Library Screen

When you select a System or Customized System report in the Report List, a small graphic of that report appears to the right to show you the general appearance and content of that report.

<i>Report List</i>		Birthday List		S	
<input type="checkbox"/>	Check List Report	<input type="checkbox"/>	S	<input type="button" value="Up"/>	<input type="button" value="Down"/>
<input type="checkbox"/>	Child Directory (with Pictures)	<input type="checkbox"/>	S		
<input type="checkbox"/>	Allergy Report	<input checked="" type="checkbox"/>	W		
<input type="checkbox"/>	Child Directory	<input type="checkbox"/>	S		
<input type="checkbox"/>	Child Information Report	<input type="checkbox"/>	S		
<input type="checkbox"/>	Child List	<input type="checkbox"/>	S		
<input type="checkbox"/>	Contacts Report by Class	<input type="checkbox"/>	C		
<input type="checkbox"/>	Contacts Report	<input type="checkbox"/>	C		
<input type="checkbox"/>	Email Addresses	<input checked="" type="checkbox"/>	W		
<input type="checkbox"/>	Ethnic background by Class	<input checked="" type="checkbox"/>	W		
<input type="checkbox"/>	Family Information Report	<input type="checkbox"/>	S		
<input type="checkbox"/>	Jan/Feb/Mar Birthdays	<input type="checkbox"/>	S		
<input type="checkbox"/>	Immunization Report	<input type="checkbox"/>	S		
<input type="checkbox"/>	Mailing Labels "To the parents of:"	<input checked="" type="checkbox"/>	W	<input type="button" value="Down"/>	

Report Types

S - System Report C - Customized System Report
D - Designer Report W - Wizard Defined Report
Z - Wizard Report Revised with Designer

If you click on that graphic, a “zoom” graphic pops up to show you a closer view of a small portion of the report.

Zoom view; choose Close or Esc to close this view: EZ-Going Child Care

Birthday List

Child	Class	Birthday	Age	Phone Number
Appleby, Kelsey	Preschool	06/09/1994	5.07	(215) 455-9878
Appleby, Samantha	Infant	04/05/1998	1.09	(215) 542-8987
Burgess, Tevyn	Infant	01/08/1998	1.11	(215) 558-7898

If a report produced using the Report Wizard or Report Designer is selected, you will see a notice that no preview graphic is available:

Report List

<input type="checkbox"/>	Birthday List	S
<input type="checkbox"/>	Check List Report	S
<input type="checkbox"/>	Child Directory (with Pictures)	C
<input checked="" type="checkbox"/>	Allergy Report	W
<input type="checkbox"/>	Child Directory	S
<input type="checkbox"/>	Child Information Report	S
<input type="checkbox"/>	Child List	S
<input type="checkbox"/>	Contacts Report by Class	C
<input type="checkbox"/>	Contacts Report	S
<input type="checkbox"/>	Email Addresses	W
<input type="checkbox"/>	Ethnic background by Class	W
<input type="checkbox"/>	Family Information Report	S
<input type="checkbox"/>	Jan/Feb/Mar Birthdays	C
<input type="checkbox"/>	Immunization Report	S
<input type="checkbox"/>	Mailing Labels "To the parents of:"	W

Custom Order Alpha Order

Report Types

S - System Report C - Customized System Report
 D - Designer Report W - Wizard Defined Report
 Z - Wizard Report Revised with Designer

No Preview Available

Selecting a Custom Sort Order

The sort order for the reports in the Report List is determined by the two buttons under the list. By default, the **Alpha Order** option is selected, which lists the reports alphabetically. You can also click on **Custom Order**, which displays the view shown below and allows you to re-arrange the order of the report list within a category.

Report List

↑↓	Birthday List	S
<input type="checkbox"/>	Check List Report	S
<input type="checkbox"/>	Child Directory (with Pictures)	C
<input type="checkbox"/>	Allergy Report	W
<input type="checkbox"/>	Child Directory	S
<input type="checkbox"/>	Child Information Report	S
<input type="checkbox"/>	Child List	S
<input type="checkbox"/>	Contacts Report by Class	C
<input type="checkbox"/>	Contacts Report	S
<input type="checkbox"/>	Email Addresses	W
<input type="checkbox"/>	Ethnic background by Class	W
<input type="checkbox"/>	Family Information Report	S
<input type="checkbox"/>	Jan/Feb/Mar Birthdays	C
<input type="checkbox"/>	Immunization Report	S
<input type="checkbox"/>	Mailing Labels "To the parents of:"	W

Custom Order Alpha Order

To move a report, click the gray box to the left of the report name, and hold the mouse button down. Drag the gray button up or down the list to the desired location. You can

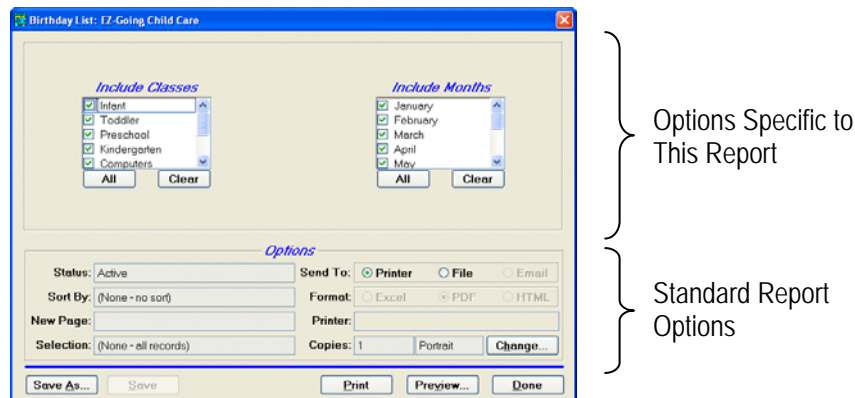
always switch back to **Alpha Order** to find a report, and then return to the **Custom Order** without it being changed.

Previewing a Report

EZ-CARE2 allows you to display the output from a report on screen within the application, so that you can see the contents of the report without needing to print it out.

► To preview a report

1. Open the Report Library screen.
2. Select the **Cabinet** you want to draw data from.
3. Select the **Category** of the report, and if necessary, select the **Drawer**.
4. Select the report you want to preview from the **Report List**.
5. Click the **Print** button. A new screen appears in which you can set options for the report:



The upper half of the screen contains the options that are specific to the report, if any. The lower half of the screen contains the standard options which are present for all reports.

6. Set any options that are specific to the report. For details on report-specific options, see the entry for the report later in this chapter.
7. Set the standard report options. See “Setting Standard Report Options” on page 166 for details.
8. Click the **Preview** button. The Report Designer screen opens, displaying the selected report:

Birthday List
EZ-Going Child Care

Date: 04/10/2009
Time: 04:20 PM
Page: 1

Child	Class	Birthdate	Age	Phone Number
Brewer, Julie	Infant	12/31/2007	1.03	215-558-7898
Moore, Ira	School Age	05/05/1999	9.11	215-587-7745
Moore, Larry	Preschool	09/07/2002	6.07	215-587-7745
Richman, Adrian	Kindergarten	02/24/2002	7.01	215-542-5689
Trout, Adam	Toddler	12/15/2005	3.03	215-432-5102
Springer, April	Piano	08/01/2002	6.08	215-455-9878
Baker, Karen	Toddler	04/05/2006	3.00	215-542-8987
Hanson, Jamie	Preschool	12/08/2002	6.04	215-636-0955
Alexander, Zachary	Kindergarten	07/05/2002	6.09	215-455-9878
O'Brien, Joey	Toddler	04/08/2005	4.00	215-548-7210
O'Brien, Sam	Infant	01/02/2007	2.03	215-548-7210
Jay, Carol	School Age	04/25/1999	9.11	215-326-9854
Jay, Kermy	Toddler	08/08/2005	3.08	215-326-9854
Richman, Alyssa	School Age	05/05/2000	8.11	215-542-5689
Richman, Alex	Toddler	09/20/2005	3.06	215-542-5689
Lee, May	Kindergarten	06/08/2001	7.10	215-632-8785
Lanham, Franki	Toddler	04/22/2005	3.11	610-871-8432
McClelland, Sally	Kindergarten	08/28/2002	6.07	215-283-3698

9. Use the following controls, located in the Print Preview toolbar, to view the report:

Control	Function
---------	----------



Go to the first page of the report.



Go to the previous page of the report.



Clicking on this button opens up the following screen that allows you to jump to a selected page within the report:

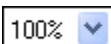
Select the **Page Number** you want to go to, and click the **OK** button.



Go to the next page in the report.



Go to the last page in the report.



Set the zoom level for the report.



Exits Print Preview.



Prints the report. See "Printing a Report" page 165 for details.

10. When you are done previewing the report, click to exit Print Preview. You will be returned to the Print Options screen.

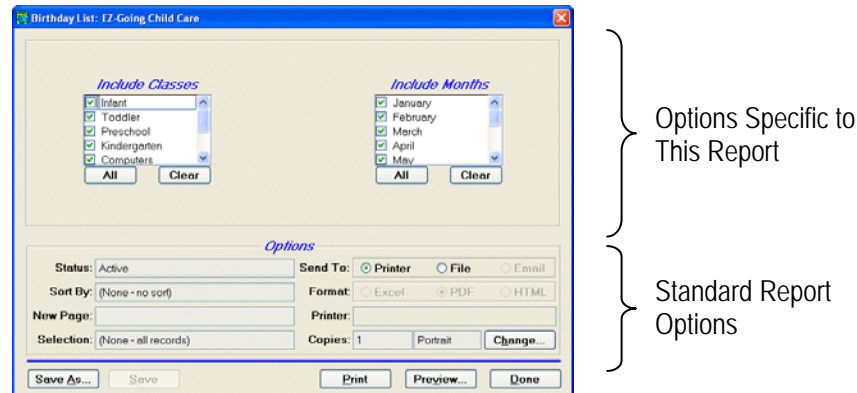
11. Click the **Done** button to return to the Report Library screen.

If you changed the settings for the report, you will be prompted to save the report along with its settings under a new name. See “Copying a Report” page 169 for details.

Printing a Report

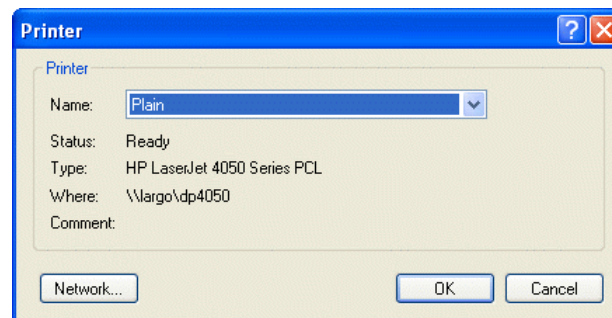
► To print a report

1. Open the Report Library screen.
2. Select the **Cabinet** you want to draw data from.
3. Select the **Category** of the report, and if necessary, select the **Drawer**.
4. Select the report you want to print from the **Report List**.
5. Click the **Print** button. A new screen appears in which you can set options for the report:

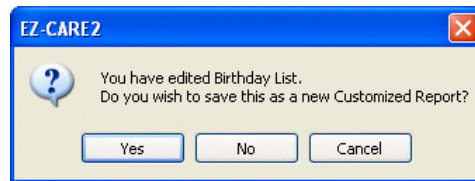


The upper half of the screen contains the options that are specific to the report, if any. The lower half of the screen contains the standard options which are present for all reports.

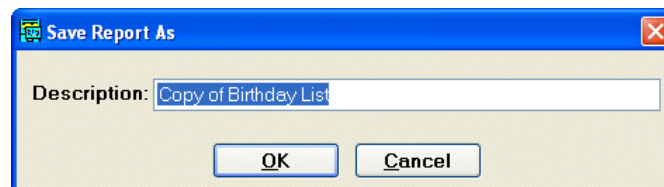
6. Set any options that are specific to the report. For details on report-specific options, see the entries for each report later in this chapter.
7. Set the standard report options. See “Setting Standard Report Options” on page 166 for details.
8. Click the **Print** button. The Printer screen opens:



9. Select the printer you want to send the report to and click the **OK** button. You will be returned to the Print Options screen.
10. Click the **Done** button to return to the Report Library screen.
11. If you changed the settings for the report, you will be prompted to save the report along with its settings under a new name.



- To return to the Report Library screen without saving a copy of the report under a new name, click the **No** button.
- To return to the Print Options page, click the **Cancel** button.
- To save the report under a new name:
 - i. Click the **Yes** button. The Save Report As screen appears:



- ii. Enter the name you want to give to the new copy of the report, and click the **OK** button. You will be returned to the Report Library screen, and the new copy of the report will appear in the Report List.

Setting Standard Report Options

The following report options are present on the Print Options page for all reports:

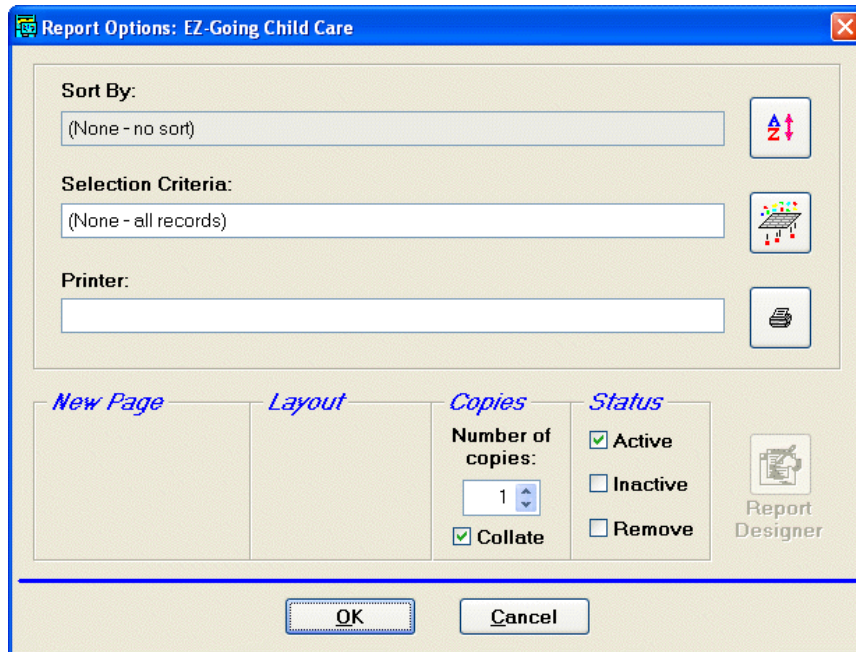
 A form titled "Options" with a blue header. It contains several input fields and buttons:

- Status: Active
- Sort By: (None - no sort)
- New Page: (empty field)
- Selection: (None - all records)
- Send To: ☒ Printer ☐ File ☐ Email
- Format: ☐ Excel ☒ PDF ☐ HTML
- Printer: (empty field)
- Copies: 1
- Portrait
- Change... button
- Save As... button
- Save button
- Print button
- Preview... button
- Done button

► To set the standard report options when printing a report

1. Select whether to output the report to a printer or to a file:
 - To output the report to a printer, set **Send to:** to **Printer**.
 - To output the report to a file, set **Send to:** to **File**. See "Printing a Report to a File" on page 170 for details.
2. To change the remaining report options:

- a. Click the **Change** button. The Report Options screen appears:



The "Report Options: EZ-Going Child Care" dialog box contains the following fields and controls:

- Sort By:** A dropdown menu showing "(None - no sort)" and a button with an "A-Z" icon.
- Selection Criteria:** A dropdown menu showing "(None - all records)" and a button with a grid icon.
- Printer:** An empty text field and a printer icon button.
- Layout:** A section with two empty boxes labeled "New Page" and "Layout".
- Copies:** A section with "Number of copies:" set to 1, a "Collate" checkbox (checked), and an "Active" checkbox (checked).
- Status:** A section with "Inactive" and "Remove" checkboxes (unchecked).
- Report Designer:** A button with a report icon.
- Buttons:** "OK" and "Cancel" buttons at the bottom.

- b. To select the sort order for the records in the report:


- i. Click the **Sort By** button.  The Library of Saved Sorts screen appears:

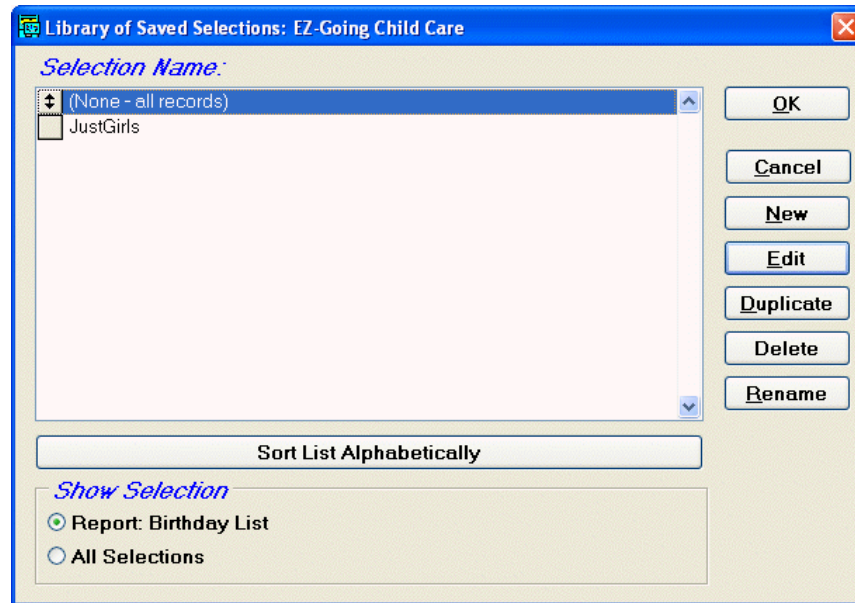


The "Library of Saved Sorts: EZ-Going Child Care" dialog box contains the following elements:

- Sort Name:** A list box with the following items: "(None - no sort)", "Class and Birthday", "Birthdate (Year then month, day)", "Birthday (MMDD)", and "Class Name/Last Name".
- Buttons:** "OK", "Cancel", "New", "Edit", "Duplicate", "Delete", and "Rename" buttons on the right side.
- Sort List Alphabetically:** A button below the list box.
- Show Sort:** A section with two radio buttons: "Report: Birthday List" (selected) and "All Sorts".

- ii. Select the sort order you want to use and click the **OK** button. (For details on creating sorts, see "Sorts and Selections" on page 29) You will return to the Report Options screen, and the sort order you selected will be displayed in the **Sort By** field.

- c. To set the selection criteria that will be used to determine which records appear in the report:
 - i. Click the **Selection Criteria** button.  The Library of Saved Selections screen appears:



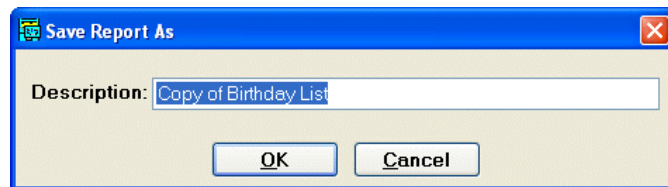
- ii. Select the selection criteria you want to use and click the **OK** button. (For details on creating selection criteria, see “Sorts and Selections” on page 29.) You will return to the Report Options screen, and the selection criteria you selected will be displayed in the **Selection Criteria** field.
- d. If you want the report to always start a new page at a certain point, check the selection under **New Page**. The exact contents of this section of the screen will vary depending on the sort order that was selected.
- e. Set **Layout** to **Portrait** (☐) or **Landscape** (☐)
- f. Under **Copies**, set **Number of Copies** to the number of copies of the report that you want to print out. Check **Collate** to print out each copy in its entirety before starting on the next. If **Collate** is not checked, the report will print out all of the copies of the first page, followed by all of the copies of the second page, and so on.
- g. Under **Status**, check **Active**, **Inactive**, or **Remove**, to determine whether Active records, Inactive records, or records marked for removal will appear in the report.
- h. If you have purchased the Custom Report Writer module, you can click the **Report Designer** button to edit the actual report. Once you finish editing the report, you will be returned to this screen. For details on editing a report using Report Designer, see the *Custom Report Writer Guide*.
- i. Click **OK** to return to the Print Options screen.

Copying a Report

You can make a copy of any report in the system.

► **To make a copy of a report**

1. Open the Report Library screen.
2. Select the **Cabinet** associated with the report.
3. Select the **Category** of the report, and if necessary, select the **Drawer**.
4. Select the report you want to copy from the **Report List**.
5. Click the **Print** button.
6. In the Print Options screen, click the **Save As** button. The Save Report As screen appears:



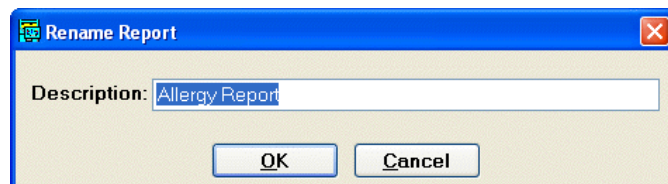
7. Enter the name you want to give to the new copy of the report, and click the **OK** button. You will be returned to the Report Library screen, and the new copy of the report will appear in the Report List.

Renaming a Report

You can rename any report except for System reports (type S).

► **To rename a report**

1. Open the Report Library screen.
2. Select the **Cabinet** associated with the report.
3. Select the **Category** of the report, and if necessary, select the **Drawer**.
4. Select the report you want to rename from the **Report List**.
5. Click the **Rename** button. The Rename Report screen appears:



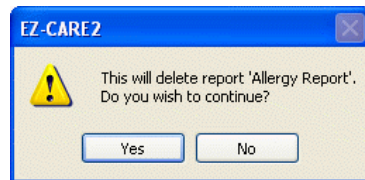
6. Enter the new name for the report and click the **OK** button to save the change, or click **Cancel** to cancel the name change.

Deleting a Report

You can delete any report except for System reports (type S).

► To delete a report

1. Open the Report Library screen.
2. Select the **Cabinet** associated with the report.
3. Select the **Category** of the report, and if necessary, select the **Drawer**.
4. Select the report you want to delete from the **Report List**.
5. Click the **Delete Report** button. A confirmation screen appears:



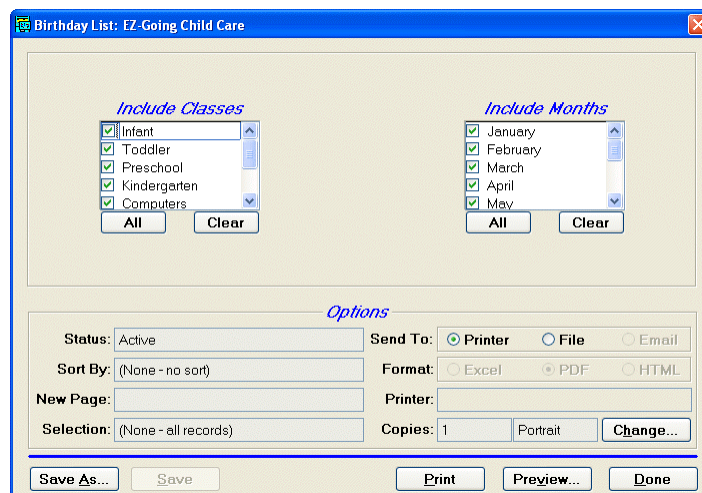
6. Click the **Yes** button to delete the report, or click the **No** button to cancel deletion.

Printing a Report to a File


You can “print” a report to a file instead of sending it to a printer. You can generate a PDF or HTML version of the report, or you can output the information to an Excel spreadsheet.

► To print a report to a file

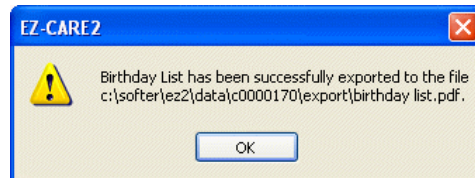
1. Open the Report Library screen.
2. Select the **Cabinet** you want to draw data from.
3. Select the **Category** of the report, and if necessary, select the **Drawer**.
4. Select the report you want to print to a file from the **Report List**.
5. Click the **Print** button. The Print Options screen will appear.



6. In the standard print options, set **Send to** to **File** and then select one of the following **Formats**:

Format	Description
Excel	The report is created as an Excel (.XLS) file. This format is useful to perform additional analysis on your EZ-CARE2 data using Excel.
	 Note: This functionality is available for all Wizard reports and Wizard reports edited with Designer, but only for certain System Reports.
PDF	The report is created as a PDF file. Reports in PDF format retain the look and feel of the original report with formatting, graphics, fonts, and color intact. To view the PDF report, you must have Adobe Acrobat Reader. This format is very convenient to email reports as an attachment.
HTML	The report is created as an HTML file. HTML is the formatting language used for web sites. Many email systems can display HTML information directly in an email message.

7. Click the **Export** button (this button replaces the **Print** button once you set **Send to** to **File**). You will see a message box that tells you that the file has been created:



Moving Reports between Cabinets Using Import/Export

EZ-CARE2 provides an easy way to export a report to another cabinet, or import a report from another cabinet. You can export a report to a file, and then import it into another cabinet, or even a separate installation of EZ-CARE2, by importing from the file.





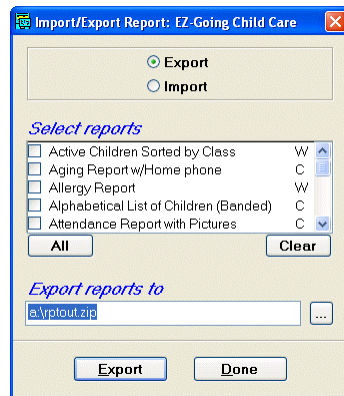
Warning! If your reports contain user-defined fields, make sure the cabinet you are importing to has the same setup. Exporting a report also brings over the Sorts and Selections.


Exporting a Report to a File

Follow these procedures to export a report to another cabinet or to another site.

► To export a report

- Click on the **Reports** button. 
- Click the **New Report** button.
- Click the **Import/Export** report button.  The **Export/Import Report** dialog box appears.





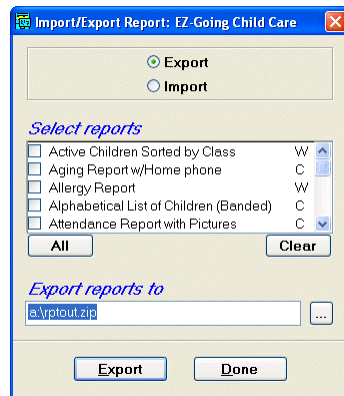
4. At the top of the screen, select **Export**.
5. In the **Select reports** section, check the box next to the reports you want to export. Click the **All** button to check all reports. Click the **Clear** button to uncheck all reports.
6. In the **Export reports to** field, enter the path and file name for the report export. You can also click the  button, go to the location where you want to save it, give it a name, and click **Save**. You can put the file on the desktop or where you would like. It must be a file with a **.ZIP** extension (for example: **C:\REPORT.ZIP**).
7. Click the **Export** button. A message appears, telling you the export is complete.
8. Click **OK**.
9. When the export is finished, click **Done**.

Importing a Report from a File

Follow these procedures to import a report that has been exported from another cabinet or another site.

► To import a report

1. Click the **Reports** button in the main toolbar. 
2. Select the correct **Cabinet**, **Category**, and **Drawer**. **You need to import the reports into the proper cabinet and category.** Import Sessions reports into the Sessions category, and Database reports into the Database category.
3. Click the **New Report** button.
4. Click the **Import/Export** report button.  The **Export/Import Report** dialog box appears.



5. At the top of the screen, select **Import**.
6. In the **Import reports from** field, enter the path and file name for the report you're importing. You can also click the **...** button, go to the location where the report is, and double-click the file (for example, **C:\REPORT.ZIP**).
7. Click the **Import** button. A message appears, telling you the report was imported successfully.
8. Click **OK**.
9. Click **Done**. The imported reports will display in your report list.

Database Reports



Note: All these reports default to show only **Active** status children, families or staff. If you want to include persons with **Inactive** or **Remove** status, you need to select the **Inactive** or **Remove** options under the **Status** heading in the standard report options. See "Setting Standard Report Options" page 166 for details.

Some of these reports are only available within the Family or the Staff drawer, while others exist in similar versions in Family, Staff, and user-defined drawers. You select the relevant Drawer from the top right of the Report Library screen.

Birthday List

<div style="text-align: center;"> Birthday List EZ-Going Child Care </div>				
			Date: 04/06/2009 Time: 09:17 PM Page: 1	
Child	Class	Birthdate	Age	Phone Number
Brewer, Julie	Infant	12/31/2007	1.03	215-558-7898
Moore, Ira	School Age	05/05/1999	9.11	215-587-7745
Moore, Larry	Preschool	09/07/2002	6.06	215-587-7745
Richman, Adrian	Kindergarten	02/24/2002	7.01	215-542-5689
Trout, Adam	Toddler	12/15/2005	3.03	215-432-5102
Springer, April	Piano	08/01/2002	6.08	215-455-9878
Baker, Karen	Toddler	04/05/2006	3.00	215-542-8987
Hanson, Jamie	Preschool	12/08/2002	6.03	215-636-0955
Alexander, Zachary	Kindergarten	07/05/2002	6.09	215-455-9878
O'Brien, Joey	Toddler	04/08/2005	3.11	215-548-7210
O'Brien, Sam	Infant	01/02/2007	2.03	215-548-7210
Jay, Carol	School Age	04/25/1999	9.11	215-326-9854

The Birthday List report provides you with a list of all children whose birthdays fall within the selected months. For example, you could produce a list of all children with birthdays over the summer months.

In order to run this report, you must select the **Database** category, and the **Family** drawer.

► To set report-specific options

Include Classes

☒ Infant
☒ Toddler
☒ Preschool
☒ Kindergarten
☒ Computers

All
Clear

Include Months

☒ January
☒ February
☒ March
☒ April
☒ May

All
Clear

1. Check the entries for the classes that you want to include in the report in the **Include Classes** list. Click the **All** button to check all classes. Click the **Clear** button to uncheck all classes.
2. Check the entries for the months that you want to include in the report in the **Include Months** list. Click the **All** button to check all months. Click the **Clear** button to uncheck all months.

Check List Report

Child Check List Report				
Child	Item Type	Description	Date	Completed
Simpson, Roger	Form	Field Trip Release	06/10/96	X
Appleby, Kelsey		Field Trip Release	06/10/96	X
Appleby, Samantha		Field Trip Release	06/10/96	X
Burgess, Taryn		Field Trip Release	06/10/96	X

Child Check List Report - by Item				
Item Type	Description	Child	Date	Completed
Form	Field Trip Release	Appleby, Kelsey	06/10/96	X
Form	Field Trip Release	Appleby, Samantha	06/10/96	X
Form	Field Trip Release	Burgess, Taryn	06/10/96	X

The Check List Report prints a list of open and/or completed items entered into the Check List superfield.



Note: In order to run the report, you must have set up a check list in either the Child or Family tab of the Family drawer for the selected Cabinet.

In order to run this report, you must select the **Database** category, and the **Family** drawer.

► To set report-specific options

Print For <input checked="" type="radio"/> Child <input type="radio"/> Family	Child <input checked="" type="radio"/> All <input type="radio"/> One Alexander, Zachary	Item Type <input checked="" type="radio"/> All <input type="radio"/> One Permission Slips
Include Items <input type="checkbox"/> Completed <input checked="" type="checkbox"/> To Do	Organize By <input checked="" type="radio"/> Child <input type="radio"/> Check List Item Type <input type="checkbox"/> New Page Per Child	Include Dates Start: <input type="text"/> End: <input type="text"/>

1. Under **Print For**, you can select either **Child** or **Family**. If you select **Child**, the report will list records from the Check List field in the **Child** tab. If you select **Family**, the report will list records from the Check List field in the **Family** tab. If you only have a Check List field in one of the tabs, the other one will be disabled, and you will not be able to select anything.
2. Under **Child**, you can select **All** to print records for all children, or **One** to print records for just one child. Select the child from the list below. (If **Family** is

selected under **Print For**, this section is renamed **Family**, and allows you to select all families or just one.)

- Under **Item Type**, you can select **All** to print records for all item types, or **One** to print records for just one item type. Select the item type from the list below.
- Under **Include Items**, check **Completed** or **To Do** to include items with those statuses in the report.
- Under **Organize by**, select **Child** to sort the records in the report by child, or **Check List Item Type** to sort the records by item. **Check New Page Per Child/New Page Per Item** to start each child or item type on a new page.
- Under **Include Dates**, you can optionally enter a **Start** and **End** date. If a date range is specified, only records entered within the date range will appear in the report.

Child Directory

Child Directory					
<u>Child</u>	<u>Birthdate</u>	<u>Class</u>	<u>Parents</u>	<u>Phone Number</u>	<u>Phone Number 2</u>
Appleby, Kelsey 55 Main Street Dublin, OH 43017	10/17/91	Infant	Lisa Appleby Mark Appleby	215-967-8234 215-967-8234	215-961-7654 215-934-7932
Appleby, Samantha 55 Main Street Dublin, OH 43017	09/15/92	Toddler	Lisa Appleby Mark Appleby	215-967-8234 215-967-8234	215-961-7654 215-934-7932
Burgess, Taryn 55 Main Street Dublin, OH 43017	02/12/91	Infant	Lynn Burgess Tom Burgess	215-977-5766 215-977-5766	215-956-8909 215-977-6723

The Child Directory report allows you to produce a center directory organized by child including parents and phone numbers. User-defined options allow you to sort by family or child last name.

If you have purchased the Custom Report Writer module, you can easily add email addresses or any other field to this report using the Report Designer. See *Custom Report Writer Guide* for details.

In order to run this report, you must select the **Database** category, and the **Family** drawer. There are no report-specific options for this report.

Child Information Report

Child Information Report				04/06/2009 Page 1 09:25 PM	
EZ-Going Child Care					
First: Zachary	Gender: Male	Enroll Date: 12/03/2004			
Last Name: Alexander			Leave Date:		
Birthdate: 07/05/2002	6.09				
Class Name: Kindergarten					
Home #: 215-455-9878					
School Age Info:		Enrichment Programs:			
School:		Gymnastics: Yes			
Grade:	AM Bus:	Karate: Yes			
	PM Bus:	Music: Yes			
		Computers: No			
Status: Active			Contacts	Checklist	Notes

The Child Information Report displays the contents of all fields included in the screens (Pages) in the Child tab. This is useful if you want a paper copy of the information to put in a child's physical file folder. The report prints data in the order it is displayed, with two screens of data printed on each page of the report.

In order to run this report, you must select the **Database** category, and the **Family** drawer.

► To set report-specific options

Child

☒ All ☐ One

Alexander, Zachary

☒ Include basic family information

☐ Include contacts information

☐ Include schedule information

Child information page numbers: 1 2 3 4 5 6 7 8

Include Classes

☒ Infant

☒ Toddler

☒ Preschool

☒ Kindergarten

☒ Computers

All Clear

- Under **Child**, select which child records to print out:
 - Select **All** to print out records for all children.
 - Select **One** to print out only one child's record. Select the name of the child from the list below.
- Check **Include basic family information** to include the family name at the bottom of the page.
- Check **Include contacts information** to include contacts information on a separate page.

4. Under **Child information page numbers**, select the pages whose information you want to include in the report. Selected pages are indented, and the page icon turns yellow.
5. Check the entries for the classes that you want to include in the report in the **Include Classes** list. Click the **All** button to check all classes. Click the **Clear** button to uncheck all classes.

Child List

Child List					
<u>Child</u>	<u>Class</u>	<u>Sex</u>	<u>Birthdate</u>	<u>Age</u>	<u>Phone Number</u>
Carver, Jessica	Preschool	F	02/24/94	5.02	215-676-5432
Capuano, Christina	Preschool	F	06/20/94	4.08	215-685-4278
Engelsen, Sean	Preschool	M	12/17/93	5.05	215-678-9854

The Child List generates a basic listing of children including name, gender, birthdate, age, and home phone. For example, for a day center, you could take the printed list along on a field trip or use it for calling to see if a child is home sick.

In order to run this report, you must select the **Database** category, and the **Family** drawer.

There are no report-specific options for this report.

Contacts Report

Contacts Report				
Andrews, Amanda	<u>Parents</u>	<u>Phone 1</u>	<u>Phone 2</u>	<u>Address</u>
	Neal Andrews	614-766-9392	614-830-8839	1345 East Main St
	Bonnie Smith	614-797-9933	513-899-2933	St. Louis, MO 50014
<u>Contacts</u>	<u>Relationship</u>	<u>Phone 1</u>	<u>Phone 2</u>	<u>Authorized Pickup</u>
Cindy Bose	Friend	(614) 453-8839	(614) 382-9392	Yes
		Call Cindy on Tuesdays and Wednesdays at 2nd Number		
Gretchen Filcox	Grandma	(614) 453-8839	(614) 382-9392	Yes
George Zyres	Grandpa	(614) 453-8839	(614) 382-9392	No
		George is not a safe driver.		

EW

The Contacts Report provides a printed listing of all emergency contacts and/or Authorized Pickups for Day Centers. Predefined options let you print only Authorized Pickups (including parents).

In order to run this report, you must select the **Database** category, and the **Family** drawer.

► To set report-specific options

1. Under **Print For**, you can select either **Child** or **Family**. If you select **Child**, the report will list records from the **Contacts** field in the **Child** tab. If you select **Family**, the report will list records from the **Contacts** field in the **Family** tab. If you only have a **Contacts** field in one of the tabs, the other one will be disabled, and you will not be able to select anything. Check **Authorized Pickups Only** to list only those contact records designated as authorized pickups.
2. Under **Child**, you can select **All** to print records for all children, or **One** to print records for just one child. Select the child from the list below. (If **Family** is selected under **Print For**, this section is renamed **Family**, and allows you to select all families or just one.)
3. If **Family** is selected under **Print For**, the **Organize By** options are enabled. Select to organize records **By Family**, or **By Class/Child**.
4. Check the entries for the classes that you want to include in the report in the **Include Classes** list. Click the **All** button to check all classes. Click the **Clear** button to uncheck all classes.
5. Check **Show Contact Comments** to list any comments entered for a contact in the report.

EZ-Entry Barcodes

The EZ-ENTRY Barcodes report allows you to generate pages full of barcodes for your staffers to scan instead of entering data manually.

In order to run this report, you must select the **Database** category, and the **Family** drawer.

► To set report-specific options

1. Under **Print For**, you can select either **Child** or **Family**.
2. Under **Layout**, select the number of columns you want to appear in the printed pages.
3. Under **Action to Perform**, select the action you want EZ-Entry to perform when a barcode is scanned:
 - **Find record, page and field then enter a value:** EZ-Entry will find the child record whose Child ID is contained in the barcode, move to the **Page** and **Field** specified under **Action Details**, and enter the **Value** specified under **Action Details** into the field.
 - **Find record, page and field then wait for a value:** EZ-Entry will find the child record whose Child ID is contained in the barcode, move to the **Page** and **Field** specified under **Action Details**, and wait for the user to enter a value into the field.
 - **Find page and field of current record then enter a value:** EZ-Entry will stay in the current record, move to the **Page** and **Field** specified under **Action Details**, and enter the **Value** specified under **Action Details** into the field.
 - **Find page and field of current record then wait for a value:** EZ-Entry will stay in the current record, move to the **Page** and **Field** specified under **Action Details**, and wait for the user to enter a value into the field.
4. Set **Reader** to the barcode reader type.
5. Select the following settings under **Action Details**:
 - Set **Page** to the page in a multi-page tab that the desired field is located on.
 - Set **Field** to the field on the page that you want to enter data into.
 - Set **Value** to the value you want to enter into the field.
6. To include human-readable labels for the barcodes using the **Human-Readable Fields** area of the screen:

- a. Select the field from the list.
- b. Click the **Add** button to list the contents of the field above the barcode. For instance, to label barcodes with children's names, add the **First Name** and **Last Name** fields.

Family Information Report

Child: Ackerman, Sidney Jr.		
Family Information		
First name: Sidney	Last name: Ackerman	
Address: 37 Warwick Rd.		
City: Ft. Washington	State: PA	Zip: 19346
Phone number:		

The Family Information Report displays the contents of all fields included in the screens (Pages) in the Family tab. This is useful if you want a paper copy of the information to put in a child's physical file folder. The report prints data in the order it is displayed, with two screens of data printed on each page of the report.

In order to run this report, you must select the **Database** category, and the **Family** drawer.

► To set report-specific options

1. Under **Family**, select which family records to print out:
 - a. Select **All** to print out records for all families.
 - b. Select **One** to print out only one family's record. Select the name of the family from the list below.
2. Check **Include basic child information** to include the children's names at the bottom of the page.
3. Check **Include contacts information** to include contacts information on a separate page.
4. Under **Family information page numbers**, select the pages whose information you want to include in the report. Selected pages are indented, and the page icon turns yellow.

- Check the entries for the classes that you want to include in the report in the **Include Classes** list. Click the **All** button to check all classes. Click the **Clear** button to uncheck all classes.

Immunization Report

Immunization Report All Immunizations						
Child: Hanson, Jamie			Class: Toddler			
Birthdate: 11/08/1995		Age: 3.00				
Immunizations:						
DFT	Y	01/01/95	Y	06/25/95	//	//
HIB	Y	01/01/95	Y	06/25/95	//	//
MMR	Y	01/09/98	Y	06/08/95	//	//
Polio	Y	01/08/98	Y	09/12/95	//	//
Immunizations Due						
Child: Jay, Kenney		Birthdate: 07/08/1993		Age: 5.06		Class: Kind
Immunization	#1	#2	#3	#4	#5	#6
DFT					07/08/1998	
MMR		07/08/1998				
Polio				07/08/1998		

The Immunization Report allows you to track when immunizations were due, whether they have been received, and which were received late. The report lists children alphabetically. Immunizations are listed in the order in which they appear on the Immunizations Tab (see page 49 for details).

In order to run this report, you must select the **Database** category, and the **Family** drawer.

► To set report-specific options

<p><i>Include Classes</i></p> <div> <input checked="" type="checkbox"/> Infant <input checked="" type="checkbox"/> Toddler <input checked="" type="checkbox"/> Preschool <input checked="" type="checkbox"/> Kindergarten <input checked="" type="checkbox"/> Computers </div> <div> <input type="button" value="All"/> <input type="button" value="Clear"/> </div>	<p><i>Immunizations</i></p> <div> <input checked="" type="radio"/> All <input type="radio"/> Due <input type="radio"/> Received <input type="radio"/> Received Late </div>	<p><i>Include Dates</i></p> <div> Start: <input type="text"/> </div> <div> End: <input type="text"/> </div>
---	--	---

- Check the entries for the classes that you want to include in the report in the **Include Classes** list. Click the **All** button to check all classes. Click the **Clear** button to uncheck all classes.
- Under Immunizations, select one of the following options:
 - All** - prints a list of all immunizations. If the immunization was received, the report shows a “Y” (for Yes) and the date received; if not received, it shows “N” (for No) and the date due.
 - Due** - prints a list of all immunizations outstanding, with the date they were due, up through a date you specify
 - Received** - prints all immunizations received with dates due and received, within a time range you specify. If no immunizations have been

received for a specific item such as chicken pox vaccine, that item will not appear.

- **Received late** – only prints immunizations that were received after their due date.
3. Under **Include Dates**, you can optionally enter a **Start** and/or **End** date, depending on the option selected under Immunizations.



Note: With this report, you can create a selection from the Family, Ledger, Child, Class, and Immunization tables; you can also include fields from these tables through the Report Designer.

Mailing Labels

Judith Apollo 21 Richbell Rd. White Plains NY 10605	Laura Beinstein 46 Carriage Hill Rd. Colts Neck NJ 07722
Roberta Bennett 500 Merrywood Dr. Wyckoff NJ 07481	Leonard Bennis 2 Priory Court Melville NY 21747

The Mailing Labels report provides a quick and easy way to print labels for children or families. Labels can be used for more than mailing purposes (for example, index cards, luggage tags, and nametags).

For families, the report defaults to print the primary parent's name and address, in 1-, 2-, or 3-column format. If you have purchased the Custom Report Writer, you can use the Report Designer to modify the label, for example sending it to "The Parents of John Smith." See the *Custom Report Writer Guide* for details.

If you need more customization, use the Labels option of the Custom Report Wizard, which lets you choose from a wide variety of Avery labels and add information from tables you select. See the *Custom Report Writer Guide* for details.

In order to run this report, you must select the **Database** category, and the **Family** drawer.

► To set report-specific options

The screenshot shows a configuration window with three main sections:

- Include Classes:** A list box containing 'Infant', 'Toddler', 'Preschool', 'Kindergarten', and 'Computers', all of which are checked. Below the list are 'All' and 'Clear' buttons.
- Label For:** Two radio button options: 'Family' (which is selected) and 'Child'.
- Format:** Three radio button options: '1 Up' (selected), '2 Up', and '3 Up'.

1. Check the entries for the classes that you want to include in the report in the **Include Classes** list. Click the **All** button to check all classes. Click the **Clear** button to uncheck all classes.
2. Under **Label For**, select **Family** to print labels for family records, or **Child** to print labels for child records.
3. Under **Format**, select **1 Up**, **2 Up**, or **3 Up** to determine the number of columns you want to print on a page.

Notes Report

Notes Report - By Child			
Child	Note Type	Date	Note Description
Smallwood, Janet	Accident	11/13/95	Scraped knee during game
	Incident	08/13/95	Bruises on leg
Notes Report - By Type			
Note Type	Date	Child	Note Description
Accident	11/13/95	Smallwood, Janet	Scraped knee during game
	11/17/96	Treavor, Samantha	Fell and scraped elbow

The Notes Report allows you to track events, by person and/or by type of event. For example, you might want to list all accidents at the center over the past six months. Alternatively, you might want a report showing all behavior incidents for a specific child. Predefined options let you print for children or families, organize by person or note type, select one child or all children, and select all notes or one type of note.

In order to run this report, you must select the **Database** category, and the **Family** drawer.

► To set report-specific options

The screenshot shows a report configuration window with the following sections:

- Print For:** Radio buttons for **Child** (selected) and **Family**.
- Child:** Radio buttons for **All** (selected) and **One**. Below is a dropdown menu showing "Alexander, Zachary".
- Note Type:** Radio buttons for **All** (selected) and **One**. Below is a dropdown menu showing "Accident".
- Organize By:** Radio buttons for **Child** (selected), **Note Type**, and a checkbox for **New Page Per Child**.
- Include Dates:** Fields for **Start:** and **End:**.

1. Under **Print For**, you can select either **Child** or **Family**. If you select **Child**, the report will list records from the **Notes** field in the **Child** tab. If you select **Family**, the report will list records from the **Notes** field in the **Family** tab. If you only have a **Notes** field in one of the tabs, the other one will be disabled, and you will not be able to select anything.
2. Under **Child**, you can select **All** to print records for all children, or **One** to print records for just one child. Select the child from the list below. (If **Family** is selected under **Print For**, this section is renamed **Family**, and allows you to select all families or just one.)
3. Under **Note Type**, you can select **All** to print records for all note types, or **One** to print records for just one note type. Select the note type from the list below.
4. Under **Organize by**, select **Child** to sort the records in the report by child, or **Note Type** to sort the records by note type. **Check New Page Per Child/New Page Per Note Type** to start each child or note type on a new page.
5. Under **Include Dates**, you can optionally enter a **Start** and **End** date. If a date range is specified, only records entered within the date range will appear in the report.

Staff Check List Report

Staff Check List Report - by Employee				
Employee	Item Type	Description	Date	Completed
Avides, Pam	Form	Application for Employment	07/25/95	X
		Health Status	09/15/95	X
		W-4	09/01/95	X
	Keys	Doors- Front and Back Office	10/01/95 10/01/95	X X
Bloom, Kathy	Form	Application for Employment	3/12/94	X
Staff Check List Report - by Item				
Item Type	Description	Employee	Date	Completed
Form	Application for Employment	Avides, Pam	07/25/95	X
		Bloom, Kelly	03/12/94	X
	Health Status	Avides, Pam	09/15/95	X

The Staff Check List Report provides a list of open and/or completed items entered into the Check List superfield, for one or all Staff members. For example, you could produce a list of

all staff members that still need to submit the required employment forms, or get a list of all open items for a specific staff member.

In order to run this report, you must select the **Database** category, and the **Staff** drawer.

► To set report-specific options

1. Under **Staff Member**, you can select **All** to print records for all staff members, or **One** to print records for just one staff member. Select the staff member from the list below.
2. Under **Item Type**, you can select **All** to print records for all item types, or **One** to print records for just one item type. Select the item type from the list below.
3. Under **Include Items**, check **Completed** or **To Do** to include items with those statuses in the report.
4. Under **Organize by**, select **Staff Member** to sort the records in the report by staff member, or **Check List Item Type** to sort the records by item. **Check New Page Per Staff Member/New Page Per Item** to start each staff member or item type on a new page.
5. Under **Include Dates**, you can optionally enter a **Start** and **End** date. If a date range is specified, only records entered within the date range will appear in the report.

Staff Contacts Report

Staff Contacts Report					
EZ- Going Day Care					
Date: 05/07/2002 Time: 01:34 PM Page: 1					
Staff Member	Phone		Address		
Adam Stover	(215) 477-6525		458 Melrose Ave Smallville, PA 19047		
Contacts	Relationship	Phone 1	Ext. 1	Phone 2	Ext. 2
Meg Ryan	Relative	(123) 321-4321			
Staff Member	Phone		Address		
Dobbe Bricker	(215) 245-1035		1025 Bristol Pike Bensalem, PA 19020		
Contacts	Relationship	Phone 1	Ext. 1	Phone 2	Ext. 2
David Bricker	Husband	(301) 257-891	Work	(215) 478-2245	Besper
Mawson O'Neil	Mother	(215) 335-0103			

Use when you need a printed listing of all contacts for one or all staff members. A predefined option lets you choose whether to include comments for each contact. If you

want your files to include a printed copy of material from the Contacts Superfield, then run this report.

In order to run this report, you must select the **Database** category, and the **Staff** drawer.

► To set report-specific options

1. Under **Staff Member**, you can select **All** to print contact records for all staff members, or **One** to print records for just one staff member. Select the staff member from the list below.
2. Check **Show Contact Comments** to list any comments entered for a contact in the report.

Staff Development Report

Staff Development Report by Employee					
Camp Echo Pines					
From: 01/01/1996 Through 07/17/2003					
Date: 07/17/2003 Time: 09:49 AM Page: 1					
Employee	Development Type	Description	Begin Date	End Date	# Hours
Altaire, David	ACA Workshop	Program development	02/25/2000	02/25/2000	3.00
					3.00
Franklin, Stuart	Certification	CPR	09/07/1999	11/07/1999	15.00
					15.00
Staff Development Report by Type					
Camp Echo Pines					
From: 01/01/1996 Through 07/17/2003					
Date: 07/17/2003 Time: 09:50 AM Page: 1					
Development Type	Description	Employee	Begin Date	End Date	# Hours
ACA Workshop	Program development	Altaire, David	02/25/2000	02/25/2000	3.00
					3.00
Certification	CPR	Franklin, Stuart	09/07/1999	11/07/1999	15.00
					15.00

The Staff Development Report produces a list of staff development related activities for an employee's personal review, personnel records, or other purposes. You can also run this report to see which staff members have attended specific training classes. This information may be needed for your center to gain or maintain accreditation.

In order to run this report, you must select the **Database** category, and the **Staff** drawer.

► To set report-specific options

The screenshot shows a report configuration window with five sections:

- Staff Member:** Radio buttons for **All** (selected) and **One**. A dropdown menu shows "Anderson, Mary".
- Development Type:** Radio buttons for **All** (selected) and **One**. A dropdown menu shows "Required Classes".
- Include Items:** Radio buttons for **Completed** (selected), **Uncompleted**, and **All**.
- Organize By:** Radio buttons for **Staff Member** (selected), **Development Type**, and a checkbox for **New Page Per Staff**.
- Include Dates:** Input fields for **Start:** and **End:**.

1. Under **Staff Member**, you can select **All** to print records for all staff members, or **One** to print records for just one staff member. Select the staff member from the list below.
2. Under **Development Type**, you can select **All** to print records for all development types, or **One** to print records for just one type. Select the development type from the list below.
3. Under **Include Items**, check **Completed** or **Uncompleted** to include items with those statuses in the report.
4. Under **Organize by**, select **Staff Member** to sort the records in the report by staff member, or **Development Type** to sort the records by item. **Check New Page Per Staff Member/New Page Per Type** to start each staff member or development type on a new page.
5. Under **Include Dates**, you can optionally enter a **Start** and **End** date. If a date range is specified, only records entered within the date range will appear in the report.

Staff Directory

Staff Directory				
Employee	Address, City, State, & Zip	Phone Number	Hire Date	Term Date
Smallwood, Janet	65 Norwood Court Dublin, OH 73017	(614) 756-0034	5/1/94	/ /
Walker, Barbara	21 Little Way Columbus, OH 43017	(654) 799-0022	2/5/90	/ /

The Staff Directory Report prints a “phone list” showing name, address, phone number, and hire date for all your staff. Predefined options let you choose all employees hired or terminated within a date range you specify.

In order to run this report, you must select the **Database** category, and the **Staff** drawer.

► To set report-specific options

1. Select **Hired Between** and enter a **Start** and **End** date to list only the staff members hired within a certain date range.
2. Select **Terminated Between** and enter a **Start** and **End** date to list only the staff members terminated within a certain date range.
3. If you leave the date range blank the report prints all employees listed alphabetically regardless of hire or termination date.

Staff EZ-Entry Barcodes Report

The Staff EZ-Entry Barcodes Report is identical to the regular EZ-Entry Barcodes Report, except that it pulls its data from the Staff drawer instead of the Family drawer.

In order to run this report, you must select the **Database** category, and the **Staff** drawer.

► To set report-specific options

1. Under **Layout**, select the number of columns you want to appear in the printed pages.
2. Under **Action to Perform**, select the action you want EZ-Entry to perform when a barcode is scanned:

- **Find record, page and field then enter a value:** EZ-Entry will find the staff record whose Staff ID is contained in the barcode, move to the **Page** and **Field** specified under **Action Details**, and enter the **Value** specified under **Action Details** into the field.
 - **Find record, page and field then wait for a value:** EZ-Entry will find the staff record whose Staff ID is contained in the barcode, move to the **Page** and **Field** specified under **Action Details**, and wait for the user to enter a value into the field.
 - **Find page and field of current record then enter a value:** EZ-Entry will stay in the current record, move to the **Page** and **Field** specified under **Action Details**, and enter the **Value** specified under **Action Details** into the field.
 - **Find page and field of current record then wait for a value:** EZ-Entry will stay in the current record, move to the **Page** and **Field** specified under **Action Details**, and wait for the user to enter a value into the field.
3. Set **Reader** to the barcode reader type.
 4. Select the following settings under **Action Details**:
 - Set **Page** to the page in a multi-page tab that the desired field is located on.
 - Set **Field** to the field on the page that you want to enter data into.
 - Set **Value** to the value you want to enter into the field.
 5. To include human-readable labels for the barcodes using the **Human-Readable Fields** area of the screen:
 - a. Select the field from the list.
 - b. Click the **Add** button to list the contents of the field above the barcode. For instance, to label barcodes with children's names, add the **First Name** and **Last Name** fields.

Staff Information Report

Staff Information Report		
First Name: Mary	Gender: Female	Status: Active
Last Name: Anderson		
Address: 2834 Maple Drive	SS#: 424-00-1234	
City,St,Zip: Lincoln MO 68666	Date Hired: 10/06/87	
Phone#: 345-333-1010	Date Terminated:	
Alt Phone#: 345-222-5454	Position: Counselor	
Type: cell phone	Job Status: Full Time	
	Birthdate: 02/22/71	

The Staff Information Report shows all fields included in the screens (Pages) in the Staff tab. For example, you may need a printout of this for personnel files. The report prints data in the order it is displayed on each screen, with two screens of data printed on each page of the report. The report-specific options let you select which screens to print.

In order to run this report, you must select the **Database** category, and the **Staff** drawer.

► To set report-specific options

Staff Member









☒ **All** ☐ **One**

Altaire, David

Include Dates

☒ **Hired Between** **Start:**

☐ **Terminated Between** **End:**

Staff information pages:        

- Under **Staff Member**, you can select **All** to print records for all staff members, or **One** to print records for just one staff member. Select the staff member from the list below.
- Under **Include Dates**, you can do one of the following:
 - Select **Hired Between** and enter a **Start** and **End** date to list only the staff members hired within a certain date range.
 - Select **Terminated Between** and enter a **Start** and **End** date to list only the staff members terminated within a certain date range.
 - If you leave the date range blank the report prints all employees listed alphabetically regardless of hire or termination date.
- Under **Staff information page numbers**, select the pages whose information you want to include in the report. Selected pages are indented, and the page icon turns yellow.

Staff Mailing Labels

Pam Avides 6089 Lincolnshire Dublin, OH 43017	Kathy Bloom 3407 Norwood Court Dublin, OH 43017	Sandra Clancy 248 Elmwood Drive Upper Arlington, OH 43221
Kim Davies 1254 Asherbrand Drive Dublin, OH 43017	Emily Giles 990 Ashworth Way Westwood, OH 43217	Jane Kimball 872 Denbigh Trail Muirfield, OH 43233
Candy Marken 9240 Liverpool Trail Muirville, OH 43233	Paula Schmitt 4455 South 17th Street Dublin, OH 43017	Christine Soper 5322 Shawnee Hills Boulev Dublin, OH 43017

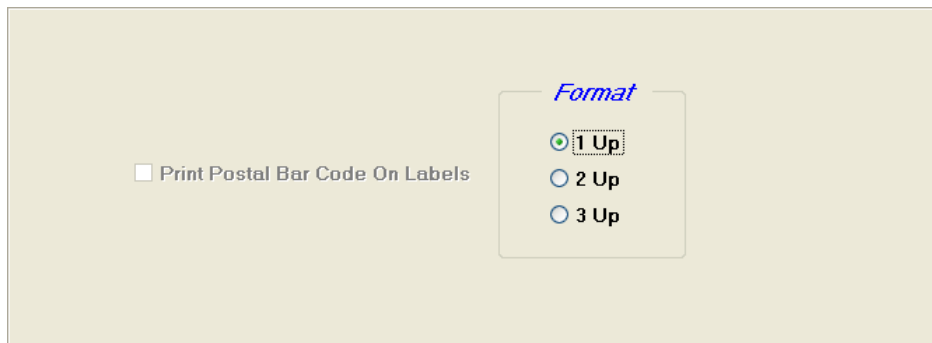
The Staff Mailing Labels report provides a quick and easy way to print labels for staff and don't need to customize them. Labels can be used for more than mailing purposes: index cards, mail bins, staff binders, and nametags can also be produced using labels.

The report defaults to print the staff member's first name, last name, and address, in 1-, 2- or 3-column format. If you have purchased the Custom Report Writer, you can use the Report Designer to modify the label. See *Custom Report Writer Guide* for details.

If you need more customization, use the Labels option of the Custom Report Wizard, which lets you choose from a wide variety of Avery labels and add information from tables you select. See *Custom Report Writer Guide* for details.

In order to run this report, you must select the **Database** category, and the **Staff** drawer.

► To set report-specific options



☐ Print Postal Bar Code On Labels

Format

☒ 1 Up

☐ 2 Up

☐ 3 Up

1. Under **Format**, select **1 Up**, **2 Up**, or **3 Up** to determine the number of columns you want to print on a page.

Staff Notes Report

Staff Notes Report - by Staff			
Staff	Note Type	Date	Description
Smallwood, Janet	Accident	11/13/95	Janet slipped near the sink on a wet floor.
	Accident	12/13/95	Janet fell on the ice in the parking lot. Will take 2 days off.
Staff Notes Report - by Type			
Note Type	Date	Staff	Description
Accident	10/13/95	Treavor, Samantha	Samantha slipped in the kitchen on sugar and fell on her ankle. Now she refuses to cook.
	11/13/95	Smallwood, Janet	Janet slipped near the sink on a wet floor.

Use when: you want to track events, by staff member and/or by type of event. For example, you might need to list all accidents sustained by staff members to submit to your insurance carrier. Alternatively, you might want a report showing all notes on staff members' performance over the past year in advance of their annual reviews. Predefined options let you print for one or all staff members, select one or all note types, organize by person or note type, and select a time range on which to report.

In order to run this report, you must select the **Database** category, and the **Staff** drawer.

► To set report-specific options

The screenshot shows a configuration form for the Staff Notes Report. It is divided into four main sections:

- Staff Member:** Radio buttons for **All** (selected) and **One**. A dropdown menu below shows "Altaire, David".
- Note Type:** Radio buttons for **All** (selected) and **One**. A dropdown menu below shows "Parent-Phone call".
- Organize By:** Radio buttons for **Staff** (selected), **Note Type**, and a checkbox for **New Page Per Staff** (unchecked).
- Include Dates:** Two text input fields labeled **Start:** and **End:**.

1. Under **Staff Member**, you can select **All** to print records for all staff members, or **One** to print records for just one staff member. Select the staff member from the list below.
2. Under **Note Type**, you can select **All** to print records for all note types, or **One** to print records for just one note type. Select the note type from the list below.
3. Under **Organize by**, select **Staff** to sort the records in the report by child, or **Note Type** to sort the records by note type. **Check New Page Per Staff/New Page Per Note Type** to start each child or note type on a new page.
4. Under **Include Dates**, you can optionally enter a **Start** and **End** date. If a date range is specified, only records entered within the date range will appear in the report.

User Drawer Check List Report

Check List Report				
Name	Item Type	Description	Date	Completed
Simpson, Roger	Form	Release Form	07/06/02	X
Appleby, Kelsey		Donation Form	06/26/02	X
Appleby, Samantha		Release Form	04/23/02	X
Burgess, Taryn		Subscription List	05/01/02	X

Check List Report - by Item				
Item Type	Description	Name	Date	Completed
Form	Donation Form	Appleby, Kelsey	06/26/02	X
Form	Release Form	Appleby, Samantha	04/23/02	X
Form	Subscription List	Burgess, Taryn	05/01/02	X

Use when you want a list of open and/or completed items entered into the Check List superfield, for one or all persons in the drawer. For example, you have created a drawer for alumni and want to list all open items for them so you can coordinate for reunions. The predefined options allow you to select items that are completed or “to do,” and to organize by name or item type, over a date range you specify.

In order to run this report, you must select the **Database** category, and a user-defined drawer.

► To set report-specific options

The screenshot shows a report configuration window with the following sections:

- Name:** Radio buttons for ☒ All and ☐ One, followed by a dropdown menu.
- Item Type:** Radio buttons for ☒ All and ☐ One, followed by a dropdown menu.
- Include Items:** Checkboxes for ☐ Completed and ☐ To Do.
- Organize By:** Radio buttons for ☒ Name and ☐ Check List Item Type, and a checkbox for ☐ New Page Per Name.
- Include Dates:** Input fields for **Start:** and **End:** dates.

1. Under **Name**, you can select **All** to print records for all persons, or **One** to print records for just one person. Select the name from the list below.
2. Under **Item Type**, you can select **All** to print records for all item types, or **One** to print records for just one item type. Select the item type from the list below.
3. Under **Include Items**, check **Completed** or **To Do** to include items with those statuses in the report.
4. Under **Organize by**, select **Name** to sort the records in the report by name, or **Check List Item Type** to sort the records by item. **Check New Page Per Name/New Page Per Item** to start each child or item type on a new page.
5. Under **Include Dates**, you can optionally enter a **Start** and **End** date. If a date range is specified, only records entered within the date range will appear in the report.

User Drawer Contacts Report

Contacts Report				
Andrews, Amanda	Parents	Phone 1	Phone 2	Address
	Neal Andrews	614-766-9392	614-830-8839	1345 East Main St
	Bonnie Smith	614-797-9933	513-899-2933	St. Louis, MO 50014
Contacts	Relationship	Phone 1	Phone 2	Authorized Pickup
Cindy Bose	Friend	(614) 453-8839	(614) 382-9392	Yes
		Call Cindy on Tuesdays and Wednesdays at 2nd Number		
Gretchen Filcox	Grandma	(614) 453-8839	(614) 382-9392	Yes
George Zyres	Grandpa	(614) 453-8839	(614) 382-9392	No
		George is not a safe driver.		

Use when you need a printed listing of all contacts for one or all persons named in your user-defined drawer. A predefined option lets you choose whether to include comments for each contact.

In order to run this report, you must select the **Database** category, and a user-defined drawer.

► To set report-specific options

1. Under **Name**, you can select **All** to print records for all persons, or **One** to print records for just one person. Select the name from the list below.
2. Check **Show Contact Comments** to list any comments entered for a contact in the report.

User Drawer Notes Report

Notes Report - By Name			
Name	Note Type	Date	Note Description
Smallwood, Janet	Accident	11/13/01	Scraped knee during game
	Incident	08/13/02	Bruises on leg
Notes Report - By Type			
Note Type	Date	Name	Note Description
Accident	11/13/01	Smallwood, Janet	Scraped knee during game
	11/17/02	Treavor, Samantha	Fell and scraped elbow

Use when you want to track comments or events, for persons named in a user-defined drawer. For example, if you have created a drawer for your waiting list, you could run this report to get a listing of all comments made after recent conversations with them.

Predefined options let you print for one or all names in the user-defined drawer, select one or all note types, organize by name or note type, and select a time range on which to report.

In order to run this report, you must select the **Database** category, and a user-defined drawer.

► To set report-specific options

The screenshot shows a report configuration window with four main sections:

- Name:** Radio buttons for **All** (selected) and **One**. Below is a dropdown menu showing "Alter, Joshua".
- Note Type:** Radio buttons for **All** (selected) and **One**. Below is a dropdown menu showing "Parent-Phone call".
- Organize By:** Radio buttons for **Name** (selected), **Note Type**, and a checkbox for **New Page Per Name**.
- Include Dates:** Two input fields labeled **Start:** and **End:**.

1. Under **Name**, you can select **All** to print records for all persons, or **One** to print records for just one person. Select the name from the list below.
2. Under **Note Type**, you can select **All** to print records for all note types, or **One** to print records for just one note type. Select the note type from the list below.
3. Under **Organize by**, select **Name** to sort the records in the report by child, or **Note Type** to sort the records by note type. **Check New Page Per Name /New Page Per Note Type** to start each child or note type on a new page.
4. Under **Include Dates**, you can optionally enter a **Start** and **End** date. If a date range is specified, only records entered within the date range will appear in the report.

Waiting List Reports

The Waiting List reports are only available if you have purchased the optional Waiting List module. See “Waiting List Module” page 360 for details.

Mailing Labels

Michelle Bowen 35567 Winding Way Bryn Mawr, PA 19088	Charles Canyon 7 Plaza Court Upper Dublin, PA 19026	Elroy Laslowe 324 Skylark Drive Dresher, PA 19025
Maria Lawson 2245 Lincoln Way Ft. Washington, PA 19034	Cosmo Little 43 Mayfair Drive Lansdale, PA 19158	Margaret Olsen 2445 Oak St Philadelphia, PA 19102

The Mailing Labels report is designed to print out mailing labels for all of the families on the waiting list. Records are sorted alphabetically by parent's name.

In order to run this report, you must select the **Database** category, and the **Waiting List** drawer.

There are no report-specific options for this report.

User Drawer Checklist Report

This report is identical to the standard User Drawer Checklist Report, except that it draws its data from the entries in the waiting list. See “User Drawer Check List Report” page 194 for details.

In order to run this report, you must select the **Database** category, and the **Waiting List** drawer.

User Drawer Contacts Report

This report is identical to the standard User Drawer Contacts Report, except that it draws its data from the entries in the waiting list. See “User Drawer Contacts Report” page 195 for details.

In order to run this report, you must select the **Database** category, and the **Waiting List** drawer.

User Drawer Notes Report

This report is identical to the standard User Drawer Notes Report, except that it draws its data from the entries in the waiting list. See “User Drawer Notes Report” page 195 for details.

In order to run this report, you must select the **Database** category, and the **Waiting List** drawer.

Wait List Statistics

WAIT LIST COUNTS BY CLASS					Date: 04/09/2009
					Time: 05:35 PM
					Page: 1
	01 Employee Parent	02 Sibling in Center	03 Full Time		
Computer Lab	3	0	0	3	
Room 1	0	0	1	1	
Room 2	0	0	1	2	
	0	1	1	2	
	3	1	3	1	8

The Wait List Statistics report lists the number of children waiting for enrollment in each class. The numbers are broken out by priority, and totals are listed for each class and each priority level, as well as for all children waiting.

In order to run this report, you must select the **Database** category, and the **Waiting List** drawer.

There are no report-specific options for this report.

Wait List by Class/Priority/Date

WAITING LIST BY CLASS/PRIORITY								Date: 04/09/2009
								Time: 04:54 PM
								Page: 1
First Name	Last Name	Gender	Age	Class	Priority	Date on List	Schedule	
Class Description: Computer Lab								
Steven	Little	Female	3.11	Computer Lab	02 Sibling in	04/01/2008	Full Time	1
Class Description: Room 1								
Anne	Taft	Female	4.00	Room 1	02 Sibling in	02/10/2007	Full Time	
Michael	Bowen	Male	3.10	Room 1	03 Full Time	12/15/2006	Full Time	2
Class Description: Room 2								
April	Lawson	Female	6.00	Room 2	01 Employee	12/20/2006	Full Time	
Megan	Olsen	Female	5.08	Room 2	02 Sibling in	01/27/2007	M/W/F AM	2
								5

The Wait List by Class/Priority/Date report lists the names in your waiting list. The names are grouped by class, then sorted by priority then date.

In order to run this report, you must select the **Database** category, and the **Waiting List** drawer.

There are no report-specific options for this report.

Wait List by Priority/Date

WAITING LIST BY PRIORITY/DATE							Date: 04/09/2009
							Time: 05:02 PM
							Page: 1
First Name	Last Name	Gender	Age	Priority	Date on List	Schedule	Class
Priority: 01 Employee Parent							
April	Lawson	Female	6.00	<u>01 Employee</u>	12/20/2006	Full Time	Room 2
				1			
Priority: 02 Sibling in Center							
Megan	Olsen	Female	5.08	02 Sibling in	01/27/2007	M/W/F AM	Room 2
Anne	Taft	Female	4.00	02 Sibling in	02/10/2007	Full Time	Room 1
Steven	Little	Female	3.11	<u>02 Sibling in</u>	04/01/2008	Full Time	Computer Lab
				3			
Priority: 03 Full Time							
Michael	Bowen	Male	3.10	<u>03 Full Time</u>	12/15/2006	Full Time	Room 1
				1			
				5			

The Wait List by Priority/Date report lists the names in your waiting list. The names are sorted by priority then date.

In order to run this report, you must select the **Database** category, and the **Waiting List** drawer.

There are no report-specific options for this report.

Accounts Receivable Reports

All these reports normally print both Active AND Inactive status because balances may remain outstanding after a family becomes Inactive. Accounts Receivable reports can be run for one or ALL ledgers, for families or other payers. Most of the Accounts Receivable reports have predefined sorts based on the report's internal grouping. If user-defined sorts are available, that will be noted in the reports description. Selections are available for most reports; if they are not available for a report, the Selection Line shows N/A.

Aging Report

Aging Report Detail:							
Andrews, Neal							
Date	Category	Balance	Child	1-7	8-14	15-21	22+
4/15/98	Infant Tuition	\$840.00	Gavin	\$210.00	\$210.00	\$210.00	\$210.00
4/17/98	Late Payment Fee	\$60.00		\$20.00	\$20.00	\$20.00	
Totals		\$900.00		\$230.00			
Aging Report Summary:							
Ledger Name	Balance	1-7	8-14	15-21	22+		
Andrews, Neal	\$900.00	\$230.00	\$230.00	\$230.00	\$210.00		
Matthews, Pam	\$420.00	\$290.00	\$130.00				
Smith, Rachael	\$503.00	\$208.00	\$150.00	\$150.00			
Totals	\$1,869.62	\$728.00	\$510.00	\$380.00	\$210.00		

Use when you want a summary or detail listing of all families with outstanding balances, grouped by how long those balances have been outstanding. Predefined options let you

choose the number of days in each cycle for grouping – for example, a 30 day cycle would group balances by month. You can also set a grace period – all balances outstanding within this period will be considered current, and any overdue balances will be reduced by the grace period. For example, if your grace period is 7 days, a balance that is 37 days past due will only show as 30 days overdue. You can also report on balances overdue as of any given “Aging Date.” For example, balances as of the end of the previous month. At your choice, you can include or exclude families with credit balances.

In order to run this report, you must select the **Accounts Receivable** category.

► To set report-specific options

The screenshot shows a report configuration window with four main sections:

- Include Ledgers:** Contains two checkboxes: ☒ **Family Ledgers** and ☐ **Other Ledgers**.
- Ledgers:** Contains two radio buttons: ☒ **All** and ☐ **One**. Below them is a dropdown menu showing "Apollo, Judith".
- Aging Options:** Contains three input fields: **Aging Date:** 01/29/2009, **Days in Cycle:** 30 (with up/down arrows), and **Grace Period:** 0 (with up/down arrows) followed by the text "In Days".
- Include:** Contains two checkboxes: ☐ **Transaction Detail** and ☐ **Credit Balances**.

1. Under **Include Ledgers**, select the ledgers you want to include in the report.
2. Under **Ledgers**, you can select **All** to print records from all accounts, or select **One** to print records from only one account. Select the account from the list below.
3. Under **Aging Options**, set the following options:
 - a. The **Aging Date** is the date that is used as the point of reference for whether accounts are overdue: “as of this date, the following accounts had overdue balances.” By default, the **Aging Date** is set to today’s date.
 - b. **Days in Cycle** indicates the length of the intervals used to separate out accounts that have been overdue for a longer period of time. If you set it to **30**, for instance, the intervals will be 1-30 days, 31-60 days, 61-90 days, and 90+ days.
 - c. **Grace Period** indicates a number of days that an account can be overdue without being counted as overdue. If you specify a **Grace Period**, it will be subtracted from the actual amount of time an account is overdue when calculating the number of days overdue. If you do not want to extend a grace period to overdue accounts, set **Grace Period** to **0**.
4. Under **Include**, select from the following options:
 - a. Check **Transaction Detail** to display individual transactions in the report. If cleared, only summary records for each account will be displayed.

- b. Check **Credit Balances** to include accounts with a positive credit balance in the report. Accounts with a positive balance will display a CR after nonzero values.



Note: You can print this report to an Excel (.XLS) file from the Report Options screen. To do this, click **File** in the **Send To** line and **Excel** in the **Format** line.



Note: With this report, you can create selection criteria based on fields from the **Family**, **Ledger**, **Child** or **Session** tables. See "Selections" page 33 for details.

Child Tuition Report

Child Tuition						
From	To	Billing Cycle	Account	%M	Rate Type	Hour Type
Baker, Karen						
03/01/2000	03/31/2001	Weekly	Taft, Susan	100.00	Infants	Regular
04/01/2001	12/31/2002	Weekly	Taft, Susan	100.00	Toddler HD/FD/FD+	Regular
Brewer, Julie						
08/03/2001	07/01/2002	Weekly	Brewer, Sarah	100.00	Addtl Hours	Regular
08/03/2001	07/01/2002	Weekly	Brewer, Sarah	100.00	Infants	Regular
Dean, Janet						
09/01/2001	06/30/2002	Weekly	Dean, Alana	100.00	Computer Class	Regular

Use when: you want to verify the tuition being charged to children, or when you want to verify which children are being charged specific rate(s), for example, which children are being charged for a computer class. Predefined options allow you to include or exclude discounts, select by billing cycle and by date range.



Note: With this report, you can create a selection from the Family, Ledger, Other Ledger, Child, Class, or Tuition tables; you can also include fields from these tables through the Report Designer.

► To set report-specific options

Account <input checked="" type="checkbox"/> Family <input type="checkbox"/> Other Ledgers	Include Billing Cycle <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Weekly-Extra <input type="button" value="All"/> <input type="button" value="Clear"/>	Include Rates <input checked="" type="checkbox"/> Addtl Hours <input checked="" type="checkbox"/> B/A School Prgm <input checked="" type="checkbox"/> Computer Class <input checked="" type="checkbox"/> Infants <input checked="" type="checkbox"/> Karate <input checked="" type="checkbox"/> Kindergarten 5 Days' <input checked="" type="checkbox"/> Late Pickup Fee <input checked="" type="checkbox"/> Over 10 Hours per D <input checked="" type="checkbox"/> Piano <input checked="" type="checkbox"/> Preschool <input type="button" value="All"/> <input type="button" value="Clear"/>
Ledgers <input checked="" type="radio"/> All <input type="radio"/> One Alexander, Kevin	<input type="checkbox"/> Show Category & Amount	
Date Range Start: <input type="text"/> End: <input type="text"/>	Organize By <input checked="" type="radio"/> Child <input type="radio"/> Rate	Include Credits <input checked="" type="radio"/> Credit 1 only <input type="radio"/> All Credits

1. Under **Account**, select the ledgers you want to include in the report.

- Under **Ledgers**, you can select **All** to print records from all accounts, or select **One** to print records from only one account. Select the account from the list below.
- Under **Include Billing Cycle**, check the billing cycle frequencies you want to include in the report. Click the **All** button to check all billing cycles. Click the **Clear** button to uncheck all billing cycles.
- Check **Show Category & Amount** to list the **Category** and **Amount** entries from the **Tuition** tab in the report.
- Under **Include Rates**, select the rate masters you want to include in the report. Click the **All** button to check all rate masters. Click the **Clear** button to uncheck all rate masters.
- Under **Date Range**, enter the **Start** and **End** dates for the range of dates you want the report to cover. If a date range is entered, records from outside the date range will not appear in the report.
- Under **Organize By**, select **Child** to sort the records in the report by the names of the children, or select **Rate** to sort the records by Rate Master.
- Under **Include Credits**, select **Credit 1** only to display only the **Credit 1** fields in the report, or select **All Credits** to display all credits.

Deposit Report

Deposit Slip Listing				
Deposit #: 106		Deposit Date: 01/03/2001		
Payment Type	Date	Name	Check No./Comment	Amount
Cash	01/17/2001	Hanson, Lisa		\$100.00
	01/17/2001	Lee, Mae		\$120.00
		Subtotals for Cash	Number of Items: 2	\$220.00
Check	01/17/2001	Alexander, Kevin		\$220.00
	01/17/2001	Brewer, Sarah		\$211.50
		Subtotals for Check	Number of Items: 2	\$431.50
Deposit Total				\$651.50
Deposit Ticket				
Deposit Ticket #: 106		Date: 01/03/2001		
		Subtotal for Cash		\$220.00
Check	Alexander, Kevin		\$220.00	
Check	Brewer, Sarah		\$211.50	
2 Items	Subtotal for Check		\$431.50	
		Grand Total	\$651.50	

MG

The Deposit Report allows you to reprint a Cash Receipts posting report after the posting has been done. Alternatively, you could use the Summary option to get a listing of all deposits in a time period you specify.

In order to run this report, you must select the **Accounts Receivable** category.



Note: You can print this report to an Excel (.XLS) file from the Report Options screen. To do this, click **File** in the **Send To** line and **Excel** in the **Format** line.

► To set report-specific options

Include for

☐ Date Range
☒ Deposit Numbers

Starting:

Ending:

☒ Deposit Ticket
☐ Deposit Slip List
☐ Summary Report

1. Under **Include for**, indicate the deposits you want to appear in the report in one of the following ways:
 - Select **Date Range** and enter **Starting** and **Ending** dates. The report will display deposits that occurred within the specified date range.
 - Select **Deposit Numbers** and enter **Starting** and **Ending** numbers. The report will display deposits whose numbers fall within the specified number range.
2. Select the type of report you want to see:
 - **Deposit Ticket** – Lists the deposits by type, account, and value. Can be used to deposit checks or cash at a bank.
 - **Deposit Slip List** – Similar to the Deposit Ticket, but includes the check number/comment field. Intended to be used for financial record-keeping.
 - **Summary Report** – Displays summary records for each payment type.

EZ-EFT Information Report

EZ-EFT Information Report			
ID: 123587	Ledger Name: Alexander, Kevin	Ledger: Family	
Billing Info			
First & Last Name (Alternate)		Alternate Billing Address	
Draft Method	City	State	Zip
Checking Account			
Bank Account Info			
Account Number	Bank Name	Routing Transit #	
040578978	Mellon Bank	044000804	
Credit Card Info			
Card Type	Card Number	Expiration Date	
Frozen Due To			

Use when: you want to verify data entry or monitor credit card expirations for people using EZ-EFT.

User-defined selections are not available for this report.

In order to run this report, you must select the **Accounts Receivable** category.





► To set report-specific options

The screenshot shows a report configuration window with several sections:

- Include Ledgers:** Contains two checkboxes: ☒ Family Ledgers and ☐ Other Ledgers.
- Ledgers:** Contains two radio buttons: ☒ All and ☐ One, followed by a dropdown menu.
- Gateway:** Contains two radio buttons: ☒ SofterWare and ☐ CheckFree.
- Organize By:** Contains three radio buttons: ☒ Account Name, ☐ Account Type, and ☐ Account Description.
- Draft Method:** Contains three checkboxes: ☒ Checking & Savings, ☒ Credit Card, and ☐ Non-EFT.
- Include Only:** Contains two checkboxes: ☐ Frozen Accounts and ☐ Credit Cards expiring within, followed by a numeric input field set to 0 and the word months.

1. Under **Include Ledgers**, select the ledgers you want to include in the report.
2. Under **Ledgers**, you can select **All** to print records from all accounts, or select **One** to print records from only one account. Select the account from the list below.
3. Under **Gateway**, choose which financial services gateway is being used: **SofterWare** or **CheckFree**.
4. Under **Organize By**, select how you want to organize the records in the report:
 - Select **Account Name** to sort the records by the name attached to the account.
 - Select **Bank Name** to sort the records by bank name.
 - Select **Credit Card Expiration** to sort the records by credit card expiration date.
5. Under **Draft Method**, select the types of accounts that you want to include in the report: **Checking & Savings**, **Credit Card**, and **Non-EFT**.
6. Under **Include Only**, you can select to include only certain types of accounts (These options are only available when using the **CheckFree** gateway):
 - Check **Frozen Accounts** to list only accounts that have been frozen.
 - Check **Credit Cards Expiring within** and specify the number of months to list only credit card accounts that are due to expire soon.

EZ-Entry Category Barcodes

EZ-Entry Category Barcodes EZ-Going Child Care		Date: 04/06/2009 Time: 09:56 PM Page: 1
Activity/Lesson Fees	Additional Hours	
		
Balance Forward	Employee Discount	
		

The EZ-Entry Category Barcodes report allows you to print out barcodes for your Accounts Receivable categories. Your staffers can then scan the barcodes instead of entering categories manually.





In order to run this report, you must select the **Accounts Receivable** category.

► To set report-specific options

Include Categories	Layout	Reader
<input checked="" type="checkbox"/> Activity/Lesson Fees <input checked="" type="checkbox"/> Additional Hours <input checked="" type="checkbox"/> Balance Forward <input checked="" type="checkbox"/> Preauthorized Bank Draft <input checked="" type="checkbox"/> Preauthorized Credit Card <input checked="" type="checkbox"/> Returned Bank Draft <input checked="" type="checkbox"/> Employee Discount <input checked="" type="checkbox"/> Field Trip Fee <input checked="" type="checkbox"/> Infant Tuition <input checked="" type="checkbox"/> Insta-Charge Payment <input type="button" value="All"/> <input type="button" value="Clear"/> Order: <input checked="" type="radio"/> Name <input type="radio"/> Custom	<input checked="" type="radio"/> 1 - Across <input type="radio"/> 2 - Across <input type="radio"/> 3 - Across	<input type="radio"/> Serial <input checked="" type="radio"/> Other (Wedge, USB)
<input checked="" type="checkbox"/> Include EZ-Entry Action & Number Barcodes		

- Under **Include Categories**:
 - Select the A/R Categories you want to print barcodes for. Click the **All** button to select all categories. Click the **Clear** button to deselect all categories.
 - Select the order that the categories will print out: either by **Name**, or using the **Custom** sort order.
- Under **Layout**, select the number of columns you want to appear in the printed pages.
- Set **Reader** to the barcode reader type.
- Check **Include EZ-Entry Action & Number Barcodes** to put barcodes for common actions and the numbers 0-9 at the bottom of the report page.

EZ-Entry Family & Child Name Barcodes

EZ-Entry Family & Child Name Barcodes		Date: 04/07/2009
EZ-Going Child Care		Time: 10:39 AM
		Page: 1
Child Names		
Alexander, Zachary	Baker, Karen	
		
Brewer, Julie	Dean, Janet	
		

The EZ-Entry Family & Child Name Barcodes report allows you to print out barcodes for child and family names so that your staff can scan them in instead of entering them manually.

In order to run this report, you must select the **Accounts Receivable** category.

► To set report-specific options

Print For <input checked="" type="radio"/> Child <input type="radio"/> Family	Layout <input checked="" type="radio"/> 1 - Across <input type="radio"/> 2 - Across <input type="radio"/> 3 - Across	Reader <input type="radio"/> Serial <input checked="" type="radio"/> Other (Wedge, USB)
Child <input checked="" type="radio"/> All <input type="radio"/> One <div style="border: 1px solid black; padding: 2px; margin-top: 5px;">Alexander, Zachary</div>	<input checked="" type="checkbox"/> Include EZ-Entry Action & Number Barcodes	

1. Under **Print For**, you can select either **Child** or **Family**. If you select **Child**, the report will generate barcodes for child names. If you select **Family**, the report will generate barcodes for family names.
2. Under **Layout**, select the number of columns you want to appear in the printed pages.
3. Set **Reader** to the barcode reader type.
4. Under **Child**, you can select **All** to print barcodes for all children, or **One** to print barcodes for just one child. Select the child from the list below. (If **Family** is selected under **Print For**, this section is renamed **Family**, and allows you to select all families or just one.)
5. Check **Include EZ-Entry Action & Number Barcodes** to put barcodes for common actions and the numbers 0-9 at the bottom of the report page.

Invoices

EZ-Going Child Care 132 Welsh Road Horsham, PA 19044 Federal ID 23-4752315					Invoice 274 Page #: 1		
Kevin Alexander 654 Walnut Street North Wales, PA 19385					May 12, 2004		
PREVIOUS BALANCE:						\$0.00	
Date	Category	Child	Class	Description	Charges	Credits & Payments	Balance
12/31/2006	Balance Forward				\$20.00		\$20.00
01/17/2007	PreSchool Tuition	Zachary Alexander	Preschool	5 Days/40.00 Hours	\$120.00		\$140.00
01/17/2007	Activity/Lesson Fees	Zachary Alexander	Karate	2 Days/2.00 Hours	\$100.00		\$240.00
01/20/2007	PreSchool Tuition	Zachary Alexander	Preschool	5 Days/40.00 Hours	\$120.00		\$360.00
01/20/2007	Activity/Lesson Fees	Zachary Alexander	Karate	2 Days/3.00 Hours	\$125.00		\$485.00
01/20/2007	Preauthorized Bank Draft			EFT		\$200.00	\$285.00
01/27/2007	PreSchool Tuition	Zachary Alexander	Preschool	5 Days/40.00 Hours	\$120.00		\$405.00
08/28/2008	Payment	Zachary Alexander	Kindergarten			\$10.00	\$395.00
09/08/2008	Insta-Charge Payment			VISA ****4242		\$45.00	\$350.00
10/06/2008	Insta-Charge Payment			Checking ****6789		\$160.00	\$190.00
11/05/2008	Preauthorized Credit Card			VISA ****4242		\$190.00	\$0.00
01/30/2009	Payment			Check 111		\$10.00	\$-10.00
Current Totals					\$605.00	\$615.00	\$-10.00
Previous Balance		Total Charges		Total Credits	Total Payments		Current Balance
\$0.00		\$605.00		\$0.00	\$615.00		\$-10.00

Use *when*: you want to print and send an invoice or statement to parents notifying them of payments received and current charges, if any.

► To set report-specific options

Include Ledgers <input checked="" type="checkbox"/> Family Ledgers <input type="checkbox"/> Other Ledgers	Ledgers <input checked="" type="radio"/> All <input type="radio"/> One Alexander, Kevin	Transaction Dates Start: 01/01/1980 End: 12/31/2079
<input checked="" type="checkbox"/> Print Invoices with no Balance	<input checked="" type="checkbox"/> Show Class	Statement Date: 05/12/2004
Message on the bottom of invoice. <input type="checkbox"/> Center the message		
<div style="border: 1px solid black; height: 40px;"></div>		

1. Under **Include Ledgers**, select the ledgers you want to include in the report.
2. Under **Ledgers**, you can select **All** to print records from all accounts, or select **One** to print records from only one account. Select the account from the list below.
3. Under **Transaction Dates**, enter a **Start** and **End** date for the transactions you want to include on the invoices.
4. Check **Print invoices with no Balance** to print invoices which do not have an outstanding balance, along with all the rest.
5. Enter the date that you want to appear on the invoices in the **Statement Date** field. By default, today's date appears in the field.

- If you want a message to appear at the bottom of the invoices, enter it in the **Message on the bottom of the invoice** field. The same message will appear for all invoices. Check **Center the message** to center the message on the page.

Enabling the Print Invoice Button

If you click the **Save As** button and save this report with “*Invoice Button*” in the name, then you can print your customized version directly from the Ledger tab with the **Print Invoice** button. You can have multiple reports with “*Invoice Button*” in the name; if you do, you can select which *Invoice Button* report you want to print when you click the **Print Invoice** button on the Ledger tab. See page 153 for more details.

You have the option to email invoices—see page 154 for more details. You can also offer parents online payment processing—see page 156 for more details.

If you click the **Save As** button and save this report with the description of *Invoice Button*, then you can print your customized version directly from a single displayed ledger with the “Print Invoice” button.

With this report, you can create a selection from the Family, Ledger Master, Ledger Transaction, Child, or Center tables; you can also add fields from these tables.

For details on emailing invoices, see page 154.

Ledger Audit Report

Ledger Audit Report								Date: 04/07/2009
EZ-Going Child Care								Time: 10:49 AM
Family & Deposit Ledgers								Page: 1
All Transactions								
Ledger	Date	Category	Child	Amount	Entry Program	User	Entry Date	Removed
Alexander, Kevin	01/24/2005	Payment		\$245.00	CASHREC	Demo User	06/09/2005	X
	12/31/2006	Balance Forward		\$20.00	OFFADMIN	MP2	06/09/2005	
	01/17/2007	PreSchool Tuition	Alexander, Zachary	\$120.00	TUITION	MP2	06/09/2005	
	01/17/2007	Activity/Lesson Fees	Alexander, Zachary	\$100.00	TUITION	MP2	06/09/2005	
	01/20/2007	PreSchool Tuition	Alexander, Zachary	\$120.00	TUITION	MP2	06/09/2005	
	01/20/2007	Activity/Lesson Fees	Alexander, Zachary	\$125.00	TUITION	MP2	06/09/2005	
	01/20/2007	Preauthorized Bank		\$200.00	CASHREC	Demo User	01/21/2005	
	01/27/2007	PreSchool Tuition	Alexander, Zachary	\$120.00	LEDGER	MP2	11/15/2007	
	07/25/2008	Preauthorized Bank		\$160.00	EFT-SWG	MP2	07/25/2008	X
	08/28/2008	Payment	Alexander, Zachary	\$10.00	LEDGER	EZ2	08/29/2008	
	09/08/2008	Insta-Charge Payment		\$45.00	LEDGER-IC	EZ2	09/08/2008	
	10/06/2008	Insta-Charge Payment		\$160.00	LEDGER-IC	EZ2	10/06/2008	
	11/05/2008	Preauthorized Credit		\$190.00	EFT-SWG	EZ2	11/05/2008	
	01/30/2009	Payment		\$10.00	CASHREC	EZ2	01/30/2009	

Use when: you want to review transactions in the ledger by who entered the transaction and how they were entered—manually or from a process within the system such as Group Posting, Cash Receipts, or posting of Ledger Templates to one or more records. Transactions that were entered with no user specified have a user named “EZ2” (this will occur, for example, if you are not using passwords). Pre-defined options allow you to show the transactions entered for just one user or all users, and further specify the type of transaction. For instance, you may want to view all manual entries performed by one employee for a given date range. The report prints the transactions within ledgers alphabetically.

► To set report-specific options

Include Ledgers <input checked="" type="checkbox"/> Family Ledgers <input type="checkbox"/> Other Ledgers		User <input checked="" type="radio"/> All <input type="radio"/> One <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Entry Date Start: <input type="text"/> End: <input type="text"/>		<input checked="" type="checkbox"/> Manual Transactions <input checked="" type="checkbox"/> Template Postings <input checked="" type="checkbox"/> Cash Receipt Postings <input checked="" type="checkbox"/> Group Postings <input checked="" type="checkbox"/> Collapse Transactions <input checked="" type="checkbox"/> EZ-EFT Postings <input checked="" type="checkbox"/> Tuition Postings <input checked="" type="checkbox"/> Import Postings <input checked="" type="checkbox"/> Click-to-Pay <input checked="" type="checkbox"/> Insta-Charge	

1. Under **Include Ledgers**, select the ledgers you want to include in the report.
2. Under **User**, you can select **All** to print records for all users, or **One** to print records for just one user. Select the user from the list below.
3. Under **Entry Date**, enter a **Start** and **End** date for the transactions you want to include in the report.
4. Check **Manual Transactions** to include transactions that were entered manually in the report.
5. Check **Cash Receipt Postings** to include cash receipt transactions in the report.
6. Check **Collapse Transactions** to include collapsed transactions in the report (see “Collapse Transactions” page 156 for details).
7. Check **Tuition Postings** to include transactions for tuition payments.
8. Check **Click-to-Pay** to include Click-to-Pay transactions in the report.
9. Check **Template Postings** to include transactions generated using ledger templates in the report.
10. Check **Group Postings** to include group transactions in the report.
11. Check **EZ-EFT Postings** to include EZ-EFT transactions in the report.
12. Check **Import Postings** to include imported transactions in the report.
13. Check **Insta-Charge** to include Insta-Charge transactions in the report.

Ledger Report

Ledger Summary Report						
Ledger	Canteen	Prior	Revenue	Credits	Payments	Balance
Andrews, Neal	\$10.00	\$0.00	\$100.00	\$10.00	\$150.00	\$10.00
Bisby, Dale	\$0.00	\$40.00	\$175.00	\$0.00	\$175.00	\$0.00
Banrds, Nials	\$10.00	\$0.00	\$100.00	\$20.00	\$150.00	\$10.00
Conry, Debb	\$0.00	\$10.00	\$175.00	\$0.00	\$175.00	\$0.00
	Canteen	Prior	Revenue	Credits	Payments	Balance
Report Totals						
	\$20.00	\$50.00	\$375.00	\$30.00	\$325.00	\$20.00

Use when: you want to review your accounts receivable by family, in summary or detail. You can use this report to answer parent questions on their balances, or to see which families have had transactions within a given time period. You can filter to show only ledgers with

transactions in specific A/R Categories. You can also print this report as an Excel file by accessing the user-defined options and selecting Microsoft Excel (XLS) as the printer. After you export the report, you can immediately view it in Excel by selecting the “Display” option.

► To set report-specific options

1. Under **Include Ledgers**, select the ledgers you want to include in the report.
2. Under **Ledgers**, you can select **All** to print records from all accounts, or select **One** to print records from only one account. Select the account from the list below.
3. Under **Include Transactions**, enter a **Start** and **End** date for the transactions you want to include on the invoices.
4. Check **Print Transaction Detail** to display individual transactions in the report. If cleared, only summary records for each ledger will be displayed.
5. Check **Print ledgers with no Balance** to print ledgers which do not have an outstanding balance, along with all the rest.
6. Under **Include Categories**, select the A/R Categories you want to include in the report. Click the **All** button to select all categories. Click the **Clear** button to deselect all categories.
7. If **Only include ledgers with transactions for selected categories within the date range** is checked, ledgers which contain no transactions for the selected categories within the date range specified will not appear in the report.



Note: You can print this report to an Excel (.XLS) file from the Report Options screen. To do this, click **File** in the **Send To** line and **Excel** in the **Format** line.



Note: With this report, you can create a selection from the Family, Ledger Master, Ledger Transaction, Child, or Center tables; you can also add fields from these tables.

Ledger Variance Report

Ledger Variance Report				
	Period 1 3/1/03-3/31/03	Period 2 4/1/03-4/30/03	Variance	% Variance
Andrews, Neal				
Payments	250.00	10.00	(240.00)	(96.00)%
Revenues	312.00	25.00	(287.00)	(91.99)%
Bennis, Robin				
Canteen	50.00	0.00	(50.00)	(100.00)%
Payments	550.00	0.00	(550.00)	(100.00)%
Revenues	500.00	0.00	(500.00)	(100.00)%

Use when: you want to view ledger activity for A/R categories for two different periods by *family* and discover why there is a difference between the two periods. For example, you have a large decrease in revenues between two months and want to find out the cause. The report lists each family, in summary or detail form.

► To set report-specific options

<p><i>Include Ledgers</i></p> <p><input checked="" type="checkbox"/> Family Ledgers</p> <p><input type="checkbox"/> Other Ledgers</p>	<p><i>Period 1</i></p> <p>Start: <input type="text"/></p> <p>End: <input type="text"/></p>	<p><i>Period 2</i></p> <p>Start: <input type="text"/></p> <p>End: <input type="text"/></p>
<p><i>Summarize By</i></p> <p><input checked="" type="radio"/> Category</p> <p><input type="radio"/> Rollup Category</p>	<p><i>Category Type</i></p> <p><input checked="" type="checkbox"/> Deposit</p> <p><input checked="" type="checkbox"/> Revenue</p> <p><input checked="" type="checkbox"/> Credit</p> <p><input checked="" type="checkbox"/> Payment</p>	<p><i>Include Detail</i></p> <p><input checked="" type="radio"/> Category Totals</p> <p><input type="radio"/> Transaction Detail</p>

- Under **Include Ledgers**, select the ledgers you want to include in the report.
- Under **Period 1** and **Period 2**, enter the **Start** and **End** dates for the two date ranges you want to compare in the report.
- Under **Summarize By**, select whether you want to summarize records by **Category** or by **Rollup Category**.
- Under **Category Type**, select the category types you want to include in the report.
- Under **Include Detail**, select one of the following options:
 - Select **Category Totals** to display only summary records for each category.
 - Select **Transaction Detail** to display all transaction records.

Payment Receipts

Receipt For: Mary Aken 29 Derry Way Dublin, OH 13017		
Check #:	Check 258	Amount \$150
# of Items	1	Total: \$150
<p>Thank you for your prompt payment. Please be advised that the field trip authorization forms are due back next Monday with a check for \$10.00. This will include the cost of the zoo and lunch.</p>		

Use when: you want to print a batch of receipts for parents. For example, centers can print them for parents to use as documentation for reimbursement from their Flexible Spending Accounts. Receipts to be printed can be selected by deposit number or by deposit date. They can also be printed 3 to a page.

► To set report-specific options

Include Ledgers <input type="checkbox"/> Family Ledgers <input type="checkbox"/> Other Ledgers		Ledgers <input checked="" type="radio"/> All <input type="radio"/> One <input type="text"/>
Include for <input checked="" type="radio"/> Date Range <input type="radio"/> Receipt Numbers <input type="radio"/> Deposit Numbers		Starting: <input type="text"/> Ending: <input type="text"/>
Message To Print: <input type="text"/>		<input type="checkbox"/> Print Multiple Receipts per Page

- Under **Include Ledgers**, select the ledgers you want to include in the report.
- Under **Ledgers**, you can select **All** to print records from all accounts, or select **One** to print records from only one account. Select the account from the list below.
- Under **Include For**, select one of the following options:
 - Select **Date Range** and enter a **Starting** and **Ending** date to generate receipts for transactions within a specified date range.
 - Select **Deposit Numbers** and enter **Starting** and **Ending** numbers to generate receipts for transactions whose deposit numbers fall within a specified range.
 - Select **Receipt Numbers** and enter **Starting** and **Ending** numbers to generate receipts for transactions whose receipt numbers fall within a specified range.
- Check **Print Multiple Receipts per Page** to print more than one receipt on a page.
- If desired, you can enter a **Message to Print** in the field provided. This message will appear on all receipts.



Note: If you click the **Save As** button and then save this report with the Description of **Receipt Button**, then you can print your customized version directly from the Enter Cash Receipts screen with the “Print Receipt” button (see page 148 for more details). If you save this report with the Description of *Email Receipt Button*, then you can email a receipt directly to a parent from the Enter Cash Receipts screen by clicking the “Email Receipt” button (see page 146 for more details).



Note: With this report, you can create a selection from the Family, Ledger Master, Ledger Transaction, Child, or Center tables; you can also add fields from these tables.

Period Analysis Report

Period Analysis Report					
	08/99	09/99	10/99	11/99	Totals
Credit					
Multi-Sibling Discounts	124	200	217	200	741
Employee Discounts	124	200	217	200	741
Credit Totals	248	400	217	200	741
Deposits					
Security Deposit	100	100	100	100	400
Deposit Totals	100	100	100	100	400
Payments					
Payment Costs	124	200	217	200	741
Payment Check	124	200	217	200	741
Payment Totals	248	400	434	400	1482
Revenues					
Tuition Fees - Toddlers	1,024	1,450	1,325	1,462	5261
Tuition Fees - Pre-Kindergarten	1,024	1,450	1,325	1,462	5261

Use when: you want to review your A/R activity (revenues, payments, credits, and discounts) over several time periods you specify – weeks, months, or quarters – to identify trends. You can group by A/R categories or by rollup categories if you choose. You can also print this report as an Excel file by accessing the user-defined options and selecting Microsoft Excel (XLS) as the printer. After you export the report, you can immediately view it in Excel by selecting the “Display” option.

► To set report-specific options

<p>Include Ledgers</p> <p><input checked="" type="checkbox"/> Family Ledgers</p> <p><input checked="" type="checkbox"/> Other Ledgers</p>	<p>Period Options</p> <p><input checked="" type="radio"/> Weekly</p> <p><input type="radio"/> Monthly</p> <p><input type="radio"/> Quarterly</p> <p><input type="radio"/> Annually</p> <p>Start Date: 01/01/0200</p> <p># Of Periods: 4</p> <p><input checked="" type="checkbox"/> Auto format columns & fields</p>
<p>Summarize By</p> <p><input checked="" type="radio"/> Category</p> <p><input type="radio"/> G/L Account</p> <p><input type="radio"/> Rollup Categories</p>	<p>Totals/Averages</p> <p><input type="radio"/> None</p> <p><input checked="" type="radio"/> Period Totals</p> <p><input type="radio"/> Period Averages</p>
<p>Category Type</p> <p><input checked="" type="checkbox"/> Deposit</p> <p><input checked="" type="checkbox"/> Revenue</p> <p><input checked="" type="checkbox"/> Credit</p> <p><input checked="" type="checkbox"/> Payment</p>	

1. Under **Include Ledgers**, select the ledgers you want to include in the report.
2. Under **Period Options**, select up the periods that will be compared in the report:

- a. Select a **Weekly, Monthly, Quarterly** or **Annual** period.
- b. Set the **Start Date** for the report.
- c. Set the **# of Periods** that will be included in the report.
- d. Check **Auto format columns & fields** to divide the columns evenly across the page. If unchecked, the columns will use a fixed width starting from the left margin.
3. Under **Summarize By**, select whether you want to summarize records by **Category, G/L account**, or by **Rollup Category**.
4. Under **Totals/Averages**, select one of the following options:
 - Select **None** to display individual transactions for the selected period.
 - Select **Period Totals** to display the total of all transactions from each period.
 - Select **Period Averages** to display the average of all transactions from each period.
5. Under **Category Type**, select the category types you want to include in the report.



Note: You can print this report to an Excel (.XLS) file from the Report Options screen. To do this, click **File** in the **Send To** line and **Excel** in the **Format** line.

Period Variance Report

Period Variance Report					
	Period 1		Period 2		
	3/1/96	3/31/96	4/1/96	4/30/96	
Credits					
Sibling Discount		124.00		200.00	76.00
Employee Discount		75.00		90.00	15.00
Credit Totals		199.00		290.00	91.00
Payments					
Payment Cash		124.00		200.00	76.00
Payment Check		75.00		90.00	15.00
Payment Totals		199.00		296.00	91.00
Revenues					
Infant Tuition		1,055.00		1,297.00	238.00

Use when: you want to view activity for A/R categories for two different periods and discover why there is a difference between them. The report lists by A/R category – revenue, payments, or credits.

► To set report-specific options

<p><i>Include Ledgers</i></p> <p><input checked="" type="checkbox"/> Family Ledgers</p> <p><input type="checkbox"/> Other Ledgers</p>	<p><i>Period 1</i></p> <p>Start: <input type="text"/></p> <p>End: <input type="text"/></p>	<p><i>Period 2</i></p> <p>Start: <input type="text"/></p> <p>End: <input type="text"/></p>
<p><i>Summarize By</i></p> <p><input checked="" type="radio"/> Category</p> <p><input type="radio"/> G/L Account</p> <p><input type="radio"/> Rollup Categories</p>	<p><i>Category Type</i></p> <p><input checked="" type="checkbox"/> Deposit</p> <p><input checked="" type="checkbox"/> Revenue</p> <p><input checked="" type="checkbox"/> Credit</p> <p><input checked="" type="checkbox"/> Payment</p>	

1. Under **Include Ledgers**, select the ledgers you want to include in the report.
2. Under **Period 1** and **Period 2**, enter the **Start** and **End** dates for the two time periods you want to compare in the report.
3. Under **Summarize By**, select whether you want to summarize records by **Category**, **G/L Category** or by **Rollup Category**.
4. Under **Category Type**, select the category types you want to include in the report.

Revenue Summary Report

Revenue Summary Report			
Category	Prior Balance	Current	Ending Balance
<i>Canteen</i>			
Canteen Deposit	\$200.00	\$50.00	\$250.00
Canteen Totals	\$200.00	\$50.00	\$250.00
<i>Payment</i>			
Payment	\$950.00	\$950.00	\$1,900.00
Payment Totals	\$-950.00	\$-950.00	\$-1,900.00
<i>Revenue</i>			
First Session Tuition	\$1,000.00	\$0.00	\$1,000.00
Revenue Totals	\$1,000.00	\$0.00	\$1,000.00
Grand Total:	\$250.00	\$-900.00	\$-650.00

Use when: you want to review accounts receivable activity by category over a time range you specify, with the option of seeing detail within the category. For each category, the report shows a beginning balance, activity for the period, and an ending balance. You can choose to run the report for only one category and can print by G/L account if they have been entered. You can print this report as an Excel file by accessing the user-defined options and selecting Microsoft Excel (XLS) as the printer. After you export the report, you can immediately view it in Excel by clicking the Display button.

► To set report-specific options

1. Under **Include Ledgers**, select the ledgers you want to include in the report.
2. Check the entries for the classes that you want to include in the report in the **Include Classes** list. Click the **All** button to check all classes. Click the **Clear** button to uncheck all classes.
3. Under **Transaction Dates**, enter a **Start** and **End** date for the transactions you want to include in the report.
4. Check **Print Transaction Detail** to display individual transactions in the report. If cleared, only summary records for each ledger will be displayed.
5. Under **Summarize By**, select whether you want to summarize records by **Category**, **G/L Category** or by **Rollup Category**.
6. Under **Include Categories**, select the A/R Categories you want to include in the report. Click the **All** button to select all categories. Click the **Clear** button to deselect all categories. Click **Revenues** to select Revenue type categories. Click **Payments** to select Payment type categories. Click **Credits** to select Credit type categories.



Note: You can print this report to an Excel (.XLS) file from the Report Options screen. To do this, click **File** in the **Send To** line and **Excel** in the **Format** line.



Note: With this report, you can create a selection from the Family, Ledger Master, Ledger Transaction, Child, or Center tables; you can also add fields from these tables.

Revenue vs. Labor Cost Report

Revenue Versus Labor Cost Report						
Class	No. of Children	No. of Employees	Revenue \$	Labor Cost	Profit (Loss)	Labor Percent
Infant	3	2	\$373.00	\$402.50	\$-29.50	107.91%
Kindergarten	1	1	\$147.00	\$225.00	\$-78.00	573.06%
Preschool	3	2	\$448.80	\$503.10	\$-58.30	113.11%
Toddler	3	1	\$675.75	\$276.25	\$399.50	40.88%
Totals			\$1,640.55	\$1,406.85	\$233.70	85.75%

Use when: you want to find out if the revenues for classes are covering your labor costs. The report runs for all classes, using either contracted or actual times as you choose, over a specified date range. Labor costs are entered in **Office Administration, Chapter 3, Maintain Staff Labor Costs** (see page 329).

Note: You can print this report to an Excel (.XLS) file from the Report Options screen. To do this, click **File** in the **Send To** line and **Excel** in the **Format** line.

► To set report-specific options

Attendance Basis

☒ Contracted

☐ Actual

Include Dates

Start:

End:

- Under **Attendance Basis**, select to compute attendance based on **Contracted** attendance, or **Actual** attendance.
- Under **Include Dates**, you can optionally enter a **Start** and **End** date. If a date range is specified, only records entered within the date range will appear in the report.

Year to Date Payment Summary Report

EZ- Going Day Care
 540 Pennsylvania Ave.
 Fort Washington, PA 19034
 Federal ID: 23-4752315

To: Jon Smith
 123 Elm Street
 Ambler, PA 19002

Date	Category	Comment	Amount
01/10/2001	Payment	Check 125	\$250.00
01/17/2001	EZ-EFT Bank Draft		\$250.00

Your payments for 01/01/2001 - 12/31/2001 total: **\$500.00**

Use when: you want to give parents a printed summary showing the total of all payments for the year. You can print one to three summaries per page. If you want, you can also specify which A/R categories are included in the statement. You can also include a message on the statements.

► To set report-specific options

1. Under **Include Ledgers**, select the ledgers you want to include in the report.
2. Under **Ledgers**, you can select **All** to print records from all accounts, or select **One** to print records from only one account. Select the account from the list below.
3. Under **Include Categories**, select the A/R Categories you want to include in the report. Click the **All** button to select all categories. Click the **Clear** button to deselect all categories.
4. Under **Transaction Dates**, enter a **Start** and **End** date for the transactions you want to include in the report.
5. Under **Report Layout**, select **Detail** to include all transaction records, or select **Summary** to include only summary records, and specify the number of summaries that appear on a page.
6. If desired, you can enter a **Message to Print** in the field provided. This message will appear for every family in the report.

Year to Date Summary Report

EZ-Going 540 Pennsylvania Ave. Ft. Washington, PA 19034 Federal ID: 23-4752315		Year To Date Summary	
Alexander, Kevin			
	Charges	Credits	Totals
Toddler Tuition			
Amanda	1,500.00		
Gavin	1,500.00		
School Age Tuition			
Zachary	2,000.00		2,000.00
Sibling Discounts			
Amanda		150.00	
Gavin		150.00	300.00
Total Charges & Credits			4,910.00
Payments			350.00
Balance			4,560.00

Use when: you want to provide parents or other payers a listing of all their *charges, credits and payments* for the year or another time range you specify. Predefined options allow you to break down the totals by child if you want. You can also print a message to include on each family's summary.

► To set report-specific options

1. Under **Include Ledgers**, select the ledgers you want to include in the report.
2. Under **Ledgers**, you can select **All** to print records from all accounts, or select **One** to print records from only one account. Select the account from the list below.
3. Under **Transaction Dates**, enter a **Start** and **End** date for the transactions you want to include in the report.
4. Check **Show Child Total Detail** to display subtotals for each child in a family under every category.
5. If desired, you can enter a **Message to Print** in the field provided. This message will appear for every family in the report.

Attendance Reports

The Attendance Reports allow you to analyse child attendance at each center.



Note: All these reports default to show only **Active** status children, families or staff. If you want to include persons with **Inactive** or **Remove** status, you need to select the **Inactive** or **Remove** options under the **Status** heading in the standard report options. See "Setting Standard Report Options" page 166 for details. Most of the attendance reports have predefined sorts based on the report's internal grouping. If user-defined sorts are available, we'll note this below. Selections are available for most reports; we'll note if they are NOT available.

Child Attendance Analysis Report

Child Attendance Analysis Report								
Date	Day	Name	Class	Time In	Time Out	# Hours	Type	Comment
01/01/99	Monday	Ming, Linda	Tod	07:30am	06:00pm	10.50	Regular	
01/02/99	Tuesday	Tore, Jane	Pre	07:30am	06:00pm	10.50	Regular	
01/03/99	Wednesday	Darr, John	Infant	07:00am	05:30pm	10.50	Regular	
01/04/99	Thursday	Berg, Amy	Pre	03:00pm	07:00pm	4.00	Regular	
01/05/99	Friday	Spruce, Mary	Infant	01:00pm	06:30pm	5.50	Regular	
						41.00		
Summary								
Child			# Hours	Type				
Computers			4.00	Regular				
Toddler			42.50	Regular				
Preschool			80.00	Regular				
Kindergarten			30.00	Regular				
Infant			67.50	Regular				

Use *when*: you want to create a report showing child attendance by different *hour types* – this is the only report that gives you this option in reporting child times. For example, you might want to know which children were at the center during a snow day or early school release day. If you check *Summary* in the predefined options, you can print a count of hours per child for each hour type within a time period you specify.

Note: With this report, you can create a selection from the Family, Ledger, Child, Class, or Attendance (Contracted and Actual) tables; you can also include fields from these tables through the Report Designer.

► To set report-specific options

- Under **Child**, select which child records to print out:
 - Select **All** to print out records for all children.
 - Select **One** to print out only one child's record. Select the name of the child from the list below.
- Under **Class**, select which classes' records to print out:
 - Select **All** to print out records for all classes.
 - Select **One** to print out the records for only one class. Select the class from the list below.
- Under **Hour Type**, select which hour types to print out records for:
 - Select **All** to print out records for all hour types.

- b. Select **One** to print out records for only one hour type. Select the hour type from the list below.
4. Under **Organize by**, select **Child** to sort the records in the report by child, or **Class** to sort the records by class. **Check New Page Per Child/New Page Per Class** to start each child or class on a new page.
5. Under **Attendance Basis**, select to compute attendance based on **Contracted** attendance, or **Actual** attendance.
6. Under **Include Dates**, you can optionally enter a **Start** and **End** date. If a date range is specified, only records entered within the date range will appear in the report.
7. Check the **Print Summary** option to list summary records for each class instead of individual records for each child.

Child Attendance Detail Report

Child Attendance Detail Report							
Child	Date	Class	Time In	Time Out	#Hours	Half Day	Full Day
Carver, Jessica	09/07/1999	Toddler	06:30A	05:15P	10.75		X
	09/08/1999		06:44A	05:48P	11.07		X
	09/09/1999		06:38A	04:12P	9.57		X
	09/10/1999		06:31A	06:05P	11.57		X
	09/11/1999		06:30A	06:00P	11.50		X
					54.46		
Drake, Christine	09/07/1999	Toddler	06:30A	04:00P	9.50		X
	09/08/1999		06:30A	04:00P	9.50		X
	09/09/1999		06:30A	11:00A	4.50	X	
	09/10/1999		06:30A	04:00P	9.50		X
	09/11/1999		06:30A	06:00P	11.00		X
					44.50		
Totals					98.96		

Use when: you want a detailed listing of actual or contracted attendance over any given time period. You can also use this report to get a count of how many children are attending half days or full days. A half day is four hours or less. You can also find how many children are there for an AM session, PM session, or both. Predefined options let you run the report for some or all classes at your center. This report can be “printed” to Excel by changing the printer to Microsoft Excel (XLS).

Note: With this report, you can create a selection from the Family, Ledger, Child, Class, or Attendance (Contracted and Actual) tables; you can also include fields from these tables through the Report Designer.

► To set report-specific options

The screenshot shows a web-based form for configuring report options. It is divided into several sections:
1. **Attendance Basis**: Two radio buttons, 'Contracted' (unselected) and 'Actual' (selected).
2. **Include Dates**: Two text input fields for 'Start' and 'End'.
3. **Analyze As**: Three radio buttons, 'AM/PM/ALL' (selected), 'HD/FD' (unselected), and 'Hours' (unselected).
4. **Include Classes**: A list box containing 'Infant', 'Toddler', 'Preschool', 'Kindergarten', and 'Computers', all of which are checked. Below the list are 'All' and 'Clear' buttons.
5. **Organize by**: Two radio buttons, 'Child' (selected) and 'Class/Child' (unselected).
6. **New Page Per Child**: A checkbox that is currently unchecked.
7. **Report Summary Message**: A text area for entering a message.

1. Under **Attendance Basis**, select to compute attendance based on **Contracted** attendance, or **Actual** attendance.
2. Under **Include Dates**, you can optionally enter a **Start** and **End** date. If a date range is specified, only records entered within the date range will appear in the report.
3. Under **Analyze As**, select one of the following options:
 - **AM/PM/ALL:** The report will display columns marked **AM**, **PM** and **All**. For each record, the relevant columns will be marked with an **X**.
 - **HD/FD:** The report will display columns marked **HD** (Half Day) and **FD** (Full Day). For each record, the relevant columns will be marked with an **X**.
 - **Hours:** The report will display only the total hours for each record.
4. Check the entries for the classes that you want to include in the report in the **Include Classes** list. Click the **All** button to check all classes. Click the **Clear** button to uncheck all classes.
5. Under **Organize by**, select **Child** to sort the records in the report by child, or **Class** to sort the records by class. **Check New Page Per Child/New Page Per Class** to start each child or class on a new page.
6. If desired, you can enter a **Report Summary Message** in the field provided. This message will appear at the bottom of each page.

Child Class Attendance Summary by Period

Class Attendance Summary By Period							
	08/03/1999 To 08/09/1999	08/10/1999 To 08/16/1999	08/17/1999 To 08/23/1999	08/24/1999 To 08/30/1999	08/31/1999 To 09/06/1999	09/07/1999 To 09/13/1999	Total
Computers							
Hours	4	4	20	0	0	0	28
Infant							
Hours	135	135	137	0	0	0	407
Kindergarten							
Hours	27	27	70	0	0	0	124
Preschool							
Hours	107	107	165	0	0	0	379

Use *when*: you want to list total hours of attendance by all children for classes, weekly, or monthly. Other predefined options allow you to count totals for half day and full day sessions, or for AM and PM sessions. The report shows either six weeks or six months of totals depending on the period you choose for reporting. User defined selections are not available for this report.

Note: You can print this report to an Excel (.XLS) file from the Report Options screen. To do this, click **File** in the **Send To** line and **Excel** in the **Format** line.

► To set report-specific options

The screenshot shows the 'Report Options' screen with three main sections:

- Attendance Basis:** Contains two radio buttons: ☒ **Contracted** and ☐ **Actual**.
- Analyze As:** Contains three radio buttons: ☒ **AM/PM/ALL**, ☐ **HD/FD**, and ☐ **Hours**.
- Analyze As:** Contains two radio buttons: ☒ **Weekly** and ☐ **Monthly**, followed by a 'Start:' label and a text input field.

- Under **Attendance Basis**, select to compute attendance based on **Contracted** attendance, or **Actual** attendance.
- Under **Analyze As**, select one of the following options:
 - AM/PM/ALL:** The report will display columns marked **AM**, **PM** and **All**. For each record, the relevant columns will be marked with an **X**.
 - HD/FD:** The report will display columns marked **HD** (Half Day) and **FD** (Full Day). For each record, the relevant columns will be marked with an **X**.
 - Hours:** The report will display only the total hours for each record.
- Under the second **Analyze As**, select whether you want to summarize records on a **Weekly** or **Monthly** basis. Enter a **Start** date to determine the starting point for the report.

Child Contracted vs. Actual Hours Report

Child Contract Vs Actual Hours Report									
Carver, Jessica									
Date	Class	Actual		Contracted		Actual	Contracted	Total	Total
		Time In	Time Out	Time In	Time Out	Hours	Hours	Hour	Range
								Variance	Variance
1/1/99 Mon	Preschool	07:12A	04:05P	07:00A	04:00P	8.88	9.00	-0.12	0.08
1/2/99 Tue	Preschool	06:58A	01:00P	07:00A	01:00P	6.03	6.00	0.03	0.03
1/3/99 Wed	Preschool	07:02A	04:05P			9.05	0.00	9.05	0.00
1/4/99 Thu	Preschool	07:00A	04:00P	07:00A	04:00P	9.00	9.00	0.00	0.00
1/5/99 Fri	Preschool	06:52A	03:57P	07:00A	04:00P	9.08	9.00	0.08	0.13
						42.04	33.00		

Use when: you bill by some comparison of contracted and actual attendance - for example, you charge for the greater of actual or contracted attendance - and you want a report showing the variance, perhaps to send to a parent along with an invoice. Predefined options let you run the report for all or one child, for some or all classes, within a time range you specify. This report prints in landscape format.

Note: With this report, you can create a selection from the Family, Ledger, Child, Class, and Attendance (Contracted and Actual) tables. In addition, this report has a table for the calculated fields from which you can create selections. You can also include fields from these tables through the Report Designer.

► To set report-specific options

- Under **Include Dates**, you can optionally enter a **Start** and **End** date. If a date range is specified, only records entered within the date range will appear in the report.
- Under **Organize by**, select **Child** to sort the records in the report by child, or **Class** to sort the records by class. **Check New Page Per Child/New Page Per Class** to start each child or class on a new page.
- Under **Child**, select which child records to print out:
 - Select **All** to print out records for all children.
 - Select **One** to print out only one child's record. Select the name of the child from the list below.
- Check the entries for the classes that you want to include in the report in the **Include Classes** list. Click the **All** button to check all classes. Click the **Clear** button to uncheck all classes.

Child FTE Report

Child FTE Report				
Class	Capacity	Total # Of Children	Total Hours	Average Daily FTE
Computers	30	2	4.00	0.40
Infant	50	15	135.00	3.38
Kindergarten	60	3	27.00	1.13
Preschool	100	13	107.00	2.68
Toddler	75	15	152.50	3.81

Use when: you want to determine how full your classrooms are over a specified time period. The report prints classroom capacity over the period, numbers of children, and average FTEs. You can use this report to focus marketing efforts on getting new children for classes with low attendance, or to determine classes where you are over capacity and might need to increase staff or create an additional class. Note: the class capacity and FTE definition come from the Class tab in the Center drawer. These values must be entered for this report to run properly. User-defined selections are not available for this report.

Note: You can print this report to an Excel (.XLS) file from the Report Options screen. To do this, click **File** in the **Send To** line and **Excel** in the **Format** line.

► To set report-specific options

<i>Attendance Basis</i>	<i>Include Dates</i>
<input checked="" type="radio"/> Contracted <input type="radio"/> Actual	Start: <input type="text"/> End: <input type="text"/>

1. Under **Attendance Basis**, select to compute attendance based on **Contracted** attendance, or **Actual** attendance.
2. Under **Include Dates**, you can optionally enter a **Start** and **End** date. If a date range is specified, only records entered within the date range will appear in the report.

Child Hours Analysis Report

Child Hours Analysis Report								
Class	08/11/99	08/12/99	08/13/99	08/14/99	08/15/99	08/16/99	Total	Avg.
Computers	0	10	9	0	0	0	19	7
Infant	0	65	65	0	0	0	130	11
Kindergarten	0	30	30	0	0	0	60	5
Preschool	0	80	80	0	0	0	160	13
School Age	0	10	10	0	0	0	20	2
Toddler	0	43	43	0	0	0	86	7

Use when: you want to see the total hours and average number of hours of attendance in each class. Predefined options let you run the report over a period of 12 days, weeks, or months, for contracted or actual attendance. User defined selections are not available for this report.

► To set report-specific options

The screenshot shows a form with three sections:

- Attendance Basis:** Two radio buttons, ☒ **Contracted** and ☐ **Actual**.
- Analysis Period:** Three radio buttons, ☐ **Daily**, ☒ **Weekly**, and ☐ **Monthly**.
- Start Date:** A label "Start:" followed by a text input box.

1. Under **Attendance Basis**, select to compute attendance based on **Contracted** attendance, or **Actual** attendance.
2. Under **Analysis Period**, select the length of the analysis period.
3. Under **Start Date**, enter the date for the beginning of the first period.

Child Loading Report

Date: 08/07/1998					
Class: Infant					
Time	Children	Staff Required	Open Spaces	Ratio	
06:30AM	2	1	8	3	**
07:00AM	3	1	7	3	***
07:30AM	3	1	7	3	***
08:00AM	3	1	7	3	***
08:30AM	3	1	7	3	***
09:00AM	3	1	7	3	***
09:30AM	3	1	7	3	***
10:00AM	3	1	7	3	***
10:30AM	2	1	8	3	***
11:00AM	2	1	8	3	***
11:30AM	2	1	8	3	***
12:00PM	3	1	7	3	***

Use when: you want a graphic representation of how many children are in a class throughout the day. This report is most useful if you have children coming and going throughout the day and want to arrange your staffing accordingly.

Note: This report prints a page for each day of each class. The report can use scheduled times as well as contracted and actual. If you have schedules into the future on your Schedule tab, you can run this report as a forecasting tool. A predefined option lets you combine classes and look at total children to take classes with two staff members and combine them under one, reducing your staff costs. User-defined selections are not available for this report.

Note: You can print this report to an Excel (.XLS) file from the Report Options screen. To do this, click **File** in the **Send To** line and **Excel** in the **Format** line.

► To set report-specific options

The screenshot shows a report configuration window with several sections:

- Attendance Basis:** Radio buttons for Schedule, Contracted, and Actual. 'Actual' is selected.
- Include Dates:** Text boxes for Start and End dates.
- Include Times:** Text boxes for From (06:30A), To (07:00P), and Interval (1.00 hr.).
- Include Classes:** A list box with checkboxes for Infant, Toddler, Preschool, Kindergarten, and Computers. All are checked. Below the list are 'All' and 'Clear' buttons.
- Show Period's Peak Loading:** An unchecked checkbox.
- Combine Classes:** A checked checkbox.
- Average/Lesser:** Radio buttons for Average (selected) and Lesser.

1. Under **Attendance Basis**, select to compute attendance based on the original **Schedule**, **Contracted** attendance, or **Actual** attendance.
2. Under **Include Dates**, you can optionally enter a **Start** and **End** date. If a date range is specified, only records entered within the date range will appear in the report.
3. Under **Include Times**, you can optionally set the starting and ending times of the period that will be covered by the report. Set **Interval** to the desired frequency of attendance listings.
4. Check the entries for the classes that you want to include in the report in the **Include Classes** list. Click the **All** button to check all classes. Click the **Clear** button to uncheck all classes.
5. Check **Show Period's Peak Loading** to display the number of children at the end of each record as a series of asterisks, making it easy to spot where periods with the highest loads are taking place.
6. Check **Combine Classes** to combine attendance for all selected classes into one set of numbers.

Child Schedule Report

Child Schedule Report									
									Date: 05/06/2009 Time: 04:22 PM Page: 1
Schedules in effect from 01/01/2009 through 06/30/2009									
Child	Date Range	Class	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Alexander, Zachary	08/01/2004 - 12/31/2009	Karate		03:00P-04:00P		03:00P-04:00P			2.00
	08/01/2004 - 12/31/2009	Preschool	07:00A-03:00P	07:00A-03:00P	07:00A-03:00P	07:00A-03:00P	07:00A-03:00P		40.00
Baker, Karen	04/01/2004 - 03/31/2009	Toddler	07:00A-05:00P	07:00A-05:00P	07:00A-05:00P	07:00A-05:00P	07:00A-05:00P		50.00
	08/01/2004 - 12/31/2009	Infant	07:00A-03:00P	07:00A-03:00P	07:00A-03:00P	07:00A-03:00P	07:00A-03:00P		40.00
Dean, Janet		Computers		04:00P-05:00P		04:00P-05:00P			2.00
		School Age	03:00P-05:00P	03:00P-04:00P	03:00P-05:00P	03:00P-04:00P	03:00P-05:00P		8.00

Use when: you want to verify that children's schedules have been properly entered on the Schedule tab. Predefined options let you run the report by Class, for all children or one child, for a date range you specify. You can also print this report for future dates, for example, to give to a parent so they can confirm the child's schedule before they start a new session in the fall. The report prints in landscape format and shows each child's schedule in chronological date order.

Note: With this report, you can create a selection from the Family, Ledger, Child, Class, or Attendance (Schedule, Contracted, and Actual) tables; you can also include fields from these tables through the Report Designer.

► To set report-specific options

The screenshot shows a report configuration window with four main sections:

- Date Range:** Schedules in effect. Fields for From: and To:.
- Print For:** Radio buttons for All Children (selected) and One Child. A dropdown menu shows "Alexander, Zachary".
- Organize By:** Radio buttons for By Child (selected) and By Class/Child. A checkbox for New Page Per Child.
- Include Classes:** A list of classes with checkboxes: Infant, Toddler, Preschool, Kindergarten, Computers, Karate, Music, Piano, School Age. All are checked. Buttons for All and Clear.

1. Under **Date Range**, you can optionally enter a **From** and **To** date. If a date range is specified, only records entered within the date range will appear in the report.
2. Under **Print For**, select which child records to print out:
 - a. Select **All Children** to print out records for all children.
 - b. Select **One Child** to print out only one child's record. Select the name of the child from the list below.
3. Under **Organize by**, select **Child** to sort the records in the report by child, or **Class** to sort the records by class. **Check New Page Per Child/New Page Per Class** to start each child or class on a new page.
4. Check the entries for the classes that you want to include in the report in the **Include Classes** list. Click the **All** button to check all classes. Click the **Clear** button to uncheck all classes.

Child Schedule Worksheet

Child Schedule Worksheet						
For child:		Amanda R. Andrews				
Date		Time In	Time Out	Time In	Time Out	Comment
9/4/1995	Monday	---	---	---	---	*** We are closed Monday
9/5/1995	Tuesday	---	---	---	---	
9/6/1995	Wednesday	---	---	---	---	
9/7/1995	Thursday	---	---	---	---	
9/8/1995	Friday	---	---	---	---	
For child:		Billy Burton				
Date		Time In	Time Out	Time In	Time Out	Comment
9/4/1995	Monday	---	---	---	---	*** We are closed Monday

Use *when*: your center allows schedules to change (for example, at a hospital where staff work different shifts), and you want a report allowing parents to indicate upcoming schedule changes. The report prints for all seven days of the week over a time range you specify; one

sheet per child; it also indicates when the center is closed. The parent fills in the expected times when the child will be at the center over the time range printed on the report. You can also add a personalized message at the bottom of the report.

► To set report-specific options

1. Under **Include Dates**, you must enter a **Start** and **End** date. Only records from within the specified date range will appear in the report.
2. If desired, you can enter a **Message on the bottom of page** in the field provided. This message will appear at the bottom of every page in the report.

Child Sign In Sheet

Daily Sign In:									
Name	Dropped Off By	Time In		Picked Up By	Time Out				
		Actual	Scheduled		Actual	Scheduled			
Hanson, Jamie			6:30A			6:00P			
Herscovici, Shoshanna			9:00A			3:00P			
Lanham, Frankii			8:00A			5:30P			

Weekly Sign In:										
	Jan. 8 Mon		Jan. 9 Tue		Jan. 10 Wed		Jan. 11 Thu		Jan. 12 Fri	
	In	Out	In	Out	In	Out	In	Out	In	Out
	Hanson, Jamie	6:30A	6:00P	6:30A	6:00P	6:30A	6:00P	6:30A	6:00P	6:30A
Herscovici, Shoshanna	9:00A	3:00P	9:00A	3:00P	9:00A	3:00P	9:00A	3:00P	9:00A	3:00P
	Time Initial		Time Initial		Time Initial		Time Initial		Time Initial	

Use when: you need a printed sign-in sheet to be at the front desk for parents to sign or in the classroom for teachers. The sheet prints for daily, weekly, or monthly time periods. If you choose daily or weekly, you can print for Scheduled or Contracted times; the monthly option gives a check box for each day. This report can also be printed by child or by class with an option for a new page per class.

Note: With this report, you can create a selection from the Family, Ledger, Child, Class, or Attendance (Schedule, Contracted, and Actual) tables; you can also include fields from these tables through the Report Designer.

► To set report-specific options

Attendance Basis

☐ Schedule
☒ Contracted

Include Classes

☒ Infant
☒ Toddler
☒ Preschool
☒ Kindergarten
☒ Computers

All Clear

Include Dates

☐ Daily
☒ Weekly
☐ Monthly

Start: 01/27/2004
End: 01/31/2004

Organize By

☐ By Child
☒ By Class/Child

☒ New Page Per Class

☐ Print Birthdates
☐ Show Class
☐ Include Unscheduled Children

Message on Page Break

1. Under **Attendance Basis**, select to generate the report using the original **Schedule**, or the **Contracted** tab.
2. Check the entries for the classes that you want to include in the report in the **Include Classes** list. Click the **All** button to check all classes. Click the **Clear** button to uncheck all classes.
3. Under **Include Dates**, select one of the following options:
 - **Daily:** The report will allow you to enter daily sign-in and sign-out times for each child for the date range specified in the **Start** and **End** fields.
 - **Weekly:** The report will allow you to enter daily sign-in and sign-out times for a week, starting with the **Start** date. Each day will get its own column.
 - **Monthly:** The report will allow you to mark off daily attendance for each student for a month, starting at the **Start** date.
4. Under **Organize by**, select **Child** to sort the records in the report by child, or **Class** to sort the records by class. **Check New Page Per Child/New Page Per Class** to start each child or class on a new page.
5. Check **Print Birthdates** to print out the birthdates for each child.
6. Check **Show Class** to display the class name after each child's name. This option is only enabled if **Daily** is selected under **Include Dates**.
7. Check **Include Unscheduled Children** to print out records for children who are part of one of the selected classes, but who are not scheduled for the specified date range. This option is only enabled if **Daily** is selected under **Include Dates**.

Child Weekly Attendance Summary

Child Weekly Attendance Summary										
	08/02/99	08/03/99	08/04/99	08/05/99	08/06/99	08/07/99	08/08/99	08/09/99	08/10/99	08/11/99
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
	#	#	#	#	#	#	#	#	#	#
06:30AM	0	0	0	0	0	0	0	0	0	0
07:30AM	0	0	0	0	0	0	0	0	0	0
08:30AM	0	1	1	1	1	1	1	0	1	1
09:30AM	2	3	3	3	3	3	3	2	3	3
10:30AM	2	3	3	3	3	3	3	2	3	3
11:30AM	2	3	3	3	3	3	3	2	3	3
12:30PM	3	3	3	3	3	3	3	3	3	3

Use *when*: you want a summary list by time period within the day by class, showing how many children are attending and the ratio of staff to children. Predefined options let you choose count of children, ratio or both; you can also vary the time interval over which measurements are taken and combine classes. The report prints for a two week period beginning at a date you specify, for contracted or actual times. User-defined selections are not available for this report.

► To set report-specific options

1. Under **Attendance Basis**, select to generate the report using attendance data from the **Contracted** tab, or the **Actual** tab.
2. Check the entries for the classes that you want to include in the report in the **Include Classes** list. Click the **All** button to check all classes. Click the **Clear** button to uncheck all classes.
3. Under **Include Times**, you can optionally set the starting and ending times of the period that will be covered by the report. Set **Interval** to the desired frequency of attendance listings.
4. Under **Layout**, select **Page per Class** to print each class on a separate page, or select **Combine Classes** to generate a report where all classes are summarized together.
5. Enter the starting date for the report in the **Start** field.
6. Under **Contents**, check one of the following options, or both:
 - **# of Children**: The report will list the number of children who attended the class during each time period.

- Ratio:** The report will list the ratio of children to staff (ex: **5** indicates 5 children per staffer).

Child Weekly Class Attendance Report

Child Weekly Class Attendance Report															
Child	09/2/99		09/3/99		09/4/99		09/5/99		09/6/99		09/7/99		09/8/99		Total
	Cont	Actual	Cont	Actual	Cont	Actual	Cont	Actual	Cont	Actual	Cont	Actual	Cont	Actual	
Berg, Amy	10	10	10	10	10	10	10	10	10	10	0	0	0	0	50 50
Boda, Rick	12	12	12	12	12	12	10	10	10	10	0	0	0	0	56 56
Child	01/06/2003		01/07/2003		01/08/2003		01/09/2003		With "X" option						
	Contracted		Contracted		Contracted		Contracted								
Alexander, Zachary			X		X		X								
McClelland, Sally			X		X		X								
Wilson, John			X				X								
			3		2		3								

Use when: you need a list (by name) and count of children present in a class over a weekly time period. To produce the report with this information, click on the report to open the predefined options, select the radio button to run the report by Day and check the box for “Show X.” Also, if you have multiple sites and have created a field (usually on the Child tab) identifying the site each child attends, you can use the Selection feature in user-defined options to filter and report only on attendance for sites you specify.

By default, the data for this report is drawn from the **Contracted** tab.

Note: You can print this report to an Excel (.XLS) file from the Report Options screen. To do this, click **File** in the **Send To** line and **Excel** in the **Format** line.

► To set report-specific options

Include Classes

☒ Infant

☒ Toddler

☒ Preschool

☒ Kindergarten

☒ Computers

AllClear

Start Date:

Analyze

☒ By Day - Show # Hours

☐ By Week - Show # Days

☒ Show 'X'

☐ Show Actual Attendance

1. Check the entries for the classes that you want to include in the report in the **Include Classes** list. Click the **All** button to check all classes. Click the **Clear** button to uncheck all classes.
2. Enter the starting date for the report in the **Start Date** field.
3. Under **Analyze**, select one of the following options:
 - **By Day – Show # Hours:** the report will show the number of hours attended each day.

- **By Week – Show # Days:** the report will show the number of days attended each week.
4. Check **Show X** to display an X instead of numbers in the report. This option is only enabled if **By Day** is selected under **Analyze**.
 5. Check **Show Actual Attendance** to pull data out of the **Actual** tab instead of the **Contracted** tab. The option is disabled if **Show X** is checked.

Export Attendance Spreadsheet

Use when: you want to send child attendance data into Excel – to manipulate it for your own reports that you create in Excel. For example, if you have purchased our Child Care Food Program (CCFP) module, you would use this report to transfer data and then use it in the module. Predefined options include organization by child or by class, and if you want to include contracted times, actual times, and/or hour types in the export.

► To set report-specific options

Export to a Microsoft Excel spreadsheet.

<p><i>Include</i></p> <p><input checked="" type="checkbox"/> Contracted</p> <p><input checked="" type="checkbox"/> Actual</p> <p><input checked="" type="checkbox"/> Hour Type</p>	<p><i>Include Dates</i></p> <p>Start: <input type="text"/></p> <p>End: <input type="text"/></p>	<p><i>Time Pairs</i></p> <p><input type="text" value="1"/> Time pairs per day</p> <p><input checked="" type="radio"/> One row per child</p> <p><input type="radio"/> One row per time-pair</p>
<p><i>Organize by</i></p> <p><input type="radio"/> Child</p> <p><input checked="" type="radio"/> Class/Child</p> <p><input type="radio"/> Custom Field</p>		
<p>Output to file: <input type="text"/> ...</p> <p><input type="checkbox"/> Separate file for each Class</p>		

1. Under **Include**, select the attendance data you want to export: **Contracted**, **Actual** or **Hour Type**.
2. Under **Include Dates**, you must enter a **Start** and **End** date. Only records from within the specified date range will be exported.
3. The **Time Pairs** section allows you to choose how you will handle multiple sets of logins and logouts (1 login + 1 logout = a *time pair*):
 - Set **Time Pairs per day** to the maximum number of time pairs to record for a given child in a given day. Select from **1** to **5**.
 - Select either **One row per child** to list all the time pairs for each child on a single row, or **One row per time-pair** to list each time pair on a separate row.
4. Under **Organize by**, select the method to be used to sort the records in the export file:
 - **Child:** the records will be sorted alphabetically by name.
 - **Class/Child:** the records will be sorted by class, and by name within each class.

5. Enter the file name and path of the export file in the **Output to File** field, or click the button to select a file.
6. If you selected **Class/Child** under **Organize by**, you can check the **Separate file for each Class** option to output data from each class in its own separate file.

Staff Attendance Analysis Report

Staff Attendance Analysis Report								
Date	Day	Name	Position	Time In	Time Out	# Hours	Type	Comment
01/01/99	Monday	Ming, Linda	Teacher	07:30am	06:00pm	10.50	Regular	
01/02/99	Tuesday	Tore, Jane	Teacher	07:30am	06:00pm	10.50	Regular	
01/03/99	Wednesday	Darr, John	Teacher	07:00am	05:30pm	10.50	Regular	
01/04/99	Thursday	Berg, Amy	Teacher	03:00pm	07:00pm	4.00	Regular	
01/05/99	Friday	Spruce, Mary	Teacher	01:00pm	06:30pm	5.50	Regular	
						41.00		
Summary								
Child			# Hours	Type				
Computers			4.00	Regular				
Toddler			42.50	Regular				
Preschool			80.00	Regular				

Use when: you want to create a report showing staff attendance by different hour types – this is the only report that gives you this option in reporting staff times. For example, you could identify regular and overtime hours within a pay period, or count vacation and sick days for the year to date. Note: You must have created and entered these hour types in order to use these features. If you choose Summary in the predefined options, you can print a count of hours per staff member for each hour type within a time period you specify.

Note: With this report, you can create a selection from the Staff, Class, or Attendance (Schedule, Contracted, and Actual) tables; you can also include fields from these tables through the Report Designer.

► To set report-specific options

Staff Member <input checked="" type="radio"/> All <input type="radio"/> One Anderson, Mary	Class <input checked="" type="radio"/> All <input type="radio"/> One Computers	Hour Type <input checked="" type="radio"/> All <input type="radio"/> One Regular
Organize By <input checked="" type="radio"/> Staff member <input type="radio"/> Class <input type="checkbox"/> New Page Per Staff	Attendance Basis <input checked="" type="radio"/> Contracted <input type="radio"/> Actual	Include Dates Start: <input type="text"/> End: <input type="text"/>
<input type="checkbox"/> Print Summary		

1. Under **Staff Member**, select which staff records to print out:
 - a. Select **All** to print out records for all staffers.
 - b. Select **One** to print out only one staffer's record. Select the name of the staffer from the list below.
2. Under **Class**, select which classes' records to print out:
 - a. Select **All** to print out records for all classes.

- b. Select **One** to print out the records for only one class. Select the class from the list below.
3. Under **Hour Type**, select which hour types to print out records for:
 - a. Select **All** to print out records for all hour types.
 - b. Select **One** to print out records for only one hour type. Select the hour type from the list below.
4. Under **Organize by**, select **Staff member** to sort the records in the report by staff member, or **Class** to sort the records by class. **Check New Page Per Staff/New Page Per Class** to start each staff member or class on a new page.
5. Under **Attendance Basis**, select to compute attendance based on **Contracted** attendance, or **Actual** attendance.
6. Under **Include Dates**, you can optionally enter a **Start** and **End** date. If a date range is specified, only records entered within the date range will appear in the report.
7. Check the **Print Summary** option to list summary records for each class instead of individual records for each staffer.

Staff Contracted versus Actual Hours Report

Staff Contracted Vs. Actual Hours Report										
Anderson, Mary - Head Teacher										
Date	Class	Hour Type	Actual		Contracted		Actual Hours	Contract Hours		Total Hour Variance
			Time In	Time Out	Time In	Time Out				
11/2/99	Mon	Infant	Regular	07:00A	03:00P	07:00A	03:00P	8.00	8.00	0.00
11/3/99	Tue	Infant	Regular	07:00A	03:00P	07:00A	03:00P	8.00	8.00	0.00
11/4/99	Wed	Infant	Regular	07:00A	03:00P	07:00A	03:00P	8.00	8.00	0.00
11/5/99	Thu	Infant	Regular	07:00A	03:00P	07:00A	03:00P	8.00	8.00	0.00
11/6/99	Fri	Infant	Regular	07:00A	03:00P	07:00A	03:00P	8.00	8.00	0.00
								40.00	40.00	0.00

Use when: you want to determine whether a staff member has worked more or fewer hours than contracted within a time range you specify. Predefined options let you run the report for all or one staff member, for one or all classes, and to organize by class or staff member. This report prints in landscape format.

Note: With this report, you can create a selection from the Staff, Class, or Attendance (Schedule, Contracted, and Actual) tables; you can also include fields from these tables through the Report Designer.

► To set report-specific options

1. Under **Staff**, select which staff records to print out:
 - a. Select **All** to print out records for all staffers.
 - b. Select **One** to print out only one staffer's record. Select the name of the staffer from the list below.
2. Under **Class**, select which classes' records to print out:
 - a. Select **All** to print out records for all classes.
 - b. Select **One** to print out the records for only one class. Select the class from the list below.
3. Under **Organize by**, select **Staff member** to sort the records in the report by staffer, or **Class** to sort the records by class. **Check New Page Per Staff/New Page Per Class** to start each child or class on a new page.
4. Under **Include Dates**, you can optionally enter a **Start** and **End** date. If a date range is specified, only records entered within the date range will appear in the report.

Staff Expected Hours Report

Staff Expected Hours Report						
Employee	SS#	Position	Actual Hours to Date	Scheduled Hours to Work	Expected Hours End Of Period	Overtime Hours
Smallwood, J.	545-44-4446	Director	31.55	20.95	52.55	12.55
Treavor, S.	556-02-1988	Teacher	30.05	19.95	50.05	10.05
Waller, B.	244-42-4441	Teacher	14.76	10.24	24.76	0.00
Weiner, K.	377-90-8976	Owner	20.09	20.00	21.00	1.00
Yostner, L.	243-26-2783	Teacher	31.00	15.00	46.00	15.00
Zaft, W.	378-81-9075	Teacher	28.00	20.00	48.00	8.00
			155.36	106.14	242.36	46.60

Use when: it is partway through the week and you want to determine if the remaining scheduled hours for your staff mean that one or more staff members will be working overtime. You can then adjust staff schedules if needed. The report shows expected hours by the end of the week and anticipated overtime hours.

► To set report-specific options

Start Date

Start:

Fill in a starting date or leave empty for the current week starting on Monday

1. Enter the starting date for the report in the **Start Date** field.

Staff Export Attendance Spreadsheet

Use when: you want to send staff attendance data into Excel – to manipulate it for your own reports that you create in Excel. Predefined options include organization by staff or by class, and if you want to include contracted times, actual times, and/or hour types in the export.

► To set report-specific options

Export to a Microsoft Excel spreadsheet.

Include

☒ Contracted

☒ Actual

☒ Hour Type

Include Dates

Start:

End:

Time Pairs

Time pairs per day

☒ One row per staff

☐ One row per time-pair

Organize by

☐ Staff

☒ Class/Staff

☐ Custom Field

Output to file: ...

☐ Separate file for each Class

1. Under **Include**, select the attendance data you want to export: **Contracted**, **Actual** or **Hour Type**.
2. Under **Include Dates**, you must enter a **Start** and **End** date. Only records from within the specified date range will be exported.
3. The **Time Pairs** section allows you to choose how you will handle multiple sets of logins and logouts (1 login + 1 logout = a *time pair*):
 - Set **Time Pairs per day** to the maximum number of time pairs to record for a given staffer in a given day. Select from **1** to **5**.
 - Select either **One row per staff** to list all the time pairs for each staffer on a single row, or **One row per time-pair** to list each time pair on a separate row.
4. Under **Organize by**, select the method to be used to sort the records in the export file:
 - **Staff**: the records will be sorted alphabetically by name.

- **Class/Staff:** the records will be sorted by class, and by name within each class.
- Enter the file name and path of the export file in the **Output to File** field, or click the button to select a file.
 - If you selected **Class/Staff** under **Organize by**, you can check the **Separate file for each Class** option to output data from each class in its own separate file.

Staff Hours Analysis Report

Staff Hours Analysis Report								
Class	08/11/99	08/12/99	08/13/99	08/14/99	08/15/99	08/16/99	Total	Avg.
Computers	0	10	9	0	0	0	19	7
Infant	0	65	65	0	0	0	130	11
Kindergarten	0	30	30	0	0	0	60	5
Preschool	0	80	80	0	0	0	160	13
School Age	0	10	10	0	0	0	20	2
Toddler	0	43	43	0	0	0	86	7

Use when: you want to see the total hours and average number of hours of attendance for all staff members in each class. Predefined options let you run the report over a period of 12 days, weeks, or months, for contracted or actual attendance. User defined selections are not available for this report.

► To set report-specific options

<p><i>Attendance Basis</i></p> <p><input checked="" type="radio"/> Contracted</p> <p><input type="radio"/> Actual</p>	<p><i>Analysis Period</i></p> <p><input type="radio"/> Daily</p> <p><input checked="" type="radio"/> Weekly</p> <p><input type="radio"/> Monthly</p>	<p><i>Start Date</i></p> <p>Start: <input type="text"/></p>
---	--	---

- Under **Attendance Basis**, select to compute attendance based on **Contracted** attendance, or **Actual** attendance.
- Under **Analysis Period**, select the length of the analysis period.
- Under **Start Date**, enter the date for the beginning of the first period.

Staff Payroll Hours Report

Staff Payroll Hours Report					
Employee	SS#	Hour Type	Actual Hours	Adjusted Hours	Variance
Smallwood, Janet	245-88-9813	Regular	40.55	40.55	0.00
Treavor, Samantha	135-67-9817	Regular	43.09	43.09	0.00
Waller, Barbara	142-88-9813	Regular	40.02	40.02	0.00
Weintraub, Jake	145-82-2812	Regular	34.30	34.40	0.00
Yaetz, Brenda	112-88-9815	Regular	42.35	42.35	0.00
Zaft, Deborah	155-88-8913	Regular	25.98	25.98	0.00

Use when: you need to send a report to your payroll department in order to generate payroll; also if you want to apply rounding in calculating staff times. The predefined options for this report give you a number of choices for rounding times in relation to contracted hours, in and out times, time pairs, days or total time range you specify. The report also shows both actual and adjusted hours after rounding.



Note: If you have the Time Clock module and are rounding times as they are transferred from the Time Clock into EZ-CARE2, be careful that you are not rounding times again here unnecessarily!



Tip: You can print this report to an Excel (.XLS) file from the Report Options screen. To do this, click **File** in the **Send To** line and **Excel** in the **Format** line.

► To set report-specific options

Use Contracted Hours

Check-in ☒ Before 5 Min. ☒ After 5 Min.

Check-out ☐ Before 0 Min. ☐ After 0 Min.

Include Dates

Start:

End:

Rounding Options

☒ Next Minutes: 5 ☐ Nearest

☐ In/Out Time ☒ In/Out Period ☐ Total Day ☐ Total

1. Under **Use Contracted Hours**, specify the grace period before and after the contracted check-in and check-out times.
2. Under **Include Dates**, you can optionally enter a **Start** and **End** date. If a date range is specified, only records entered within the date range will appear in the report.
3. Under **Rounding Options**, specify how times will be rounded off.

Staff Schedule Detail Report

Staff Schedule Detail Report								
Employee	Position	Status	Effective From/To	Day of Week	Class	Time In	Time Out	#Hours
Smallwood, Janet	Director	Active	1/1/96 - 12/31/96	Monday	Toddler 2	8:00A	4:00P	8.00
				Tuesday	Toddler 2	8:30A	4:00P	8.00
				Wednesday	Toddler 2	8:30A	4:00P	8.00
				Thursday	Toddler 2	8:00A	4:00P	8.00
				Friday	Toddler 2	8:00A	4:00P	8.00
								40.00

Use when: you want to print out a staff member's schedule (from the Schedule Tab) over a time range you specify. Predefined options let you run the report for one or all staff members, and to include the staff member's position on the report.

Note: With this report, you can create a selection from the Staff, Class, or Attendance (Schedule, Contracted, and Actual) tables; you can also include fields from these tables through the Report Designer.

► To set report-specific options

Staff Member

☒ **All**
☐ **One**

Anderson, Mary

Include Dates

Start:

End:

☐ **Print Staff Member Position**

- Under **Staff Member**, select which staff records to print out:
 - Select **All** to print out records for all staffers.
 - Select **One** to print out only one staffer's record. Select the name of the staffer from the list below.
- Under **Include Dates**, you can optionally enter a **Start** and **End** date. If a date range is specified, only records entered within the date range will appear in the report.
- Check **Print Staff Member Position** to include a **Position** column in the report that lists staff member's job position title.

Staff Sign-in Sheet

		Daily Sign In:					
Name	Class	Time In		Time Out			
		Actual	Scheduled	Actual	Scheduled		
Hanson, Jamie	Pres		6:30A		6:00P		
Herscovici, Shoshanna	Tod		9:00A		3:00P		
Lanham, Frankii	Pres		8:00A		5:30P		

		Weekly Sign In:									
		Jan. 8 Mon		Jan. 9 Tue		Jan. 10 Wed		Jan. 11 Thu		Jan. 12 Fri	
		In	Out	In	Out	In	Out	In	Out	In	Out
		Hanson, Jamie	Time Initial	6:30A	6:00P	6:30A	6:00P	6:30A	6:00P	6:30A	6:00P
Herscovici, Shoshanna	Time Initial	9:00A	3:00P	9:00A	3:00P	9:00A	3:00P	9:00A	3:00P	9:00A	3:00P
Lanham, Frankii	Time Initial	8:00A	5:30P	8:00A	5:30P	8:00A	5:30P	8:00A	5:30P	8:00A	5:30P

Use when: you need a printed sign-in sheet for all staff members to use. The sheet prints for daily, weekly or monthly time periods. If you choose daily or weekly, you can show scheduled or contracted times next to the actual sign-in and sign-out times; the monthly option gives a check box for each day. This report can also be printed by staff or by class with an option for a new page per class.

► To set report-specific options

Attendance Basis	Include Classes	Include Dates
<input checked="" type="radio"/> Schedule <input type="radio"/> Contracted	<input checked="" type="checkbox"/> Infant <input checked="" type="checkbox"/> Toddler <input checked="" type="checkbox"/> Preschool <input checked="" type="checkbox"/> Kindergarten <input checked="" type="checkbox"/> Computers <input type="button" value="All"/> <input type="button" value="Clear"/>	<input checked="" type="radio"/> Daily Start: <input type="text"/> <input type="radio"/> Weekly End: <input type="text"/> <input type="radio"/> Monthly
Organize By <input checked="" type="radio"/> By Staff <input type="radio"/> By Class/Staff	<input type="checkbox"/> New Page Per Staff	<input type="checkbox"/> Show Class
Message on Page Break <input type="text"/>		

- Under **Attendance Basis**, select to generate the report using the original **Schedule**, or the **Contracted** tab.
- Check the entries for the classes that you want to include in the report in the **Include Classes** list. Click the **All** button to check all classes. Click the **Clear** button to uncheck all classes.
- Under **Include Dates**, select one of the following options:
 - Daily:** The report will allow you to enter daily sign-in and sign-out times for each child for the date range specified in the **Start** and **End** fields.
 - Weekly:** The report will allow you to enter daily sign-in and sign-out times for a week, starting with the **Start** date. Each day will get its own column.
 - Monthly:** The report will allow you to mark off daily attendance for each student for a month, starting at the **Start** date.

- Under **Organize by**, select **By Staff** to sort the records in the report by staffer, or **By Class/Staff** to sort the records by class. **Check New Page Per Staff/New Page Per Class** to start each staffer or class on a new page.
- Check **Show Class** to display the class name after each staffer's name. This option is only enabled if **Daily** is selected under **Include Dates**.

Staffing Level Analysis Report

Staffing Level Analysis Report					
Class: Infant					
Ratio: 3.00					
	# of Children	# of Staff Required	# of Staff	Over (Under)	Ratio
06:00AM	2	1	0	(1)	0
07:00AM	3	1	0	(1)	0
08:00AM	3	1	0	(1)	0
09:00AM	3	1	1	0	3.00
10:00AM	3	1	1	0	3.00
11:00AM	3	1	1	0	3.00
12:00PM	3	1	1	0	3.00
01:00PM	3	1	1	0	3.00
02:00PM	3	1	1	0	3.00
03:00PM	2	1	2	1	1.00
04:00PM	2	1	1	0	2.00
05:00PM	0	0	1	1	0.00
06:00PM	0	0	1	1	0.00

Use when: you want to determine if you have adequate coverage for specific classes during specific time periods during the day. As with the Child Loading Report, you can also combine classes to determine if you can shift staff to a different task when there are more than enough staff required. The report prints from Contracted or Actual attendance. Note: This report prints a page for each day of each class. Normally, you would only want to run it for a day for one or more classes; otherwise printing could take a long time and use substantial system resources. User defined selections are not available for this report.

► To set report-specific options

Attendance Basis <input checked="" type="radio"/> Contracted <input type="radio"/> Actual	Include Classes <input checked="" type="checkbox"/> Infant <input checked="" type="checkbox"/> Toddler <input checked="" type="checkbox"/> Preschool <input checked="" type="checkbox"/> Kindergarten <input checked="" type="checkbox"/> Computers <input type="button" value="All"/> <input type="button" value="Clear"/> <input type="checkbox"/> Combine Classes <input type="checkbox"/> Show Period's Peak Loading	Include Times From: 06:30A To: 07:00P Interval: 1.00 hr.
Include Dates Start: <input type="text"/> End: <input type="text"/>		

- Under **Attendance Basis**, select to compute attendance based on the original **Schedule**, **Contracted** attendance, or **Actual** attendance.
- Check the entries for the classes that you want to include in the report in the **Include Classes** list. Click the **All** button to check all classes. Click the **Clear** button to uncheck all classes.
- Under **Include Times**, you can optionally set the starting and ending times of the period that will be covered by the report. Set **Interval** to the desired frequency of attendance listings.

4. Under **Include Dates**, you can optionally enter a **Start** and **End** date. If a date range is specified, only records entered within the date range will appear in the report.
5. Check **Combine Classes** to combine attendance for all selected classes into one set of numbers.
6. Check **Show Period's Peak Loading** to display the number of staff members at the end of each record as a series of asterisks, making it easy to spot where periods with the highest loads are taking place.

Administrative Reports

Admin reports allow you to view or print out, in summary or detail form, the contents of libraries where you have defined templates, picklists, and EZ-Views. You can use these reports to verify that these items have been properly set up and to plan for upcoming changes to your system or organization.



Note: You can store customized versions of these reports using the "Save As" option, but you cannot modify them with the Report Designer.

EZ-Views Report

EZ Views Detail Report					Date: 07/14/2003
Cabinet: Camp Echo Pines					Time: 01:31 PM
					Page: 1
EZ-Viewer Preference Name	Updatable	Topic / Drawer	Fields To Display		
Family View	Updatable	Family	Table	Field	
			Family	Family Status	
			Family	Parent Last Name	
			Family	Parent First Name	
			Ledger	Balance	
			Family	Parent 1 Phone Number	
			Family	Parent 1 Work Number	
			Family	State	
EZ Views Summary Report					Date: 07/14/2003
Cabinet: Camp Echo Pines					Time: 01:31 PM
					Page: 1
EZ-Viewer Preference Name	Updatable	Topic / Drawer			
Family View	Updatable	Family			
Camper View	Updatable	Camper			
Alumni Drawer	Updatable	Alumni			
Staff View	Updatable	Staff			
Camper-Sessions	Updatable	Camper			

Use when: you need to see a listing of all EZ-Views contained in your system, identifying whether they are updatable and which fields and tables are included in each view.

► To set report-specific options

The screenshot shows a software window titled "Included EZ-Views". On the left side, there are two radio buttons: "Summary Report" (which is selected) and "Detail Report". On the right side, there is a list box containing six items, each preceded by a checked checkbox: "Family Viewer-Balances", "Child/Parents", "Waiting List", "Child/Class", "Enrichment Programs", and "Staff". At the bottom right of the window, there are two buttons: "All" and "Clear".

1. Select the type of report you want to see:
 - Select **Summary Report** to simply list all of the EZ-Views in the file cabinet.
 - Select **Detail Report** to see detailed information about selected EZ-Views, including whether they are updateable, and which fields appear in them.
2. Under **Included EZ-Views**, select the EZ-Views you want to include in a detail report. If **Summary Report** is selected, this feature is disabled.

Ledger Templates Report

Ledger Templates Detail Report							Date: 04/08/2009
Cabinet: EZ-Going Child Care							Time: 02:33 PM
							Page: 1
Template Name	Date	Category	Comment	Child	Unit Price	Quantity	Amount Class
Registration Fee w/Security Deposit		Registration Fee		Default Child	\$0.00	0.00	\$15.00 Default Class
		Security Deposit		Default Child	\$0.00	0.00	\$150.00 Default Class
Registration Fee		Registration Fee		Default Child	\$0.00	0.00	\$25.00 Default Class

Use when: you need to see a listing of all saved Ledger Templates. The report can display the detail of all transactions in the template, including A/R categories, amount, and (if applicable) effective dates.

► To set report-specific options

Included Templates

☒ Registration Fee w/Security Deposit

☒ Registration Fee

☐ Summary Report

☐ Detail Report

All Clear

- Select the type of report you want to see:
 - Select **Summary Report** to simply list all of the Ledger Templates in the file cabinet.
 - Select **Detail Report** to see detailed information about selected Ledger Templates, including A/R categories, amount, and effective dates.
- Under **Included Templates**, select the Ledger Templates you want to include in a detail report. If **Summary Report** is selected, this feature is disabled.

Linked Drawers Report

Linked Drawer Mappings: Detail Report			
Cabinet: EZ-Going Child Care		Date: 04/08/2009 Time: 02:32 PM Page: 1	
Linked Drawer Mapping Name: Copy of Last Year to This Year			
Destination		Source	
Cabinet Little Wonders	Drawer Family	Cabinet Prior Year	Drawer Family
		Search Headings	Search Fields
		1 Last Name	1 Child : Last Name
		2 First Name	2 Child : First Name
		3 Class Name	3 Child : Class Name
Destination Field		Source Field	
Child : First Name		Child : First Name	
Child : Last Name		Child : Last Name	
Family : Parent Last Name		Family : Parent Last Name	
Family : Parent First Name		Family : Parent First Name	
Family : Address		Family : Address	
Family : City		Family : City	
Family : State		Family : State	
Family : Zip		Family : Zip	
Family : Parent 1 Phone Number		Family : Parent 1 Phone Number	

Use when: you need a listing of all links that have been defined throughout Maintain Linked Drawers. You can use this information to determine that your mappings are accurate and also to verify the destination, source cabinets, drawers, and which fields are searchable.

► To set report-specific options

Included Linked Drawers

☐ Summary Report

☒ Detail Report

☒ Copy of Last Year to This Year
☒ Last Year to This Year
☒ Waiting List to Enrollment

All

Clear

- Select the type of report you want to see:
 - Select **Summary Report** to simply list all of the linked drawers in the file cabinet.
 - Select **Detail Report** to see detailed information about selected linked drawers.
- Under **Included Linked Drawers**, select the linked drawers you want to include in a detail report. If **Summary Report** is selected, this feature is disabled.

Picklists Report

Picklists: Detail Report		
Cabinet: EZ-Going Child Care		
		Date: 04/08/2009 Time: 02:29 PM Page: 1
Name of Picklist	Allow Other Values	Allow Editing List During Data Entry
Picklist Items		
Activity	No	No
Art Projects		
Basketball		
Computers		
Helping Hand		
Soccer		
Softball		
Tennis		
Volleyball		
Bank Name Pick List	Yes without confirmation	Yes
Bank of America (Routing Transit # 031901482)		

Use when: you want a listing of all picklists in the system or of all items on a specific picklist. You can use this information to determine that the picklists are accurate. You can also review the report to determine if picklist settings should be changed; for example, you may want to “lock down” the values on the picklist so users cannot change values on the list during data entry and can only add values with confirmation.

► To set report-specific options

Included Picklists

☐ Summary Report

☒ Detail Report

☒ Activity
☒ Bank Name Pick List
☒ Billing Cycle
☒ CCFP
☒ Child Check List Item Type
☒ Child Notes Type
☒ Child Relations
☒ Church
☒ Desired Schedule
☒ Draft Method
☒ Ethnicity

All

Clear

- Select the type of report you want to see:
 - Select **Summary Report** to simply list all of the picklists in the file cabinet.
 - Select **Detail Report** to see detailed information about selected picklists.
- Under **Included Picklists**, select the picklists you want to include in a detail report. If **Summary Report** is selected, this feature is disabled.

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Rate Masters Report

Rates: Detail Report					Date: 04/06/2009
Cabinet: EZ-Going Child Care					Time: 09:05 PM
					Page: 1
Name of Rate: Addtl Hours	Effective Date	Using	Based On	Charge	To Category
	08/01/1998	Simple Rate	Actual attendance outside of contracted	\$10.00 per Hour	Additional Hours
			Rounded To	Charges Rounded To	
			Next 0 minute each Time Pair	Next \$0.00	
Separate Transactions per Day: Yes			Min Charge:	\$0.00 per Day	
			Max Charge:	\$0.00 per Day	
<hr/>					
Name of Rate: Infants	Effective Date	Using	Based On	Charge	To Category
	08/01/1998	Simple Rate	Actual attendance	\$27.00 per Day	Infant Tuition
			Rounded To		
			Next 0 minute each Time Pair		
Separate Transactions per Day: No			Min Charge:	\$0.00 per Day	
			Max Charge:	\$0.00 per Day	

Use when: you want a listing of all saved Rate Masters. Use this report to verify that rates have been properly set up. Predefined options let you filter on the type of rate; for example, you could choose to view only variable rates.

► To set report-specific options

☐ Summary Report
☒ Detail Report

Included Rates

<input type="checkbox"/>	Simple
<input checked="" type="checkbox"/>	Variable
<input checked="" type="checkbox"/>	Fixed

Select All

Clear All

Select all in Simple

Clear all in Simple

- Select the type of report you want to see:
 - Select **Summary Report** to simply list all of the Rate Masters in the file cabinet.
 - Select **Detail Report** to see detailed information about selected Rate Masters.
- Under **Included Rates**, select the Rate Masters you want to include in a detail report. If **Summary Report** is selected, this feature is disabled.

Template Groups Report

Template Groups Detail Report			Date: 04/08/2009
Cabinet: EZ-Going Child Care			Time: 02:27 PM
			Page: 1
Template Name	Included Templates	Template Type	
Before & After Group Template	Registration Fee	Ledger	
	School Age B/A	Tuition	
	School Age B&A Schedule	Schedule	
Preschool	Preschool Tuition	Tuition	
	Registration Fee w/Security Deposit	Ledger	
	Preschool Schedule	Schedule	

Use when: you need to see a listing of all saved Template Groups. You can use this if needed as a written reference reminding users of which templates and template types are included when a specific Template Group is applied.

► To set report-specific options

- Select the type of report you want to see:
 - Select **Summary Report** to simply list all of the template groups in the file cabinet.
 - Select **Detail Report** to see detailed information about selected template groups.
- Under **Included Templates**, select the template groups you want to include in a detail report. If **Summary Report** is selected, this feature is disabled.

Tuition Templates Report

Library of Saved Tuition Templates Detail Report						
Cabinet: EZ-Going Day Care						
Template Name: Toddler 3 day w/Sibling Discount						
From	To	Billing	Account	Multiplier	Rate Type	Hour Type
		Weekly	Default Account	100.00%	Toddler HD/FD/FD+	Regular
		Weekly	Default Account	100.00%	Addtl Hours	Regular
Library of Saved Tuition Templates Summary Report						
Cabinet: EZ-Going Day Care						
Template Name						
Toddler 3 day w/Sibling Discount						
Corporate 50%-Preschool						
Preschool Tuition						

Use when: you need to see a listing of all saved Tuition Templates. The report can display the detail of all entries made on the tuition tab by each template, including billing cycle, amount, percent multiplier, rate type, hour type, or other specified entries.

► To set report-specific options

- Select the type of report you want to see:
 - Select **Summary Report** to simply list all of the template groups in the file cabinet.
 - Select **Detail Report** to see detailed information about selected template groups.
- Under **Included Templates**, select the tuition templates you want to include in a detail report. If **Summary Report** is selected, this feature is disabled.

Answers to Common Report Questions

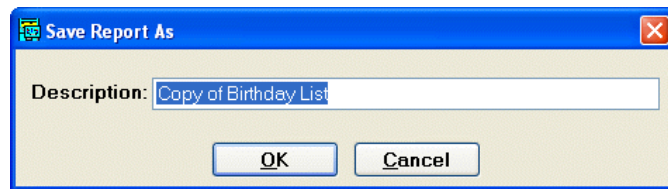
This section details common procedures you may need for reports.

How do I modify System Reports?

You can't modify System Reports directly, but you can create a copy of a System Report and modify that copy in any way you want.

► **To modify a copy of a system report**

1. From the **Report Library**, select the report you want to modify.
2. Click the **Print** button.
3. Click the **Save As** button. The **Save As** dialog box appears.



4. In the **Description** field, enter a new name, and click OK.
5. You can now do one of the following:
 - Make changes to the pre-defined options and save them as part of the report by clicking the **Save** button.
 - Click the **Change** button, and then click the Report Designer button to make changes to the report. For details on the Report Designer, see the *Custom Report Writer Guide*.



Note: You cannot modify Admin Reports using the Report Designer.

How do I create a print (.PRN) file?

Reports can be sent to a print file to be printed at a later time. Print files can be sent to another computer or location for someone else to print. To create a print file, you first need to set up a generic printer and then create the print file.

Creating a Generic Text/Only Printer

To create a generic/text only printer, you'll add a printer to your system.

► **To add a generic/text only printer**


1. On the left of your Windows taskbar, click the **Start** button.
2. Go to **Settings**, and click **Printers**.
3. Double-click the **Add Printer** icon. The **Add Printer Wizard** appears.

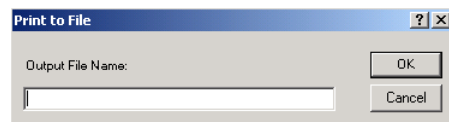
4. Follow the instructions on the Wizard screens. Choose the **Local Printer** setting, and a Port setting of **FILE: (Print to File)**.
5. From the **Manufacturers** list, select **Generic**. From the **Printers** list to the right, select **Generic / Text Only**. When asked if you want it to be the default, click **No**. Also click **No** for prompts asking you to *share the printer* or *print a test page*.

Printing a Report to a .PRN File

Now, you can print PRN files with the printer you added.

► To print to a .PRN file

1. From the **Report List**, select the report you want to print, and then click the **Print** button.
2. Click the **Change** button.
3. Click the Printer button . The Printer Selection dialog box appears.
4. From the list, click **Generic / Text Only**, and then click **OK**. The **Report Options** screen appears again.
5. Click **OK**. The **Print** screen appears again.
6. Click the **Print** button to create the file. The **Print to File** dialog box appears.



7. In the **Output File Name** field, enter the path and file name for the file you're creating. The path must specify already existing folders (for example, C:\MY DOCUMENTS\REPORT.PRN). The file name must have a PRN extension.
8. Click **OK**.
9. Click **Done**. A message appears, asking you want to save the changes to the report. If you do, click **Yes**.

Viewing the .PRN File

To view the .PRN file, use a word processor, such as MS Word or WordPad (don't use Notepad because that does not format the columns). The file opens with a generic Courier-like typeface, and you may experience some wrapping of the header information.



Note: .PRN files can be opened by double-clicking them from Windows Explorer if they are associated with your word processor program. Refer to your MS Windows help/documentation on how to associate files.

How do I export accounts receivable (A/R) information into Excel?

There are five different A/R reports that include an option to export the information to Excel.

- **Aging Report** (see page 199)—shows a summary or detail listing of all families with outstanding balances, grouped by how long those balances have been outstanding.
- **Deposit Report** (see page 202)—allows you to reprint a Cash Receipts posting report after the posting has been done.
- **Ledger Report** (see page 209)—allows you to review accounts receivable information by family.
- **Period Analysis** (see page 213)—shows A/R activity over several time periods.
- **Revenue Summary Report** (see page 215)—shows information by A/R category.

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8. Generating Mailings and Email

Performing a Mail Merge with Word

You can create a mail merge document using EZ-CARE2 and Word. To do this, you'll create a File Export in the Report Wizard (for more details, see the *Custom Report Writer Guide*), and then you'll go to Word and create a mail merge document.

Creating the File Export in EZ-CARE2

► To perform a mail merge

1. On the Report Library, choose the appropriate values at the top for **Cabinet**, **Category**, and **Drawer**. These selections determine what information you can include in your file export, so be sure you've chosen the right options.
2. Click the **New Report** button. The **New Report** dialog box appears.
3. Click the **Wizard** button. The **Save New Report As** dialog box appears.
4. In the **Description** field, enter a report name, and click **OK**.
5. Click the **File Export** button, and then click **OK**.
6. From the Available Fields section, choose the fields you want to export, using the buttons in the middle. When you select a field, it appears in Fields to Export section.
7. Check the **Add Field Header Line to Output File** check box.
8. In the **Output to File** field, enter a path and a name for the exported file. To browse to a new location, click the  button, go to the new location, give the file a new name, and then click **Save**. Make sure the name contains a **.CSV** extension. The file name should include the drive and folder, name of the file, and extension (**.CSV**). For example, **C:\REPORT082203.CSV**.



Note: Be sure you note where you save the file because you'll have to retrieve the file when you're in Word.

9. Click **Finish**. The Report Library appears again.
10. From the Report Library, double-click the report name, and click the **Export** button. This creates the **.CSV** file containing the data from EZ-CARE2. See the next section for how to bring this file into Word to create the mail merge document.

Creating a Merge Document in Word 2007

- ▶ To create a merge document in Word 2007
 1. Open Word and create a new merge document.
 2. On the **Mailings** tab, in the **Start Mail Merge** group, click **Start Mail Merge**.
 3. Click **A set of form letters or e-mail messages**.
 4. On the **Mailings** tab, in the **Start Mail Merge** group, click **Select Recipients**.
 5. Click **Use Existing List**, and then locate the **.CSV** export file created in EZ2 in the **Select Data Source** dialog box.
 6. Create the text of your document. When you want to add a field, click on **Write & Insert Fields**, then choose the field you want to add. Finish typing your document, adding fields as needed.
 7. On the **Mailings** tab, click **Preview Results**.
 8. On the **Mailings** tab, in the **Finish** group, click **Finish & Merge**.
 9. Save this document as a Word file. This document is the finished document – meaning, when you open it, it will include the information stored in your export (**.CSV**) file. You can print your letters from this document, or you can save it for future mailings.

Updating a Mail Merge in Word 2007

From EZ-CARE2

- ▶ To update a mail merge from EZ-CARE2
 1. Choose the previously defined report from the Report Library, double-click on the report name, and click on the **Export** button. This creates the **.RTF** file containing the latest data from *EZ-CARE2*.

From MS Word 2007

- ▶ To update a mail merge from Word 2007
 1. Open the previously saved document. It now contains the updated data from the recently run export.

Creating a Merge Document in Word 2002 and 2003

Once you've created the file in EZ-CARE2, open Word to create a new merge document.

- ▶ To create a merge document
 1. From the **Tools** menu, select **Letters and Mailings**, and then click **Mail Merge Wizard**. The Mail Merge Wizard appears as a pane on the right side of the screen.
 2. In the **Select Document Type** section, click **Letters**.

3. At the bottom of the pane, click **Next: Starting document**.
4. In the **Select starting document** option, click **Use the current document**.
5. At the bottom of the pane, click **Next: Select Recipients**.
6. In the **Select recipients** section, click **Use an existing list**.
7. In the **Use an existing list** section, click **Browse**.
8. Locate the .CSV export file created in EZ-CARE2, click the file, and then click **Open**. The **Mail Merge Recipients** screen appears.
9. At the bottom of the screen, click the **Select All** button, and then click **OK**.
10. At the bottom of the pane, click **Next: Write your letter**.
11. Create the text of your document. When you want to add a field from the file you exported from EZ-CARE2, click **More Items**, choose the field you want to add, and then click **Insert**. Finish typing your document, adding fields as needed.



Note: For assistance creating your document, see Word help.

12. At the bottom of the pane, click **Next: Preview your letters**. A preview of one of your letters appears.
13. Make sure everything looks okay. If not, you can click the Previous link at the bottom of the page and make changes.
14. At the bottom of the pane, click **Next: Complete the merge**.
15. In the **Merge** section, click **Edit individual letters**. The **Merge to New Document** dialog box appears.
16. In the **Merge records** section, click **All**, and then click **OK**.
17. Save this document as a Word file. This document is the finished document – meaning, when you open it, it will include the information stored in your export file. You can print your letters from this document, or you can save it for future mailings.

Updating a Mail Merge in Word 2002 and 2003

If information in EZ-CARE2 has changed, you should export the file again to make sure your mail merge letter contains the most up-to-date information.

From EZ-CARE2

Choose the previously-defined report from the Report Library, double-click the report name, and click the **Export** button. This creates the .RTF file containing the latest data from EZ-CARE2.

From MS Word 2002

Open the mail merge document with the EZ-CARE2 information that you saved. It now contains the updated data from the recently run export.

Creating a Merge Document in Word 2000

Open Word and create a new merge document.

► **To create a merge document**

1. From the **Tools** menu, click **Mail Merge**. The Mail Merge Helper dialog box appears.
2. In Section 1, click the **Create** button.
3. From the picklist that appears, click **Form Letters**. A dialog box appears.
4. Click **Active Window**.
5. In Section 2 of the **Mail Merge Helper** dialog box, click the **Get Data** button.
6. From the picklist that appears, click **Open Data Source**. The **Open Data Source** dialog box appears.
7. From the **Look in** picklist, change the directory to find the folder where your mail merge directory is located.
8. From the **Files of Type** picklist, choose **Rich Text Format (.RTF)**.
9. Double-click the **.RTF** export file.
10. Click **Edit Main Document**.
11. On the toolbar, click the **Insert Merge Field** button.
12. Using the list that appears based on the information in your export file, create the text of your document.



Note: For assistance creating your document, see Word help.

13. Save this document as a Word file (with a **.doc** extension). This creates the template for the finished product.
14. To print the merge, first open the template document (the document you named with **.doc** extension), and then take the following steps:
 - a. From the **Tools** menu, click **Mail Merge**.
 - b. In section 3, click **Merge**.
 - c. From the **Merge** picklist, choose **Printer** to send the document directly to the printer or **New document** to save it as a new document. The document you print or save will be the data merged with the template file, for as many records as you have included in the data export.

Updating a Mail Merge in Word 2000

From EZ-CARE2

Choose the previously-defined report from the Report Library, double-click the report name, and click the **Export** button. This creates the .RTF file containing the latest data from EZ-CARE2.

From MS Word 2000

► To update a mail merge

1. Open the template document (the document you named with .doc extension).
2. On the **Tools** menu, click **Mail Merge**.
3. Click on **Merge**, choose **Merge Again** from the mini menu.
4. Choose whether to **Print** directly to the printer or **Save** as a new document. The job you print or save will be the data merged with the template file, for as many records as you have included in the data export.

Generating Email Messages



Note: These features will only run with Microsoft Outlook or Outlook Express—for details on how to set these up to work EZ-CARE2, see page 367. You must also have an email field containing an email address. For more details, see page 92.


You have the option to send an email message to an individual in your system or to a group of people.

► To send an email to an individual

1. Open the **Family** drawer and go to the **Family** tab.
2. Using the **Families** or **Children** picklists, locate the parent or child you want to send an email.
3. To send a message, click the email field once (until the cursor flashes in the field), and then on your keyboard, press **CTRL+ENTER**. Outlook or Outlook Express opens with the email address inserted. Type your message and send it as you would send any email message.
4. If you have the optional Insta-Merge module, you may also send an Insta-merge letter by email. To do so, click on the Insta-Merge icon, select the letter you want to send (for example, Confirmation Letter), then click the **Email** button. MS Outlook or Outlook Express opens, the email address is inserted in the **To:** line, and the merged letter will be filled in the text portion of your message. You can then modify the message and send it. (See page 352 for more details).

► To send an email to a group

(You must have the optional Insta-Merge module.)

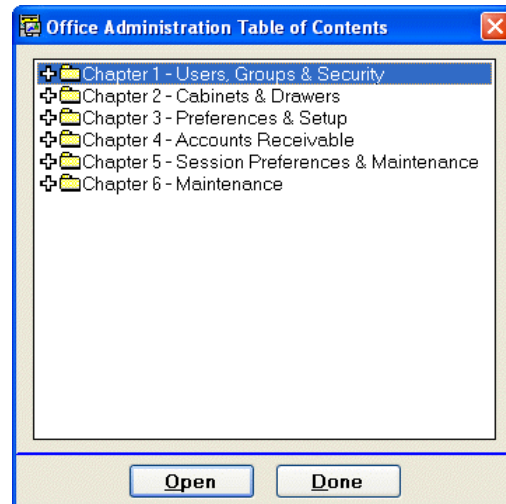
1. Choose the tab containing the group and records you want to include in your email. For details on which records are available on which tab, see EZ-Viewer or Insta-Merge.
2. Click the EZ-Viewer button () and mark the records to which you want to send an email or choose a Selection (for example, just parents of children in a single class).
3. Click on **Select-a-Merge**. If you have marked records, the **Library of Insta-Merge Templates** appears. If not, you will be asked whether to choose one or all records. Make your choice, and then the library appears.
4. Select the Insta-Merge letter you want to send. We recommend that you **Preview** the message to make sure it is the one you want because this is the only opportunity you have to preview the message.
5. After you are satisfied with your choice, click the **Email** button.
6. If email addresses are missing, the system displays a warning message. You will need to go back to the selected records and insert an address in the email field.
7. If all addresses are present, the system displays a notification for each email and you will be given an opportunity to send or not send it. Note: You will NOT see the email itself, which is why we recommend that you **Preview** the message before sending.

9. Office Administration

The **Office Administration** module contains procedures and wizards that help you with the setup and maintenance aspects of *EZ-CARE2*.

The features in Office Administration can be grouped into the following categories:

- Setting up and administering users, groups, and security settings.
- Setting up and maintaining your file cabinets
- Backing up and restoring your data
- Setting system preferences
- Setting session preferences and maintaining session data



Administering Users, Groups and Security

There are several steps to setting up security in *EZ-CARE2*. They must be performed in the order detailed below.

► To set up security features

1. Create *Security Groups* that define the rights available to staff based on their security clearance. For example, someone in the security group of Administrator would have wide access to system features, whereas a person in the group Limited Access would only be able browse some areas of the system and would be locked out of others.

EZ-CARE2 has two kinds of security groups. **Cabinet Security Groups** define whether a group member has *Full Access*, *No Access*, or *Read-Only Access* for each drawer, tab, and page in the system. This section also defines access to functions in the cabinet, such as Group Posting, Enter Cash Receipts, or Printing Reports. **System Security Groups** define access to Office Administration features that can affect **all cabinets** such as Backup, Create/modify cabinets, and Optimize. For details on setting up Cabinet and System Security Groups, see page 264.

2. After the cabinet and system security groups are established, you need to create individual users in the system. You will give each user a password and assign them to a System Security Group. For each cabinet, you should then assign the user to a Cabinet Security Group. Note that the same user could have different access rights to different cabinets. Also, if you do not assign a Cabinet Security Group for a specific cabinet, the user will have NO ACCESS to that cabinet. To

perform these steps, use Maintain Users & Privileges in Office administration – see page 262 for details.

3. Lastly, in Office Administration, open Use Passwords (see page 267) and activate this feature by checking the box. *Note that the feature does not take effect until the next time someone logs into the system.*

When you create a copy of an existing cabinet, you have the option to copy that cabinet's Security Groups to the new cabinet. This allows you to keep users in the same security groups for the new cabinet without having to manually assign them. For details, see page 264.

Maintaining User Accounts with the Library of Users

The Library of Users allows you to specify security levels and authorizations for each user of your EZ-CARE2 system.



Note: Before using this feature, we recommend you set up **System and Cabinet Security Groups** first (see page 264).

Accessing the Library of Users

► To access users and privileges

1. Double-click **Office Administration**, double-click **Chapter 1** (*Users, Groups & Security*), and double-click **Maintain Users & Privileges**. The **Library of Users** appears, listing the current users in your system.
2. Select an existing user and click **Edit** to modify, or click **New** to set up a new user. The following screen appears:

User Profile

Identification

Full Name: Mary Anderson

Initials: MA ☒ Active [Change Password](#)

Email Account

User Name: Password:

Security

System Group: Full Access System

Cabinet: Camp Echo Pines

Cabinet Group: Full Access

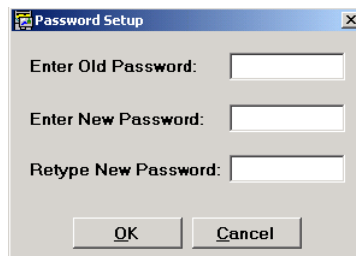
[Done](#)

Adding a New User

If you're requiring each user in your system to use passwords (see page 266), you need to create user profile for each person.

► To add a new user

1. From the **Library of Users**, click the **New** button. A blank **User Profile** appears.
2. Enter the **Full Name** of the user.
3. Enter the **Initials** of the user.
4. Click on the **Active** check box if this user is active.
5. To set this user's password, click the **Change Password** button. The **Password Setup** dialog box appears.



6. Because this is a new user, leave the **Enter Old Password** field blank. Then, enter the new password, and re-enter the new password to verify. Click **OK** to *save* your changes and close the Password Setup dialog box. Click **Cancel** to close the dialog box and return to the previous screen **WITHOUT** saving any changes.
7. If you're using Microsoft Exchange Server 2003 or 2000 to send emails from EZ-CARE2, we recommend that you complete the **User Name** and **Password** fields in the **Email Account** section in order to authenticate your email account.
8. From the **System Security Group** picklist, choose the access group you want to give the user.
9. From the **Cabinet** picklist, select the cabinet for which you want to authorize this user. You can select as many cabinets as exist on the system for each user. After you have selected a group, you can re-select another cabinet.
10. Select a **Group** from the picklist that is associated with the cabinet selected. This user can only have one group per cabinet. You can set the privileges for each group in *Maintain Cabinets/System Security Groups* (next section).
11. Click **OK** to *save* your changes and close the present dialog box. Click **Cancel** to close the dialog box and return to the previous screen **WITHOUT** saving any changes.

Editing an Existing User

► To edit an existing user

1. From the **Library of Users**, select the user you want to edit, and click the **Edit** button. The **User Profile** screen appears.
2. Make the necessary changes to the user.

- When you're finished, click **Done**.

Maintain Cabinet/System Security Groups

The Maintain Cabinet Security Groups and Maintain System Security Groups screens allow you to set up and maintain **Cabinet** security groups that provide access to menus, drawers, and tabs in cabinets, and **System** security groups that provide access to Office Administration functions.

Modifying a Security Group

The process to set up a Cabinet Security Group and a System Security Group is similar.

► To modify a security group

- Double-click **Office Administration**, double-click **Chapter 1 (Users, Groups and Security)**, and double-click **Maintain Cabinet Security Groups** or **Maintain System Security Groups**.



Note: If you choose Maintain Cabinet Security Group, you need to choose a cabinet, and then click the **Edit** button.

- Select a Security Group from the library, and click the **Edit** button. The following screen appears.

Security Area	Access	Modify	Add	Delete
Camp Drawer	✓	✓	✓	✓
Camp Tab	✓	✓		
Configure EZ-EFT	✓	✓		
Sessions Tab	✓	✓	✓	✓
Groups Tab	✓	✓	✓	✓
Bunks Tab	✓	✓	✓	✓
Family Drawer	✓	✓	✓	✓
Family Tab Page 1: Family Information	✓	✓	✓	✓

Copy Options

☒ Full Access
 ☐ No Access
 ☐ Read Only
 ☐ Other (☒ Add ☒ Delete ☒ Modify)

Copy To Everything in Camp Drawer

Copy To All Security Areas

Done

- Click the row that corresponds to the security area you want to define.
- For each security area, you can set **Access** (Read Only), **Modify**, **Add**, or **Delete** options by clicking in the corresponding column. A red check indicates the option is selected for this Security Area. A gray box means the option is not available for this Security Area.



Note: If you're defining **Cabinet Security Groups**, the **Ledger Tab** and **Other Ledgers** security areas have a row called **Administrative Override**. If given Access rights, this option allows a person in the group to make changes to posted ledger entries. This area should be activated with care because it reduces the ability to have an effective audit trail of changes made.

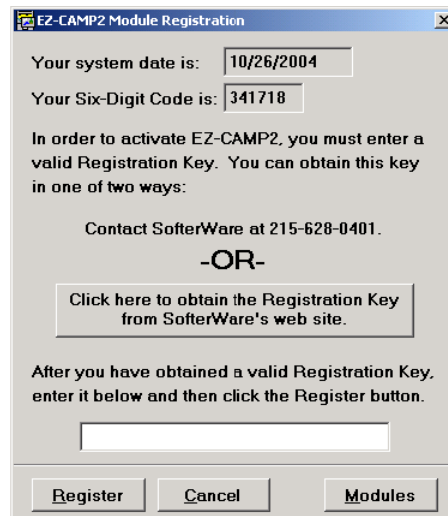
5. In the **Copy Options** section, you can choose one of the following options, which allow you to apply several options to a row at once:
 - **Full Access:** marks all columns.
 - **No Access:** no options are selected—all columns remain with gray boxes.
 - **Read Only:** the Access column is marked, and the other 3 columns are left blank.
 - **Other:** the Access column is marked, and you can then specify which actions are permissible—Add, Delete, or Modify.
6. If you want to copy the setup of the currently highlighted row to all security areas in that drawer, click the **Copy To Everything in ... Drawer** button.
7. If you want to copy the setup of the currently highlighted row to all security areas in the entire cabinet or system, click the **Copy To All Security Areas** button.
8. Click **Done** to *save* your changes and close the present dialog box.

Registering New Modules

Before you use an optional module, you must purchase the module through your SofterWare sales or support person, then use the registration code they provide you to register the module, which unlocks it for use.

► To register a new module

1. Close all drawers and file cabinets.
2. Double-click **Office Administration**, double-click **Chapter 1 - Users, Groups & Security**, and double-click **Register New Modules**. The EZ-CARE2 Module Registration dialog box appears.



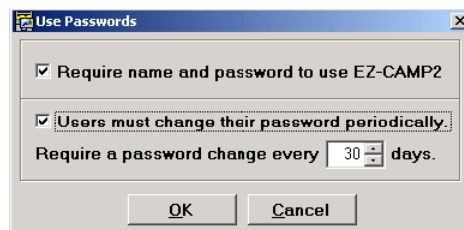
3. Click the **Modules** button to see if you have already been registered for the module. If you are, the module will have an expiration date or a check in the *Forever* column (status cannot be modified on this screen). Click **Done** to close this screen.
4. You have the option to register in two ways:
 - Click the **Click here to obtain # from web site** button. You can then go to the SofterWare Web site, where you can follow the instructions on screen to obtain your registration number.
 - Call SofterWare Support and give them your 6-digit code number. They will give you the registration key to register your new module.
5. Enter the number they give you, and click the **Register** button. You may check this module again by clicking on **Modules**.

Enabling or Disabling Password Protection

The Use Passwords screen determines whether or not passwords are needed to access *EZ-CARE2*.

► To use passwords


1. Double-click **Office Administration**, double-click **Chapter 1** (*Users, Groups and Security*), and double-click **Use Passwords**. The **Use Passwords** dialog box appears.



2. If you require a person's name and password to be entered to use the system, **Require name and password to use EZ-CARE2** check box. This requires all

users to enter a password as set up in **Maintain Users & Privileges** (see page 262) and restricts each person's usage as determined by their security group, which is set up in **Maintain Security Groups** (see page 264). If you do not wish to use any security to use the *EZ-CARE2* system, make sure the check box is not selected.

3. If you want to force users to change their passwords on a regular basis, check the **Users must change their password periodically** check box. Then, define how often you want to force them to change it.
4. Click **OK**. Changes to this function do not take effect until the next time you enter the *EZ-CARE2* system.



Note: If you are using passwords, you can determine who is signed into the system by clicking on the **Help** menu and selecting **About EZ-CARE2**. Click the **Current Users** button to see a list of users currently logged into the system.

Maintaining Passwords

► To maintain passwords

1. Close all drawers and file cabinets.
2. Double-click **Office Administration**, double-click **Chapter 1 - Users, Groups & Security**, and double-click **Maintain Users & Privileges**. The **Library of Users** appears.
3. Highlight the user you want to work with, and click the **Edit** button. The **User Profile** screen appears.
4. Click the **Change Password** button. The **Password Setup** dialog box appears.
5. Enter the old password, a new password, and retype the new password.
6. Click **OK** after changing your password, and then click **OK** at the *User Profile* screen.

Passwords can also be changed at the initial sign-in by right-clicking on Password.

Maintaining File Cabinets

A cabinet represents a separate “database” you manage. A cabinet consists of drawers and folders. You can have multiple cabinets, each of which contains information for different programs, centers, or years.

EZ-CARE2 offers you several tools to manage the cabinets and drawers in your system. You can carry out the following tasks:

- Creating a new file cabinet
- Copying a file cabinet
- Renaming Drawers
- Deleting Drawers from a File Cabinet

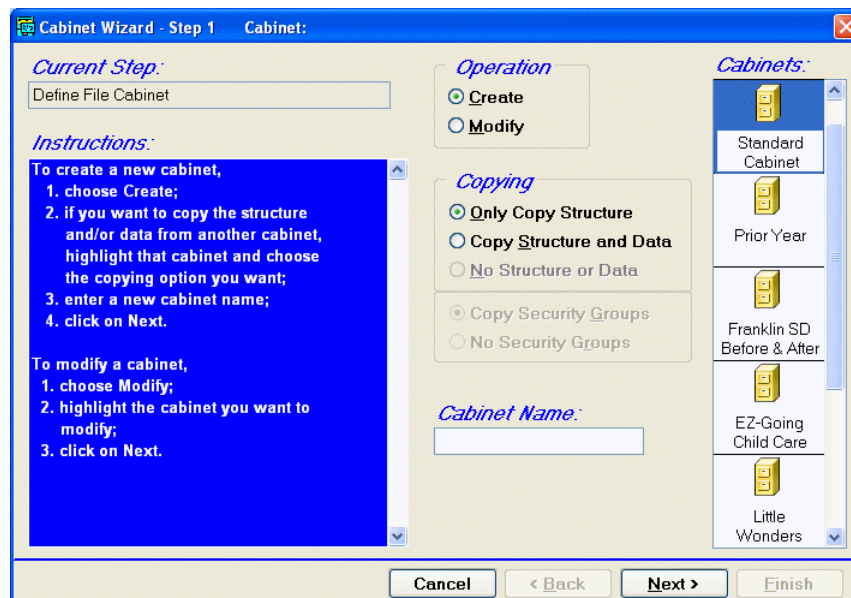
- Modifying a file cabinet
- Renaming a file cabinet
- Deleting a file cabinet
- Restoring file cabinets
- Optimizing Cabinets
- Linking Drawers
- Maintaining Linked Drawers

Creating a New File Cabinet Based Off the Standard Template

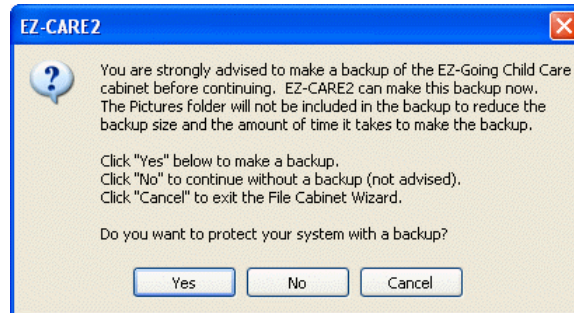
The File Cabinet Wizard allows you to create new file cabinets either by basing it off of the standard template, or by copying an existing file cabinet. For details on copying a file cabinet, see “Copying a File Cabinet” page 271.

► To create a new file cabinet based off the Standard Template

1. Double-click **Office Administration**, double-click **Chapter 2 (Cabinets & Drawers)**, and double-click **Create/Modify a File Cabinet (Wizard)**. The Cabinet Wizard appears:

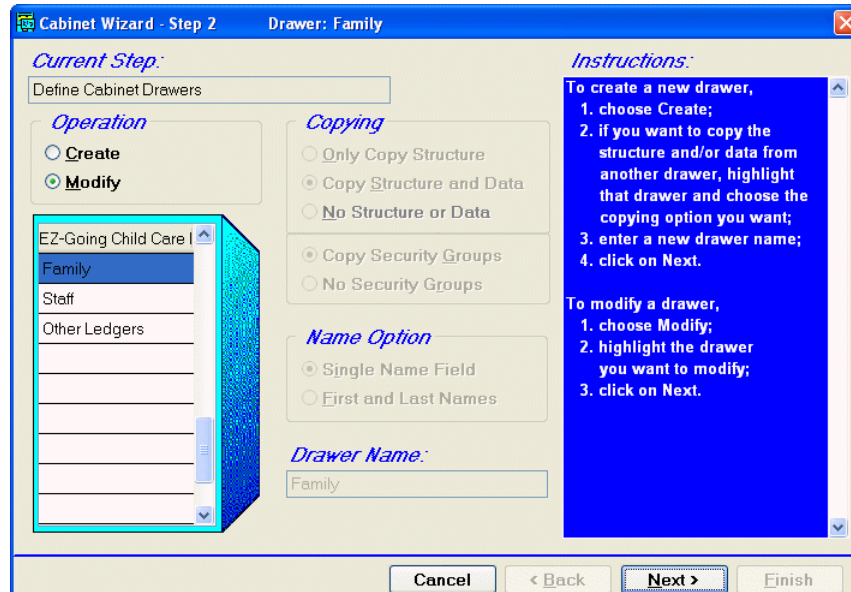


2. In the **Operation** section, select **Create**.
3. In the **Cabinets** section on the right, select **Standard Cabinet**.
4. In the **Copying** section, select **Only Copy Structure**. This will create a new cabinet with the structure of the Standard Cabinet, but containing no information.
5. In the **Cabinet Name** field, enter a name for the new cabinet.
6. Click **Next**. A message appears, prompting you to make a backup of your system before proceeding.



7. Choose one of the following options:

- To make a backup, which we strongly recommend, click the **Yes** button. When the backup is complete, a message appears to let you know. Click the **OK** button. Step 2 of the Cabinet Wizard appears.
- To continue creating the cabinet without backing up, click the **No** button. Step 2 of the Cabinet Wizard appears.



8. In Step 2, you have the option to create a new drawer, copy a user-created drawer, or modify the existing drawers.
- For details on creating a new drawer, see “Creating a New Drawer” on page 280.
 - For details on making a copy of a user-created drawer, see “Copying a User-Created Drawer” on page 282.
 - For details on modifying a drawer, see “Modifying a Drawer” on page 283.
9. When finished creating and editing drawers, click the **Next** button to proceed to Step 3 and define the fields in the drawer.

Cabinet Wizard - Step 3

Current Step:
Define Data Table Fields

Data Format:
Family
Ledger
Child

Instructions:
1. Create or edit the fields for this drawer, specifying each field name, length, etc.; use TAB to move through columns;
2. When you are satisfied with all field definitions, click on Next.

M	Field Name	Field Type	Length	Default	Required
<input type="checkbox"/>	Address Line 2	Character	30		<input type="checkbox"/>
<input type="checkbox"/>	City	Character	30		<input type="checkbox"/>
<input type="checkbox"/>	State	Character	2		<input type="checkbox"/>
<input type="checkbox"/>	Zip	Zip Code List w/ City & State	10		<input type="checkbox"/>
<input type="checkbox"/>			0		<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>

Cancel < Back Next > Finish

See “Defining the Data Table Fields in a Drawer” page 292 for details on adding fields and other objects to a drawer.

10. When finished adding fields to the drawer, click the **Next** button to proceed to Step 4 and adjust the layout of the drawer tabs.

Cabinet Wizard - Step 4

New Drawer

Name: [dropdown]

Status:
☒ Active
☐ Inactive
☐ Remove

First Name [text box]
 Last Name [text box]

Cancel < Back Next > Finish

See “Modifying Screen Layouts in a Drawer” page 302 for details on fine-tuning the layout of the tabs in your file cabinet drawers.

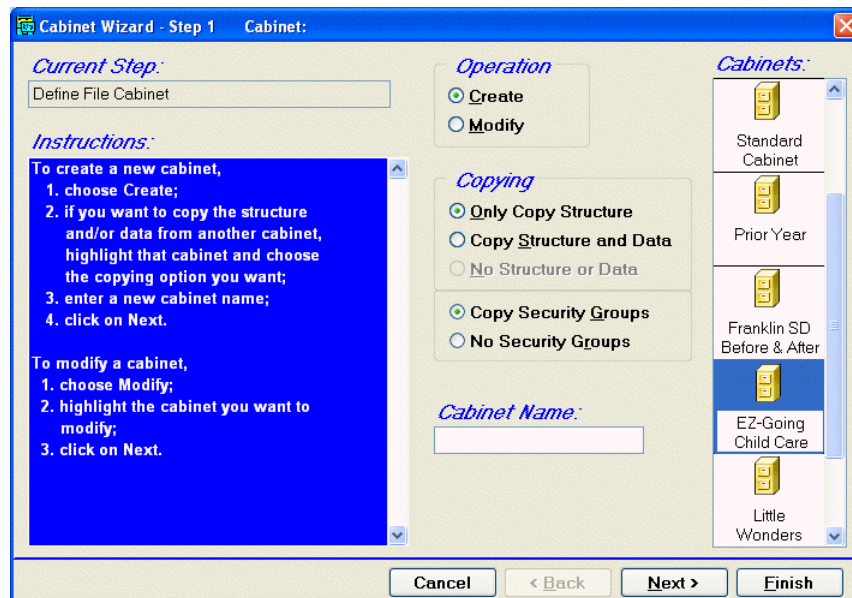
11. When finished modifying the tab layouts, click the **Finish** button to complete the process and save the new file cabinet.

Copying a File Cabinet

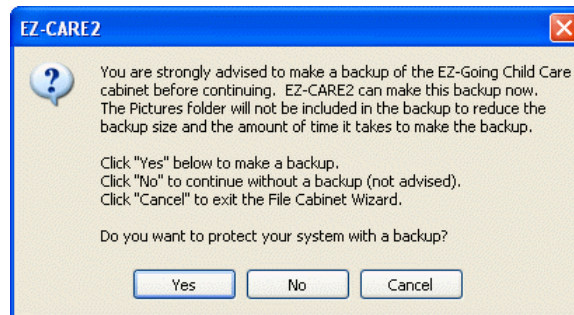
EZ-CARE2 allows you to make a copy of an existing file cabinet. The copy has the same data structure as the original, and may contain duplicates of the data in the original cabinet if you so desire. You can also copy over the security groups from the original cabinet, if desired.

► To copy an existing file cabinet

1. Double-click **Office Administration**, double-click **Chapter 2 (Cabinets & Drawers)**, and double-click **Create/Modify a File Cabinet (Wizard)**. The Cabinet Wizard appears:

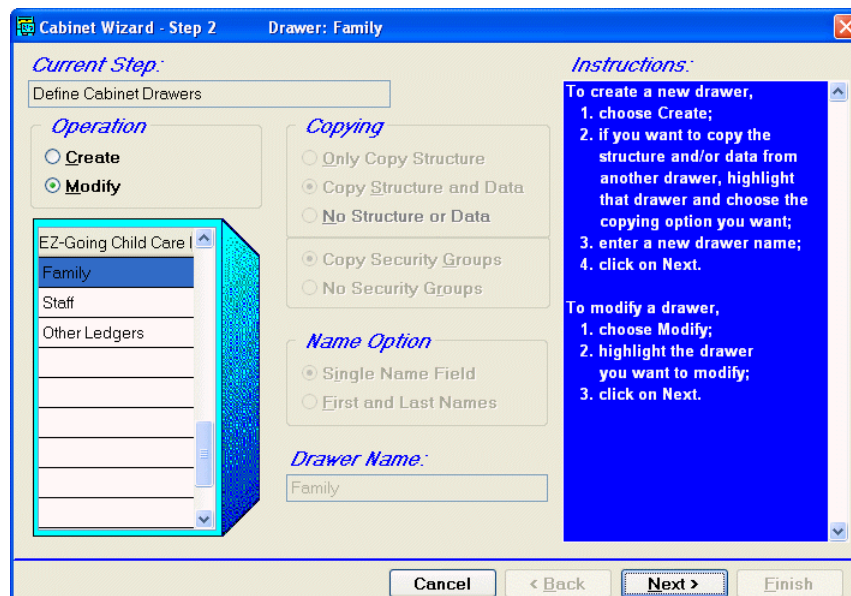


2. In the **Operation** section, select **Create**.
3. In the **Cabinets** section on the right, select the file cabinet you want to copy.
4. In the **Copying** section, select one of the following:
 - Select **Only Copy Structure** to create a new cabinet with the structure of the selected cabinet, but containing no information.
 - Select **Copy Structure and Data** to create a new cabinet with the same structure as the selected cabinet, and containing the same information.
5. Underneath the **Copying** section, select one of the following options:
 - Select **Copy Security Groups** to include copies of the security groups that were created for the original file cabinet when you create the copy.
 - Select **No Security Groups** to copy the file cabinet without copying the security groups.
6. In the **Cabinet Name** field, enter a name for the new cabinet.
7. Click **Next**. A message appears, prompting you to make a backup of your system before proceeding.



8. Choose one of the following options:

- To make a backup, which we strongly recommend, click the **Yes** button. When the backup is complete, a message appears to let you know. Click the **OK** button. Step 2 of the Cabinet Wizard appears.
- To continue creating the cabinet without backing up, click the **No** button. Step 2 of the Cabinet Wizard appears.



9. In Step 2, you have the option to create a new drawer, copy a user-created drawer, or modify the existing drawers.
- For details on creating a new drawer, see "Creating a New Drawer" on page 280.
 - For details on making a copy of a user-created drawer, see "Copying a User-Created Drawer" on page 282.
 - For details on modifying a drawer, see "Modifying a Drawer" on page 283.
10. When finished creating and editing drawers, click the **Next** button to proceed to Step 3 and define the fields in the drawer.

Cabinet Wizard - Step 3

Current Step:
Define Data Table Fields

Data Format:
Family
Ledger
Child

Instructions:
1. Create or edit the fields for this drawer, specifying each field name, length, etc.; use TAB to move through columns;
2. When you are satisfied with all field definitions, click on Next.

M	Field Name	Field Type	Length	Default	Required
<input type="checkbox"/>	Address Line 2	Character	30		<input type="checkbox"/>
<input type="checkbox"/>	City	Character	30		<input type="checkbox"/>
<input type="checkbox"/>	State	Character	2		<input type="checkbox"/>
<input type="checkbox"/>	Zip	Zip Code List w/ City & State	10		<input type="checkbox"/>
<input type="checkbox"/>			0		<input type="checkbox"/>

Cancel < Back Next > Finish

See “Defining the Data Table Fields in a Drawer” on page 292 for details on adding fields and other objects to a drawer.

11. When finished adding fields to the drawer, click the **Next** button to proceed to Step 4 and adjust the layout of the drawer tabs.

Cabinet Wizard - Step 4

New Drawer

Name:

Status:
☒ Active
☐ Inactive
☐ Remove

First Name

Last Name

Cancel < Back Next > Finish

See “Modifying Screen Layouts in a Drawer” on page 302 for details on fine-tuning the layout of the tabs in your file cabinet drawers.

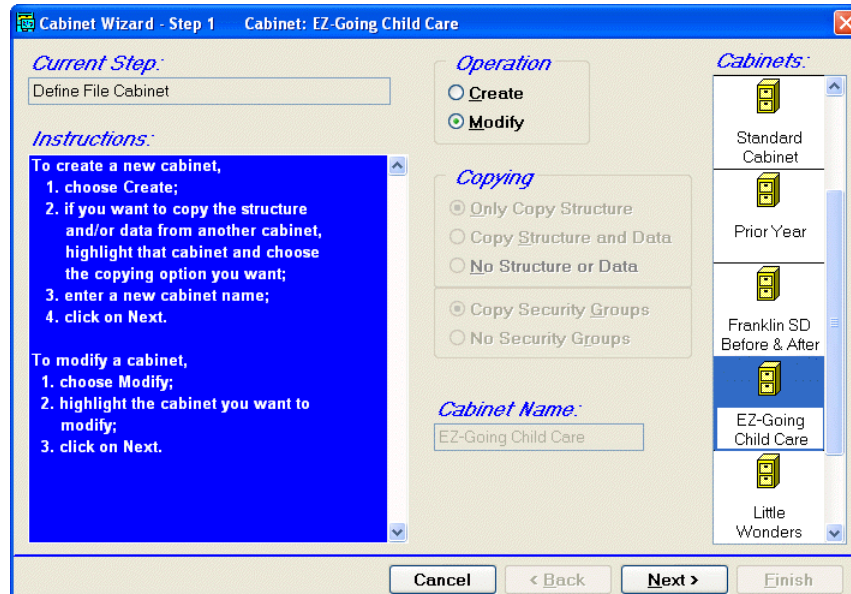
12. When finished modifying the tab layouts, click the **Finish** button to complete the process and save the new file cabinet.

Modifying a File Cabinet

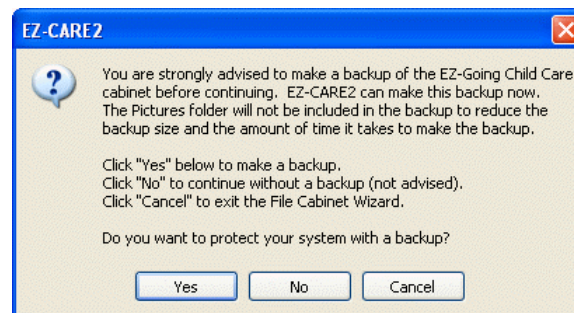
EZ-CARE2 allows you to modify file cabinets after they have been created. You can add, edit or remove drawers, edit the fields that appear in the drawers, and edit the layouts of the tabs in each drawer. To rename a file cabinet, see “Renaming File Cabinets” on page 277.

► To modify a file cabinet

1. Double-click **Office Administration**, double-click **Chapter 2 (Cabinets & Drawers)**, and double-click **Create/Modify a File Cabinet (Wizard)**. The Cabinet Wizard appears:

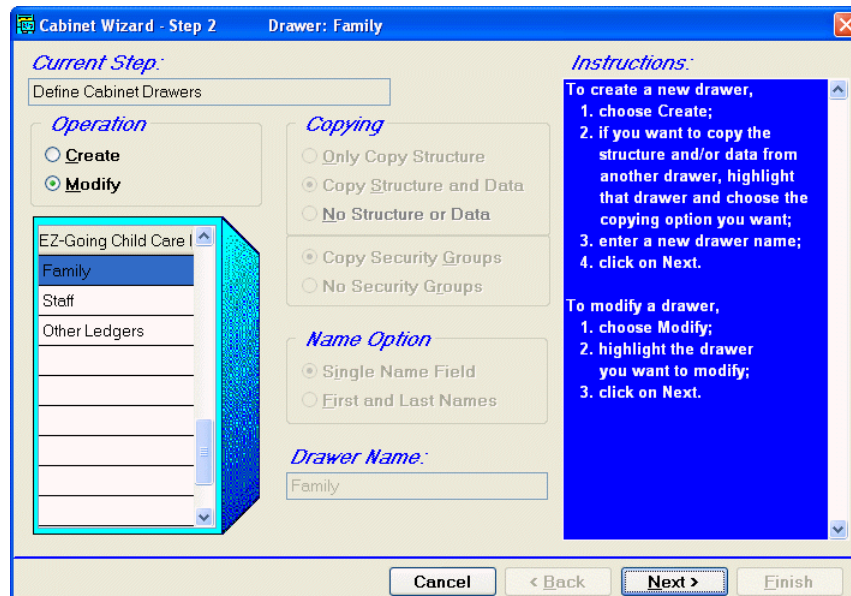


2. In the **Operation** section, select **Modify**.
3. In the **Cabinets** section on the right, select the file cabinet you want to modify.
4. Click **Next**. A message appears, prompting you to make a backup of your system before proceeding.



5. Choose one of the following options:
 - To make a backup, which we strongly recommend, click the **Yes** button. When the backup is complete, a message appears to let you know. Click the **OK** button. Step 2 of the Cabinet Wizard appears.

- To continue modifying the cabinet without backing up, click the **No** button. Step 2 of the Cabinet Wizard appears.



6. In Step 2, you have the option to create a new drawer, copy a user-created drawer, or modify the existing drawers.
 - For details on creating a new drawer, see “Creating a New Drawer” on page 280.
 - For details on making a copy of a user-created drawer, see “Copying a User-Created Drawer” on page 282.
 - For details on modifying a drawer, see “Modifying a Drawer” on page 283.
7. When finished creating and editing drawers, click the **Next** button to proceed to Step 3 and define the fields in the drawer.

Cabinet Wizard - Step 3

Current Step:
Define Data Table Fields

Data Format:
Family
Ledger
Child

Instructions:
1. Create or edit the fields for this drawer, specifying each field name, length, etc.; use TAB to move through columns;
2. When you are satisfied with all field definitions, click on Next.

M	Field Name	Field Type	Length	Default	Required
<input type="checkbox"/>	Address Line 2	Character	30		<input type="checkbox"/>
<input type="checkbox"/>	City	Character	30		<input type="checkbox"/>
<input type="checkbox"/>	State	Character	2		<input type="checkbox"/>
<input type="checkbox"/>	Zip	Zip Code List w/ City & State	10		<input type="checkbox"/>
<input type="checkbox"/>			0		<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>

Cancel < Back Next > Finish

See “Defining the Data Table Fields in a Drawer” on page 292 for details on adding fields and other objects to a drawer.

- When finished adding fields to the drawer, click the **Next** button to proceed to Step 4 and adjust the layout of the drawer tabs.

Cabinet Wizard - Step 4

New Drawer

Name: [Dropdown]

Status:
☒ Active
☐ Inactive
☐ Remove

First Name [Text Box]
 Last Name [Text Box]

[Icons]

Cancel < Back Next > **Finish**

See “Modifying Screen Layouts in a Drawer” on page 302 for details on fine-tuning the layout of the tabs in your file cabinet drawers.

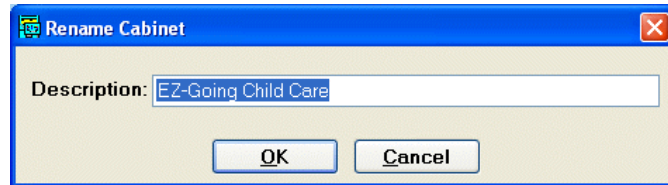
- When finished modifying the tab layouts, click the **Finish** button to complete the process and save the changes to the file cabinet.

Renaming File Cabinets

To change the name of a cabinet (without changing any settings or data), do the following:

► To rename a cabinet

1. Double-click **Office Administration**, double-click **Chapter 2 (Cabinets & Drawers)**, and double-click **Rename a Cabinet**. The **Rename a Cabinet** dialog box appears with a list of cabinets appears in alphabetical order.
2. Click the cabinet you want to rename, and click the **Rename** button. The **Rename Cabinet** dialog box appears.



3. In the **Description** box, enter the new name of the cabinet. Click **OK** to *save* your changes and close the present dialog box. Click **Cancel** to close the dialog box and return to the previous screen **WITHOUT** saving any changes.
4. Click **Done** to close the dialog box and return to the previous screen.

Deleting File Cabinets

To eliminate an EZ-CARE2 cabinet that is no longer used by your organization.



Note: We recommend that you **make a backup** at this time before deleting a cabinet.

► To delete cabinets

1. Double-click **Office Administration**, double-click **Chapter 2 (Cabinets & Drawers)**, and double-click **Delete Cabinets**. The **Delete Cabinets** screen appears.
2. Click the cabinet you want to delete, and then click the **Delete** button. A message appears to warn you that you will **PERMANENTLY DELETE** the selected cabinet.
3. Click **Yes** to continue with the delete. A message appears, asking you once again if you want to delete the selected cabinet.
4. Click **Yes** to continue with the delete or **No** to cancel the delete.
5. Click **Done** to close the dialog box and return to the previous screen.

Restoring Cabinets

To restore cabinet files to your EZ-CARE2 system from a previous backup. The information that is restored includes family, child, staff, ledger, and session data as well as pictures of parents, children, and staff.

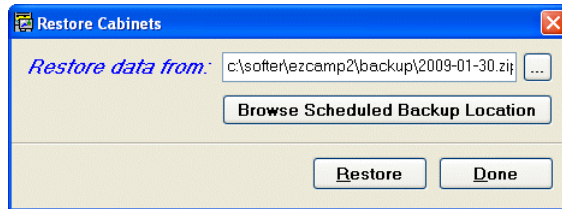



Warning! Restoring a **single cabinet** will **overwrite any existing cabinet with the same name**. If no cabinets with the same name exist, the system will create a new cabinet.

Restoring all cabinets will overwrite all cabinets regardless of their names.

► **To restore cabinets**

1. Double-click **Office Administration**, double-click **Chapter 2** (*Cabinets & Drawers*), and double-click **Restore Cabinets**. The **Restore Cabinets** dialog box appears, listing the last successful backup that was restored in the **Restore data from** field.



In the **Restore data from** field, enter the path and file name of the backup you want to restore. You may select a floppy disk, a folder on the network, or a folder on your hard drive as the source. You can use the browse button  to find the file.

If you are restoring cabinets from a floppy disk, you will be required to insert the first disk that contains the backup, then insert the last disk that contains the backup, and then re-insert the first disk. The system does this in order to analyze the backup. You'll be prompted on-screen to do this.

2. If you use the Scheduled Backup feature (see the next section), you can browse the location where you save your scheduled backups to find the one you want to restore. To do this, click the **Browse Scheduled Backup Location** button, find the backup you want to restore, and choose it.
3. Click the **Restore** button to start the process. The restore process first analyzes the backup file and your system.
4. You will be asked if you want to restore **One Cabinet** or **All Cabinets**. Make your choice accordingly. If you are restoring from a set of multiple disks, the system prompts you to enter the next disk. If a cabinet needs to be overwritten, or a new cabinet needs to be created, the system prompts you before proceeding.



Note: Be careful at this point in the process. Restoring cabinets deletes previous data. Be sure that you wish to replace current information with the information you are restoring.

5. Click **Done** to close the dialog box and return to the previous screen.

Optimizing Cabinets

The Optimize a Cabinet screen allows you to remove records that are no longer needed in your EZ-CARE2 file cabinets or re-index current records. This process can also improve the performance of your system in some situations.



Note: Families that have balances will not be deleted. Also, a family record cannot exist without a child record—at least one child record will remain associated with each family record that is Active.

First, make a backup of the cabinet(s) that you are optimizing. Running the optimization is a NON-REVERSIBLE option—data may be removed that cannot be retrieved. If the results of this process are not what you intended, the only way to return the cabinet to its prior state is to restore it from a backup.

► To optimize a cabinet

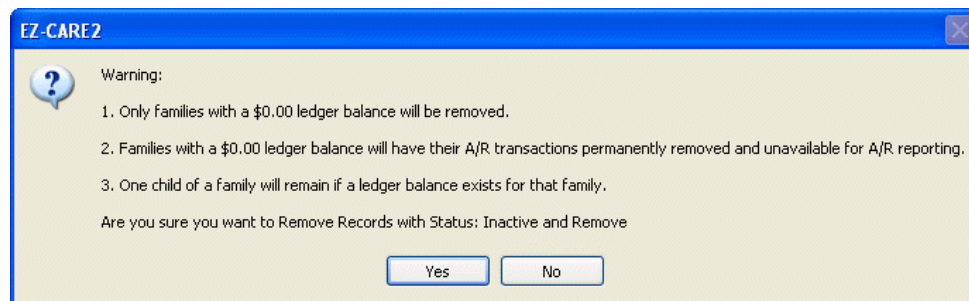
1. Double-click **Office Administration**, double-click **Chapter 2—Cabinets & Drawers**, and double-click **Optimize a Cabinet**. The Optimize a Cabinet screen appears.



2. In the **Choose a cabinet to optimize** section, click the cabinet you want to optimize.
3. Select the **Remove Records with Status: Remove** or **Remove Records with Status: Inactive** check boxes if you want to remove records with either status. To just re-index your system without removing records, leave both check boxes unchecked.
4. If you want to re-index the files that are in common to all cabinets (for example, counters for invoice number, Cash Receipts, etc.), click the **Optimize System Registry** check box. We suggest you run this procedure about once a month.

5. Click one of the following buttons depending on which cabinets you want to optimize:
 - **Optimize:** only optimizes the cabinet you selected in the Choose a cabinet to optimize section.
 - **Optimize All:** optimizes all the cabinets in your system, regardless of which cabinet you selected.

If you chose to remove records with a status of Remove or Inactive, the following message appears, warning you that families with a \$0.00 ledger balance will be permanently removed and unavailable for reporting, and families that have a ledger balance will not be removed and one child will remain for that record.



6. Click **Yes**. When optimization is complete, a confirmation message appears.
7. Click **OK**.
8. Click **Done** to close the dialog box and return to the previous screen.

Maintaining File Cabinet Drawers

Creating a User-Defined Drawer

Step 2 of the Cabinet Wizard allows you to create new user-defined drawers for your file cabinets. These customized drawers can be used for setting up alumni information, waiting list information, mailing information, or other information that your organization deems necessary.

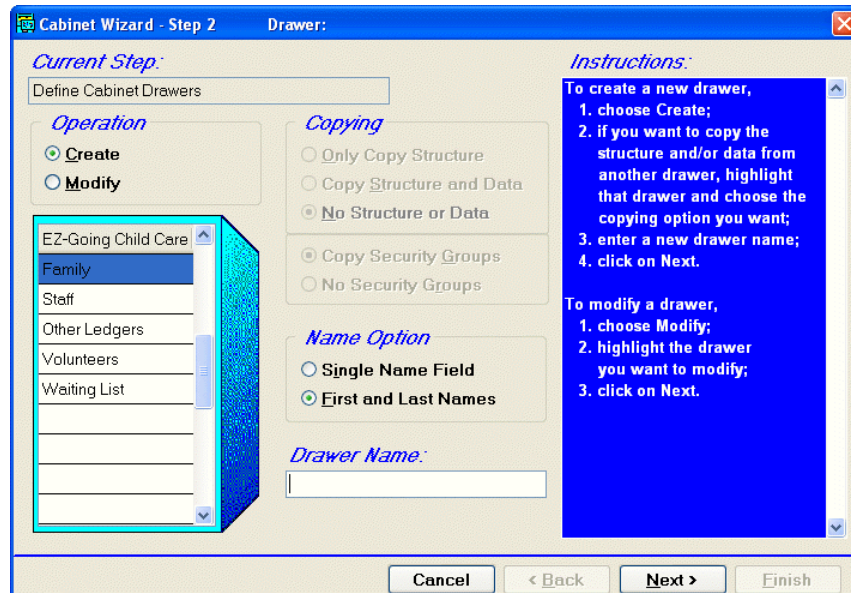
User-Defined drawers contain only one tab, with the same name as the drawer. However, this tab can contain up to 9 pages, just as the Family, Child, and Staff tabs can.

► To create a user-defined drawer

1. Double-click **Office Administration**, double-click **Chapter 2 (Cabinets & Drawers)**, and double-click **Create/Modify a File Cabinet (Wizard)**. The Cabinet Wizard appears.
2. In the **Operation** section, select **Modify**.
3. In the **Cabinets** section on the right, select the file cabinet you want to add a drawer to.
4. Click **Next**.

A message appears, prompting you to make a backup of your system before proceeding.

5. Click **Yes** to create the backup and proceed to Step 2.



6. In the **Operation** section, select **Create**.
7. Under **Name Option**, select one of the following options:
 - **Single Name Field** – Use this option if your drawer will contain information about organizations or tangible items rather than individuals (for example, a list of books in the library).

The following default fields are set up if you chose the **Single Name** option:

- Status
- Name

These fields will appear in Cabinet Wizard Step 3.



Note: There is a limit of 254 fields in each drawer. Also, Ledger fields are not available for user-defined drawers.

- **First and Last Names** – Use this option for recording information about actual people.

The following default fields are set up if you choose the **First and Last Names** option:

- First Name
- Last Name

8. Enter a **Drawer Name**.
9. Click on **Next** to proceed to Step 3 and edit the data fields that appear in the drawer. See “Defining the Data Table Fields in a Drawer” page 292 for details.

10. Click on **Next** to proceed to Step 4 and edit the layout of the fields on the drawer tab. See “Modifying Screen Layouts in a Drawer” page 302 for details.
11. Click **Finish** to save changes and exit the Cabinet Wizard.

Copying a User-Defined Drawer

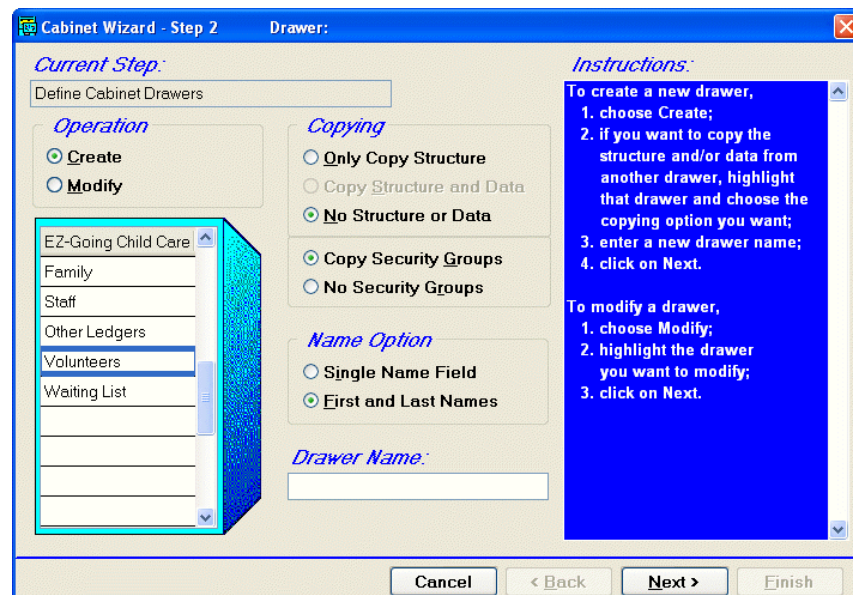
The Cabinet Wizard allows you to create a copy of a user-defined drawer. You can copy over the data field structure and layout of a user-defined drawer, but you cannot copy over the information that was entered into the drawer.

► To copy a user-defined drawer

1. Double-click **Office Administration**, double-click **Chapter 2 (Cabinets & Drawers)**, and double-click **Create/Modify a File Cabinet (Wizard)**. The Cabinet Wizard appears.
2. In the **Operation** section, select **Modify**.
3. In the **Cabinets** section on the right, select the file cabinet you want to copy a drawer in.
4. Click **Next**.

A message appears, prompting you to make a backup of your system before proceeding.

5. Click **Yes** to create the backup and proceed to Step 2.



6. Under **Operation**, select **Create**.
7. In the list superimposed over a graphic of a file cabinet that appears underneath the Operation section, select the user-created drawer you want to copy.
8. Underneath the **Copying** section, select one of the following options:

- Select **Only Copy Structure** to include the data field structure and layout of the original drawer when you create the copy.
 - Select **No Structure or Data** to copy the drawer without copying the data structure or layout of the original drawer.
9. Underneath the **Copying** section, select one of the following options:
- Select **Copy Security Groups** to include copies of the security groups that were created for the original drawer when you create the copy.
 - Select **No Security Groups** to copy the drawer without copying the security groups.
10. Under **Name Option**, select one of the following options:
- **Single Name Field** – Use this option if your drawer will contain information about organizations or tangible items rather than individuals (for example, a list of books in the library).

The following default fields are set up if you chose the **Single Name** option:

- Status
- Name

These fields will appear in Cabinet Wizard Step 3.



Note: There is a limit of 254 fields in each drawer. Also, Ledger fields are not available for user-defined drawers.

- **First and Last Names** – Use this option for recording information about actual people.

The following default fields are set up if you choose the **First and Last Names** option:

- First Name
- Last Name

11. In the **Drawer Name** field, enter a name for the duplicate drawer.
12. Click on **Next** to proceed to Step 3 and edit the data fields that appear in the drawer. See “Defining the Data Table Fields in a Drawer” page 292 for details.
13. Click on **Next** to proceed to Step 4 and edit the layout of the fields on the drawer tab. See “Modifying Screen Layouts in a Drawer” page 302 for details.
14. Click **Finish** to save changes and exit the Cabinet Wizard.

Modifying a Drawer

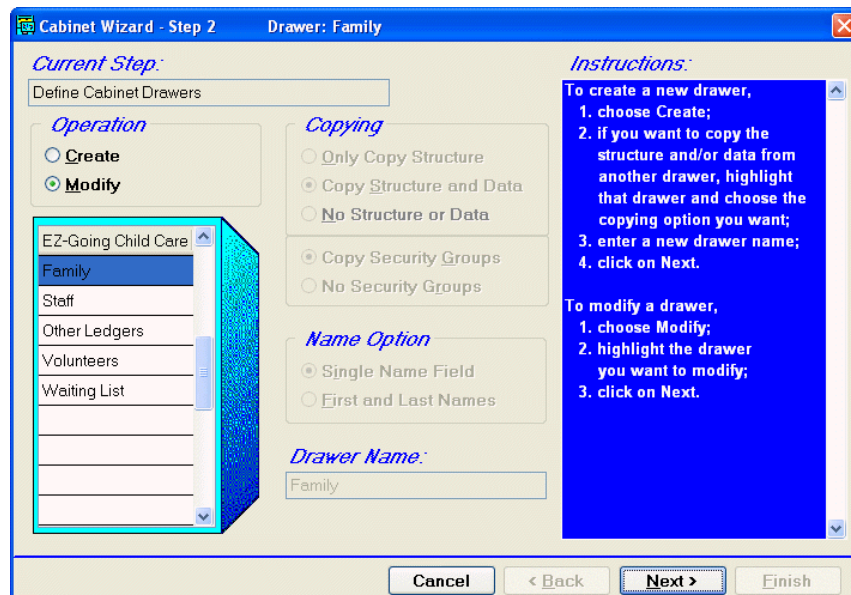
► To modify a drawer

1. Double-click **Office Administration**, double-click **Chapter 2 (Cabinets & Drawers)**, and double-click **Create/Modify a File Cabinet (Wizard)**. The Cabinet Wizard appears.

2. In the **Operation** section, select **Modify**.
3. In the **Cabinets** section on the right, select the file cabinet that contains the drawer you want to modify.
4. Click **Next**.

A message appears, prompting you to make a backup of your system before proceeding.
5. Click **Yes** to create the backup and proceed to Step 2.
6. Double-click **Office Administration**, double-click **Chapter 2 (Cabinets & Drawers)**, and double-click **Create/Modify a File Cabinet (Wizard)**. The Cabinet Wizard appears.
7. In the **Operation** section, select **Modify**.
8. In the **Cabinets** section on the right, select the file cabinet you want to copy a drawer in.
9. Click **Next**.

A message appears, prompting you to make a backup of your system before proceeding.
10. Click **Yes** to create the backup and proceed to Step 2.

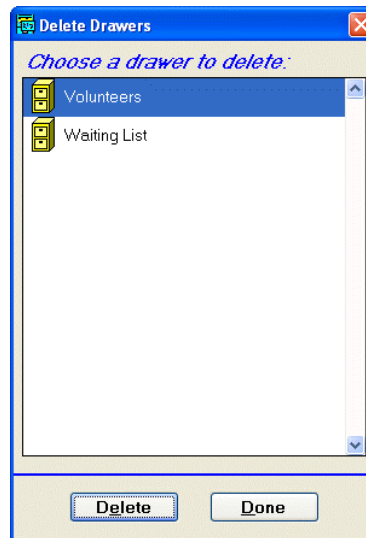


11. In the **Operation** section, select **Modify**.
12. Select the drawer that you wish to modify from the list on the left of the window.
13. Click on **Next** to proceed to Step 3 and edit the data fields that appear in the drawer. See “Defining the Data Table Fields in a Drawer” page 292 for details.
14. Click on **Next** to proceed to Step 4 and edit the layout of the fields on the drawer tab. See “Modifying Screen Layouts in a Drawer” page 302 for details.

15. Click **Finish** to save changes and exit the Cabinet Wizard.

Deleting Drawers

The Delete Drawers screen allows you to eliminate user-defined drawers that are no longer used by your organization. You may want to consider **making a backup** at this time before deleting a drawer.



► To delete drawers

1. Double-click **Office Administration**, double-click **Chapter 2** (*Cabinets & Drawers*), and then double-click **Delete Drawers**. The **Delete Drawers** screen appears.
2. Click the cabinet that contains the drawer you want to delete, and then click **Open**. The **Delete Drawers** screen appears.
3. Click the drawer you want to delete.
4. Click the **Delete** button. A message appears to warn you that you will PERMANENTLY DELETE the selected drawer. Make sure you have selected the correct drawer to delete.
5. Click **Yes** to continue with the delete. A message appears, asking again if you want to delete the selected cabinet.
6. Click **Yes** to continue with the delete or **No** to cancel the delete.
7. Click **Done** to close the dialog box and return to the previous screen.

Linking Drawers

Linking allows you to “pull” data from one drawer (for example, last year’s children) into another drawer (for example, current enrollment). This feature saves you time because don’t have to re-enter all the information.

Use this feature to add new records to your database using information from existing records in another drawer. You can link drawers from within the same file cabinet or from different file cabinets that display on the main EZ-CARE2 screen.



The Copy from Linked Drawer button is active in the drawer that will be receiving information, also known as the *destination* drawer. Links can be set up on the Family, Child, and Staff tabs, and in the Other Ledgers and user-defined drawers.

If you do not see the links you need, you or your administrator will need to set them up in Office Administration (*Cabinets and Drawers*), Link Drawers (see page 286).

You can use the linking feature in any of the following locations in the system:

- The Family tab—when adding a new family.
- The Child tab—when adding a new child (make sure the correct family record is open).
- The Staff tab—when adding a new staff member.
- A user-defined drawer—when adding new user-defined records.

Creating and Maintaining Linked Drawers

Linking allows you to “pull” data from one drawer (for example, last year’s children) into another drawer (for example, current enrollment). This feature saves you time because don’t have to re-enter all the information.

Maintain Linked Drawers allows you to create, modify, and store Link Drawer settings for use with the Copy from Linked Drawer feature.

► To maintain linked drawers

1. Double-click **Office Administration**, double-click **Chapter 2 (*Cabinets and Drawers*)**, and double-click **Link Drawers**. The **Library of Saved Linked Drawer Mappings** appears, with your current linked drawer mappings.
2. From the library, you have the option to create a new mapping, edit an existing mapping, duplicate an existing mapping, delete a mapping, or rename a mapping. For more details, see the following sections.

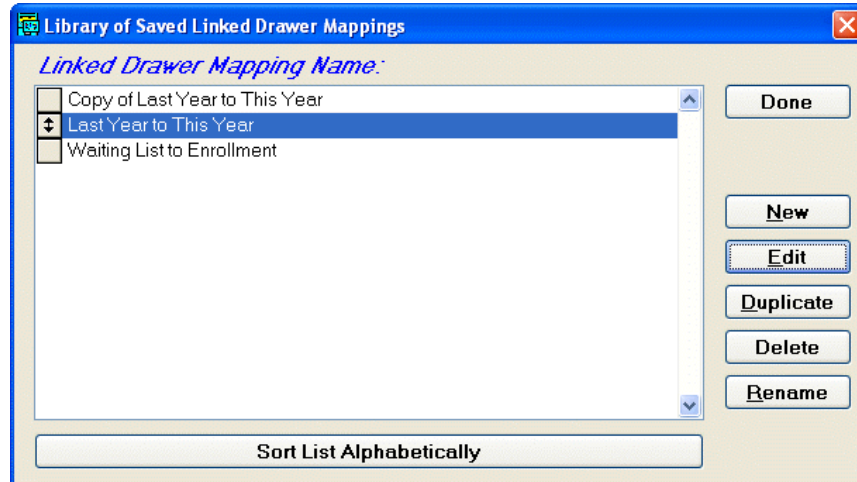
What You Need To Know About Linking

Links are set up with the following provisions:

- You can link to a drawer from the same cabinet or from a different cabinet.
- Only one source drawer can be used per destination link.
- The destination can receive from many sources—you can set up many links, each from a different source drawer, to the same destination drawer.
- Fields can only be mapped to the same type of field (for example, text, date, decimal numeric, memo).
- Superfields are NOT currently available in the mapping process.

Adding a New Linked Drawer Mapping

- To add a new linked drawer mapping
 1. From the Library of Saved Linked Drawer Mappings screen, click the **New** button. The **New Linked Mapping** dialog box appears.



2. In the **Name** field, enter a name for your link, and then click **OK**. The **Drawer Link** screen appears.

M	Destination Field	Source Field
<input type="checkbox"/>	Family : State	Family : State
<input type="checkbox"/>	Family : Zip	Family : Zip
<input type="checkbox"/>	Family : Parent 1 Phone Number	Family : Parent 1 Phone Number
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

3. At the top of the screen, select the **Dest. Cabinet** and **Dest. Drawer**. These are the cabinet and drawer that the data will be copied into.
4. In the **Source Definition** section, select the **Cabinet** and **Drawer**. These are the cabinet and drawer that the data will be copied from.
5. You may enter up to **three search fields** from the Source Drawer. These are the fields that are used to find the records to add to your current (destination)

drawer. You may change the headings of these fields to your liking (the headings appear in the dialog box when linking).

6. In the **Mapping Definition** section, choose the fields you want to map. From the **Destination Field** column, choose the field in the destination drawer that data will be copied into. From the **Source Field** column, choose the field in the source drawer that data will be copied from—the data from this field will go into the Destination Field you've defined. They must be of the SAME FIELD TYPE (for example, character, numeric, picklist). The fields available for mapping are the database fields, including ledger balance, with the exception of Superfields and pictures. As you select a field to map, an "x" appears next to the field in the picklists.

Drawer Link : From Mailing List to Family Drawer

Dest. Cabinet: EZ-Going Child Care **Dest. Drawer:** Family

Source Definition


Cabinet: EZ-Going Child Care **Drawer:** Waiting List

Search Field 1: Waiting List : Last Name **Search Field 2:** Waiting List : First Name **Search Field 3:** Waiting List : Class Name

Search Heading 1: Last Name **Search Heading 2:** First Name **Search Heading 3:** Class Name


Mapping Definition

M	Destination Field	Source Field
<input type="checkbox"/>	Child : Child Status	Waiting List : Status
<input type="checkbox"/>	Child : Class Name	Waiting List : Class Name
<input type="checkbox"/>	Child : Class Name	Waiting List : Enrolled
<input type="checkbox"/>	Child : Computers	Waiting List : First Name
<input type="checkbox"/>	Child : Doctor	Waiting List : Last Name
<input type="checkbox"/>	Child : Doctor Phone#	
<input type="checkbox"/>	Child : Enroll Date	
<input type="checkbox"/>	Child : Ethnicity	
<input type="checkbox"/>	Child : Field Trip Permission	

7. When you have finished, click on the **Close** button .
8. Click **Done** when you are finished. You can now use this link for copying data—see below for details on how to do this.

Copying Data from Linked Drawers

► To copy data from linked drawers

1. Click the **Copy From Linked Drawer** button . The **Copy From Linked Drawer** dialog box appears.



Note: DO NOT click the Add New button.

[illegible]

2. To find a record in the source drawer, go to the text boxes in the *Search for* area of the dialog box. Enter a name or portion of a name. You may also enter other information, depending on the headings (for example, telephone numbers or birthdates). Click the **Search** button. All records matching your entry display on the screen.
3. To add a family record to the current drawer, highlight the record (if more than one are found in your search), then click the **Add Family** button. Do the same to add a child using the **Add Child** button. When you click on each of the buttons to transfer data, a confirmation message appears, asking if you're sure you want to add a family or child record.



Note: If the family or child records you're adding have a Formula field, only the result of the Formula field is copied; the actual formula defined for the field is not copied. You must copy all the fields that make up the Formula; if you don't, you will see an error message in the Formula field.

If the source contains only Family or only Child information, then only that corresponding button is enabled.

4. If you are adding to a *Staff* or *User-Defined* drawer (such as Alumni or Volunteers), the **Add New** button appears, and a single new record will be added. The Link Name appears at the top of the dialog box.
5. You can choose another saved link, by clicking on the **Saved Links** button. This displays the links available for this destination drawer.
6. When you are finished, click on **Done**.

Print Drawer/Record Format

The Print Drawer/Record Format screen allows you to print a list of fields and their characteristics from all drawers of a file cabinet.

► To print drawer/record format

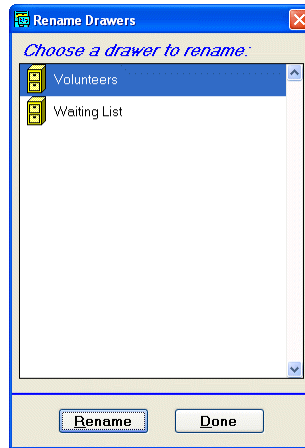
1. Double-click **Office Administration**, double-click **Chapter 2** (*Cabinets & Drawers*), and double-click **Print Drawer/Record Format**. The **Print Drawer/Record Format** screen appears.
2. Select a cabinet, and click **OK**. The **Print Drawer/Record Format** screen appears.



3. In the **Include Tables** section, select the tables for which you want to print the drawer and field formats.
4. In the **Sort Fields By** section, click the sort method—**Field Name** or **Field Order**.
5. Click **Print** to produce the list or **Preview** to see the list on the screen.
6. Click **Done** when you are finished.

Renaming Drawers

The Rename Drawers screen allows you to change the name of user-defined drawers within a cabinet (without changing any settings or data).



► To rename drawers

1. Double-click **Office Administration**, double-click **Chapter 2** (*Cabinets & Drawers*), and double-click **Rename Drawers**. The **Rename Drawers** screen appears.
2. Click the cabinet that contains the drawer you want to rename, and then click the **Open** button. The **Rename Drawers** dialog box appears.
3. Click the drawer you want to rename, and then click the **Rename** button.
4. In the **Description** box, enter the new name of the drawer. Click **OK** to *save* your changes and close the present dialog box. Click **Cancel** to close the dialog box and return to the previous screen **WITHOUT** saving any changes.
5. Click **Done** to close the dialog box and return to the previous screen.

Defining the Data Table Fields in a Drawer

Cabinet Wizard - Step 3

Current Step:
Define Data Table Fields

Data Format:
Family
Ledger
Child

Instructions:
1. Create or edit the fields for this drawer, specifying each field name, length, etc.; use TAB to move through columns;
2. When you are satisfied with all field definitions, click on Next.

M	Field Name	Field Type	Length	Default	Required
<input type="checkbox"/>	Parent 1 Employ Zip	Zip Code List w/ City & State	10		<input type="checkbox"/>
<input type="checkbox"/>	Parent 2 Employ Zip	Zip Code List w/ City & State	10		<input type="checkbox"/>
<input type="checkbox"/>	Parent 1 Email	Character	24		<input type="checkbox"/>
<input type="checkbox"/>	Parent 2 Email	Character	24		<input type="checkbox"/>
<input type="checkbox"/>			0		<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>

Buttons: Cancel, < Back, Next >, Finish

Use this screen to add, remove, or edit the fields that are stored in your system

Adding Fields

Use the following steps to add fields to your EZ-CARE2 system on Step 3 of the Cabinet Wizard. If you are adding Formula, Pick List, or Radio Button fields, see the following sections for specific details.



Note: There is a limit of 254 fields in each drawer.

► To add fields

1. In the **Data Format** box, choose **Family**, **Ledger**, **Child**, or **Child Sessions**. This determines which table you're choosing fields from.



Note: If you're adding fields to a user-defined drawer, there will no Data Format section in step 3.

2. Define a **Field Name**.
3. Select a **Field Type**. If you choose a field type of Formula, Pick List, or Radio Button, some additional setup is required. See "Setting Up Picklists, Radio Buttons, and Formulas" below for details.
4. Define the **Length** of the field by entering the number of characters or digits (items like Superfields and Picklists have a system-defined length). For decimal

numeric fields, the length includes the decimal point (for example, a length of 6 allows for 000.00).

5. Specify **Default** values you want to place in the field. These values are automatically placed in the field when a new record is created, but you can overwrite them if necessary.
6. If you want to require the user to enter a value in this field, click the button in the **Required** column.
7. Click the Next button. You'll then work on setting up your screen layout—see “Modifying Screen Layouts in a Drawer” on page 302.

Setting Up Picklists

You can set up picklists through step 3 of the Cabinet Wizard or through Maintain Picklists (for more information, see page 325).

► To set up picklists

1. In the **Data Format** box, choose **Family, Ledger, Child, or Child Sessions**. This determines which table you're choosing fields from.



Note: If you're adding fields to a user-defined drawer, there will no Data Format section in step 3.

2. Define a **Field Name**.
3. From the **Field Type** picklist, choose **Pick List** and then press **TAB** or **ENTER**. The **Edit Pick List** dialog box appears.

4. Populate the picklist with values in one of the following ways:
 - To create new items for the picklist, in the **New Pick List Item** box, enter the name of the first item you want to include in the picklist, and

press **ENTER**. Continue entering picklist items until you have added all the items you want.

- To use items that are already part of an existing picklist, click **Library**. From the **Library of Saved Pick Lists**, click the picklist you want to use, and then click **OK**. The picklist items appear on the **Edit Pick List** dialog box. You can further edit the items if you want.
5. Click the **Sort Alphabetically** button to sort the list.
 6. If you want to allow users to add values to the picklist, click the **Allow Other Values** check box. If checked, the options below the check box are enabled. You can then make the following choices:
 - **Add:** gives users the ability to add items to a picklist from a data entry screen.
 - **Add with Confirmation:** gives users the ability to add items to a picklist from a data entry screen, but only after they confirm they want to add it through a dialog box.
 - **Allow Editing List During Data Entry:** gives users the ability to edit the items in the picklist while they are entering data on a screen. If you choose this option, the edit button appears on the screen with the picklist, as the following graphic illustrates.



7. When you've finished defining your picklist, click **Done**. The **Cabinet Wizard** appears, with the **Length** field completed based on how many items are contained in the picklist.
8. Specify any **Default** values you want to place in the field.
9. If you want to require the user to enter a value in this field, click on the button in the **Required** column.
10. Click the **Next** button. You'll then work on setting up your screen layout—see “Modifying Screen Layouts in a Drawer” on page 302.

Setting Up Radio Buttons

EZ-CARE2 makes it easy to add radio buttons to your screens.

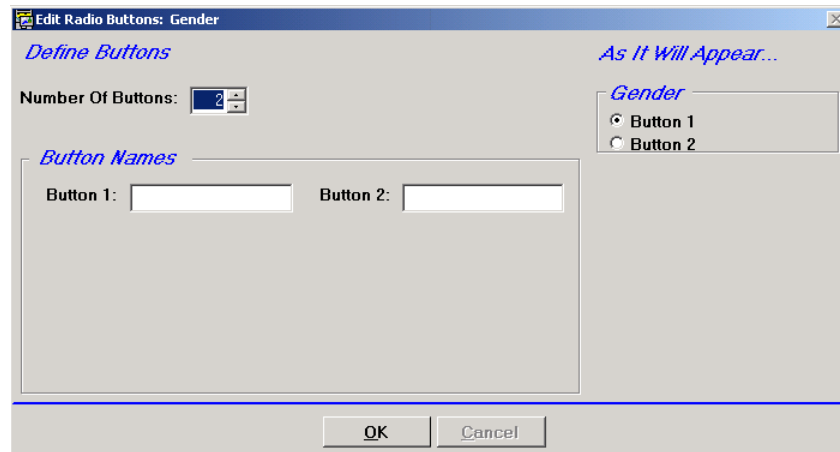
► To add Radio Buttons

1. In the **Data Format** box, choose **Family**, **Ledger**, or **Child**. This determines which table you're choosing fields from.



Note: If you're adding fields to a user-defined drawer, there will no Data Format section in step 3 of the File Cabinet Wizard.

2. Define a **Field Name**.
3. From the **Field Type** picklist, choose **Radio Button** and then press **TAB** or **ENTER**. The **Edit Radio Buttons** dialog box appears.



4. From the **Number of Buttons** box, choose how many radio buttons you want to appear for this field. You can choose any number between two and 12.
5. In the **Button Names** section, enter the name for each button. As you add the button names, the right side of the screen shows you how the buttons will appear on the screen.
6. When you've defined the names for all the radio buttons, click **OK**. The **Cabinet Wizard** appears, with the **Length** field completed based on how many radio buttons you defined.
7. Specify any **Default** value you want to place in the field.
8. If you want to require the user to enter a value in this field, click on the button in the **Required** column.
9. Click the **Next** button. You'll then work on setting up your screen layout—see “Modifying Screen Layouts in a Drawer” on page 302.

Setting Up Formulas

Formulas can be used for a wide variety of purposes. Simple formulas can multiply, divide, add, or subtract fields. More complex formulas (for example, formulas that are conditional based on data in another field) require a higher level of skill and knowledge. For example, you may want to calculate additional fees for a child by adding up all the fees for extra activities, such as horseback riding, archery, and arts and crafts; you can do this with a Formula field. Formulas are automatically recalculated when information used to calculate them is changed; however, you can force a formula to be recalculated if necessary—see page 330 for more details.

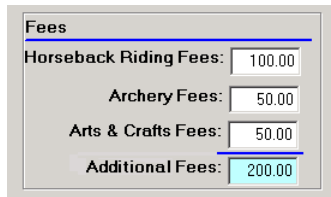
For help with the functions you can include in formulas, see Appendix A. For help with creating or troubleshooting formulas, contact SofterWare support.

Basic Formula Elements

There are some basic elements to any formula. Keep these elements in mind when creating formulas for your screens.

- **Field Value:** if you are typing in the name of a field, it must match the literal name of the field. For example, if you are including Parent First Name as part of the formula, you must enter Parent First Name and not just First Name.
- **Parentheses:** if you are creating a complex formula in which certain parts of it need to be calculated first, you can insert parentheses into the formula. Each opening parenthesis (must have a closing parenthesis), and you must enter them into the formula yourself.
- **Operators:** you can add (+), subtract (-), multiply (*), or divide (/) the parts of your formula. Be sure to pay attention to where you place the operators within the formula, especially if you are using parentheses.

When you've added the formula field to your screen, it appears with a blue background (see the Additional Fees field below).



Fees	
Horseback Riding Fees:	100.00
Archery Fees:	50.00
Arts & Crafts Fees:	50.00
Additional Fees:	200.00

► To add a Formula field

1. In the **Data Format** box, choose **Family, Ledger, Child, or Child Sessions**. This determines which table you're choosing fields from.



Note: If you're adding fields to a user-defined drawer, there will no Data Format section in step 3 of the File Cabinet Wizard.

2. Define a **Field Name**.
3. From the **Field Type** picklist, choose **Formula** and then press **TAB** or **ENTER**. The **Formula Editor** dialog box appears with the name you gave the formula field on the upper left side.

The screenshot shows the 'Formula Editor: EZ-Going Child Care' window. The title bar is blue with a close button. The window has a light beige background. At the top, 'Additional Fees' is the field name, 'Field Type' is set to 'Character' in a dropdown, and 'Length' is set to '15' in a spinner. Below this is a section titled 'Formula' in blue. It contains a 'Field Name' dropdown (currently empty), an 'Insert Field' button, and four operation buttons: '+', '-', '*', and '/'. Below these is a large text area for the 'Formula' (currently empty). At the bottom are three buttons: 'Done', 'Validate', and 'Cancel'.

4. From the **Field Type** picklist in the Formula Editor, choose the field type for your Formula field. Most fields with formulas will be Numeric or Decimal Numeric, but you can also choose **Character**, **Check Box**, or **Date**. The **Length** of the Formula field is determined by the formula that you create.
5. From the **Field Name** picklist, choose the first field you will include in your formula, and then click **Insert Field**. The field name appears in brackets in the **Formula** box. You can also type the field name directly into the Formula box, with brackets around the name.
6. Using the + (add), - (subtract), * (multiply), and / (divide) buttons, define the operation you want the system to perform on the field value you added to the Formula box.
7. Continue to assemble your formula using the **Field Name** picklist, **Insert Field** button, and the operation buttons. You can also add parentheses in a formula by entering them directly into the Formula field.

The screenshot shows the 'Formula Editor: EZ-Going Child Care' window. The title bar is blue with a close button. The window has a light beige background. At the top, 'Vacation Hours' is the field name, 'Field Type' is set to 'Character' in a dropdown, and 'Length' is set to '15' in a spinner. Below this is a section titled 'Formula' in blue. It contains a 'Field Name' dropdown (currently showing 'Vacation Taken'), an 'Insert Field' button, and four operation buttons: '+', '-', '*', and '/'. Below these is a large text area for the 'Formula' (containing '[Vacation Allowed] - [Vacation Taken]'). At the bottom are three buttons: 'Done', 'Validate', and 'Cancel'.

8. When you are done constructing your formula, click the **Validate** button. EZ-CARE2 validates the formula you created to be sure that it is formatted correctly.
9. Click **Done**. The **Cabinet Wizard** screen appears, with the **Length** of the formula field completed based on how you defined the formula.

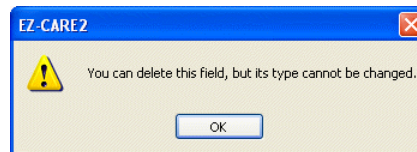
10. Specify **Default** values you want to place in the field.
11. Click the **Next** button. You'll then work on setting up your screen layout—see “Modifying Screen Layouts in a Drawer” on page 302.

Editing Fields

You can make changes to the Field Name, Length, Default, and Required values for the fields in your system. For details on making changes to the Field Type, see the following section. To make changes to a field, simply click in the row for the field and make the appropriate changes.

Making Changes to the Field Type

You can make changes to the Field Type, but there are restrictions, which are detailed below. When you cannot make a change to the Field Type, you'll see the following message:



When you create a **new** field, you can change the Field Type with no restrictions, until you exit the File Cabinet Wizard. Once you exit the wizard, the field is considered an “existing field,” and the rules and restrictions below apply.

To change the Field Type for **existing** fields in your system, the following rules and restrictions apply:

- Existing fields can be changed, but only as reflected by the chart below. The chart only includes Field Types that can be changed (Existing Field Type) and the Field Types they can be changed to (New Field Type); if a Field Type cannot be changed at all, it's not included in the chart. These rules apply regardless of whether the field has data in it or not.

		New Field Type								
		Birthdate	Character	Date	Decimal Numeric	Memo/Edit Box	Numeric	Time	Time Range	Uppercase Character
Existing Field Type	Birthdate		✓	✓						✓
	Character			✓	✓	✓	✓	✓	✓	
	Date	✓	✓							✓
	Decimal Numeric		✓				✓			✓
	Numeric		✓		✓					✓
	Phone #		✓			✓				✓
	Time		✓			✓				✓
	Time Range		✓			✓				✓
	Uppercase Character		✓	✓	✓	✓	✓	✓	✓	



Note: When you make a change to the Field Type, you may see a warning message stating that data may be truncated or lost. This can occur if your current data is not consistent with the new type. For example, if you change the Field Type to decimal numeric from numeric. If you do not want to continue with the change, click the **No** button; if you do, click the **Yes** button.

- After you make a change to the Field Type and exit the File Cabinet Wizard, the system tries to convert the existing data based on the new Field Type you selected. If it can't convert the data, or has a problem converting the data, you may see some changes/anomalies in your data, which you may need to manually correct.

Field Types

In EZ-CARE2, you have the option to add many types of fields through the Cabinet Wizard. The following table details the field types you can choose from when creating fields for your system.

Field Type	Description
Age	Use this field to calculate children's ages. This decimal numeric field can be linked to a birthdate field; if you do this, the age field automatically displays age in a decimal <i>Years.Months</i> format when a birthday is entered. To link the fields, double-click the Birthdate field when you're designing your screens; then, when prompted, click the Age field once.
Birthdate	Use this field to keep track of birthdays. Double-clicking it brings up a calendar for graphical date selection. You can link a Birthdate field to an Age field; if you do this, age is automatically calculated when a birthday is entered. To link the fields, double-click the Birthdate field when you're designing your screens; then, when prompted, click the Age field once.
Character	Use this field to manage names, addresses, email addresses, cities, states, or any other data that can be represented in alphanumeric characters. The length you define for this field determines the character length of the input field.
Check Box	Use this field to keep track of Yes or No answers, such as enrollment in special programs or involvement in organizations. Set the Default value to "No."
Checklist with Reminder	Use this Superfield as a To-Do list. Keep track of date-related tasks and their completion status. Built-in field type, description field, and reminder features make tracking family responsibilities easy. Only one of these field types can be used in each tab.
Contacts	Use this Superfield for storing emergency contact information and authorized pick-ups. Special fields can keep track of the contact's relationship to the child and any other relevant information. Only one of these field types can be used in each tab.
Date	Use this field to keep track of dates. It takes dates entered in either mm-dd-yy(yy) or mm/dd/yy(yy) format. Double-clicking it brings up a calendar for graphical date selection. To set two or four digits to display for the year, go to <i>Office Administration</i> ,

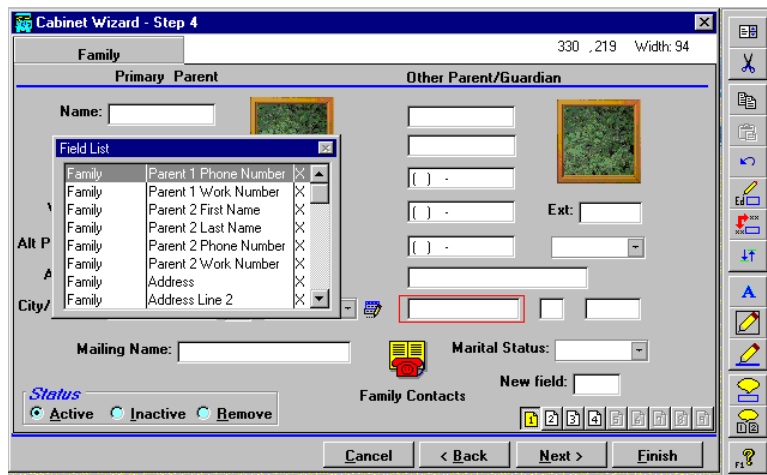
Field Type	Description
	Chapter 3 (<i>Preferences & Setup</i>), choose <i>Century Settings</i> , and then click on the <i>Show Century in Date Fields</i> box.
Decimal Numeric	Use this field to keep track of any number that requires decimals (for example, currency being held for special snacks). The length includes the decimal point (for example, a length of 6 allows for 000.00).
Formula	Use this field to define a formula that will calculate a value. The formula can contain the field itself, other formula fields, constants, conditionals, or any fields or values allowed in a FoxPro expression. For example, you might want to know how much to charge children for additional services. Using this field type, you can set up a formula to calculate the following: Additional Fees (\$) = Insurance (\$) + Laundry (\$) + Transportation (\$). Formulas are automatically recalculated when information used to calculate them is changed. For details on how to set up formulas, see page 295.
Group Pick List	Use this field to enroll children in groups. The Group picklist uses the groups defined in the Center tab. There can only be one per drawer.
Link	Use this field to link a file to a record. Keep links to scanned permission slips, emergency contact forms, or any other documents you want to easily access from a record. When you add a link field to a screen, the label is in blue and underlined and the value in the field is also blue. A browse button next to the field allows you to navigate to the location where the file you want to link to is saved. You can also enter a path and file name (e.g., C:\softer\ez-center2\forms\ZAlexander_Emergency.doc) directly into the link field, without using the browse button. After you've linked to the file, you can view it by clicking the underlined label of the link field or by clicking in the field and then pressing CTRL+ENTER.
Memo/Edit Box	Use this field for longer entries that can be displayed in an easy-to-read format. This field can be resized in the cabinet wizard to be easily readable, but if all text does not appear in the box, a scrollbar is available to look at the text that didn't fit in the view. Text is limited to 240 characters in a memo field.
Notes with Date and Comments	Use this Superfield to keep track of child, staff, or family related notes as they happen. For example, enter information about a child accident or staff performance. This field type can be used only once on each tab.
Numeric	Use this field to keep track of numeric information that does not require decimal places.
Phone Number	Use this field to enter phone numbers. Enter the digits along with any formatting (parentheses and hyphen). Because this field does not require you to enter US specific formatting (area code plus 7 numbers), you can use it for local or international phone numbers.
Pick List	Use this field to choose one item from a list of selections. The list can either be created in the cabinet/drawer wizard or edited during entry. There is a limit of only six user-defined picklists in the Sessions tab. See page 325 for details on maintaining picklists.

Field Type	Description
Picture/Image	Use this field to keep track of the physical appearance of staff, family, or children. Pictures in .JPG, .BMP or .GIF format can be used. During data entry, double-click on the picture field to choose an image file. Note: For more information on placing and sizing picture fields through the Cabinet Wizard, see page 305. For more information on adding pictures to the system, see page 53 or contact SofterWare Support.
Radio Buttons	Use this field to choose only one of several options. Examples include gender, marital status, or T-shirt size. Up to twelve choices can be entered during field selection.
Record Number (ID Fields)	Use this field to display a system-defined ID field on the screen that uniquely identifies a record. The Family ID can be displayed on the Family and Ledger tabs, and both Family and Child ID can be displayed on the Child tab. ID fields can also be displayed in EZ-Viewer, Report Wizard, Report Designer, and Selection. Technical note: An ID field is especially useful as a key, for updating records with the optional Import module. ID fields are not available as Link Drawer <i>destination</i> fields but are available as Link Drawer <i>source</i> and/or search fields.
Status	Use this required system-defined field to maintain enrollment status. The radio button choices are Active, Inactive, and Remove. Only one status field is allowed per tab.
Check ListTime	Use this field to keep track of time information in a HH:MMa format. The automatically adapting HH:MMa format allows for quick entry of time. For example, 1a will become 1:00am, 12:34p will become 12:34pm.
Time Range	Use this field to store time, such as arrival and departure times, in the Sessions tabs. The automatically adapting HH:MMa-HH:MMp format allows for quick entry of time ranges. 1a will become 1:00am, 12:34p will become 12:34pm.
Uppercase Character	Use this field to manage names, addresses, email addresses, cities, states, or any other data that can be represented in alphanumeric characters. As all entries appear in capital letters, this field is primarily used to store state name abbreviations.
Zip Code List w/ City and State	Use this field to store zip code information. Zip codes are stored as a picklist where each postal code is associated with a city and state. This field can be linked to the city and state fields so that they will be entered automatically upon entry of a valid zip code. Note: In order to use this field and link it to City and State, you must have City and State fields defined in your drawer. The City and State fields must be placed on the screen in Cabinet Wizard Step 4 (Screen Modification) prior to placing the Zip Code field on the screen. To link to the City field, double-click on the Zip Code field, and then, when prompted, click on the City field once. Note: Although there can be multiple zip codes for each city, there can only be one city assigned to each zip code. To add a second or third city name to a zip code, use a nine-digit format for the code.








Modifying Screen Layouts in a Drawer









Step 4 of the Cabinet Wizard allows you to do the following:

- Make modifications to the screen layout for each tab in a drawer and for each page within a tab. Click on any object of the screen you wish to move or change.
- To add a field name, left click and hold the mouse while dragging the name from the field list onto the screen.
- In the Family drawer, modifications can be made to the Family, Ledger, and Child tabs. In the Staff drawer, you can modify the Staff tab. The User-Defined drawers are a single tab, which can be modified here. Use the **Next** and **Back** buttons to move between the screens.



The toolbar defaults to the right side of the screen but can be moved by clicking on an area outside a tool button and dragging it to another position. Once you've selected an object to modify, you may use any of the following tools (depending on the object):

Button	Name	Description
	Field List	Displays the field list from which you can select fields to add to the screen.
	Cut	Enables you to cut an object to be pasted someplace on the screen.
	Copy	Enables you to copy an object to be pasted someplace else on the screen.
	Paste	Performs a paste of an object previously cut or copied into the clipboard.
	Undo	Performs an undo (reversal) of your last action on this screen.
	Edit Label	Provides the ability to edit the label of a field or other object on the screen.
	Align Label	Aligns the selected label and field either next to each other or above and below each other.

Button	Name	Description
	Reorder	Displays a list of fields in tab order and allows you to change the order by clicking and dragging the gray box to the left of the field.
	Add a Label	Creates a new label.
	Add a Box	Creates a new box, which you can move and resize. Note: This is not a field or picklist.
	Add a Line	Creates a new line, which you can move and resize.
	Field Tip	Adds a tool tip to a field. A tool tip is a small yellow box that appears above an object when you point to that object with the mouse.
	Page Tips	Adds a tool tip to the page number indicators (also known as a page tip). A tool tip is a small yellow box that appears above an object when you point to that object with the mouse.
	Delete Page	Allows you to delete a page on a tab. You cannot delete the first page on any tab.
	Help	Displays help for this portion of Office Administration.


Changing Screen Layout

EZ-CARE2 allows its users to arrange their screens in whatever way suits their individual needs best. Step 4 of the Cabinet Wizard is where this layout takes place.

Using the mouse and the toolbar on the side of the screen, you may move around fields, such as pictures, picklists, radio buttons, and Superfields.

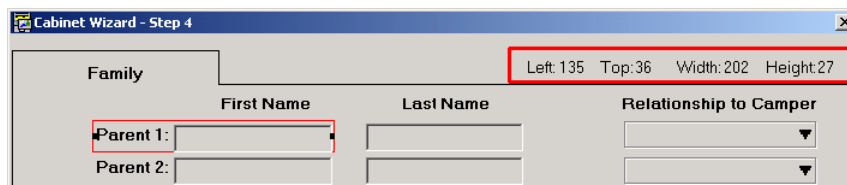
You need to select the page you want to edit, and then you can make changes to the screen.

► To select the specific page of the tab that you want to edit

- Click the number for the page you want to edit the layout for on the page menu . You may create and edit up to nine pages for each tab in the family drawer (just click on the number of the page you want to create). You may not create a page if there are no fields on the page before it (for example, page 5 cannot be created if page 4 is empty).

Alignment within the Layout Field

Every graphic element placed in the tab layout screen is assigned a location. This location is measured and displayed in the top right corner of the screen.





Use these coordinates, *Left*, *Top*, *Width* and *Height* to better align fields, Superfields, boxes, lines, and text within the screen.

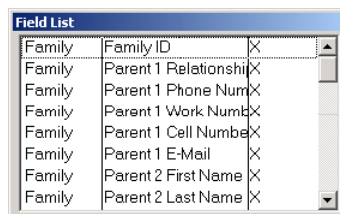
Adding a Field to the Tab or Page

If you added a field in step 3, you can now add it to your screen layout. You cannot add a field to the screen layout if you haven't added it in step 3.

► To add a field

1. Click the **Add Fields** button . The **Field List** dialog box appears.

**Note:** Clicking the **Add Fields** button for a second time will anchor the Fields window in the bottom right corner of the screen. Clicking it a third time will remove it from view.



2. Select the field that you want to add from the window of available fields.
3. Left-click and hold the mouse down and drag the field on to the page. At the desired location, let go of the mouse button.

Moving a Field

You can easily change the location of a field on your screens

► To move a field

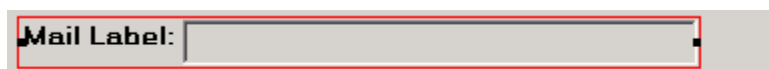
1. Click once on the field you want to move.
2. Once the red box around the field indicates that it has been selected, drag the field to the location where you want it on the screen.

Resizing a Field

When fields are added to the screen, they may be smaller or larger than you prefer. You can change the size of the field on screen—this doesn't change the length of the field in your database

► To resize a field

1. Click the field you want to resize.



2. At the corner of the selected field, click the black resizing box.
3. Drag and resize the field as to suit your personal preferences.




Note: The resizing boxes can only change the graphical appearance of a field. The number of characters that it can hold can only be changed on the *Define Data Table Fields* screen in the *Modify a Drawer* section of the Wizard (see page 292).

Aligning the Text of a Label

The default alignment of label text is to the left of the data entry field.


► To change the alignment of a label

1. Click the **Align a Label** button . One click will move the text directly above the data field and a second click will revert it to its location on the left of the entry field.

Changing the Text of a Label

Some fields have text attached to them. You can customize the label for the field.


► To change the label text

1. Select the label you want to change and click on the **Edit Label** button .
2. Change the label, and then click anywhere in the tab to close the editing procedure.

Adding Extra Text

You have the option to add text to your screens. You may want to do this to organize blocks of information or add instructions to certain sections


► To add extra text

1. Click the **Add a Label** button .
2. Type the text, and then press ENTER or click anywhere else on the page. Text added using the Text button can be moved in the same way that ordinary fields are.


Adding Graphic Enhancements

You have the option to add a horizontal blue line to help improve the aesthetics of the tab layout or a black box to help users separate fields on the screen.

► To add a horizontal blue line

1. Click the **Add a Line** button . The line appears on the screen.
2. If necessary, move the line by dragging it with the mouse and resize it with the resizing boxes.

► To add a black box

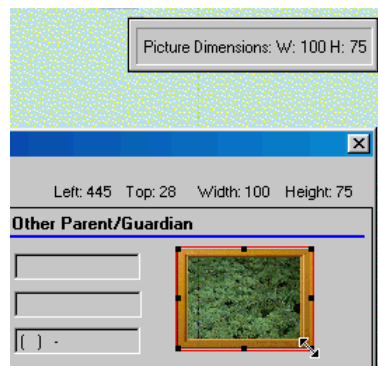
1. Click the **Add a Box** button . The box appears on the screen.
2. If necessary, use the mouse to move the box and the resizing boxes to change its size.

Changing Picture Size

If you've added a picture to your screen, you may need to resize it to fit your screen.

► To change the picture size

1. Hover over the Picture/Image field – the dimensions appear in the upper right of the screen.



2. Click once on the Picture/Image field, then grab the handles (little black boxes) by holding down the left mouse button. The mouse pointer turns into a double-arrow. Field information displays on the top of the Cabinet Wizard screen – the Left position, Top position, Width, and Length. See page 53 for suggested dimensions (width and length) of this field.
3. To move the image, click in the middle of the image and hold down the left mouse button. Drag the field to the desired location.
4. When you are finished, click the **Next** button to proceed to another screen, or click on the **Finish** button.

Adding a Field Tip

To create text that will appear when the mouse rests on a tab field, use the **Field Tip** button

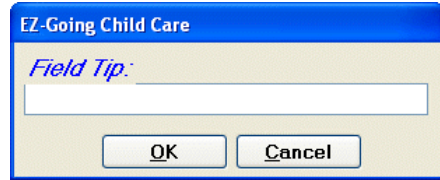


► To add a field tip

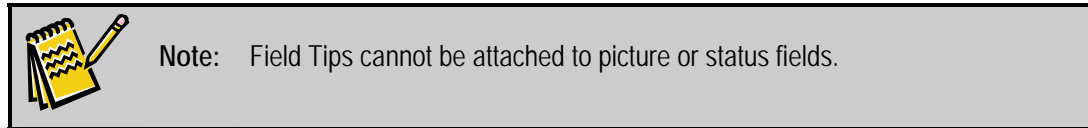
1. Select the field you want to add the tip to.



2. Click the **Field Tip** button. A dialog box appears.




3. In the **Field Tip** box, enter the text you want to appear.
4. Click the **OK** button when you are finished.



Adding Page Tips

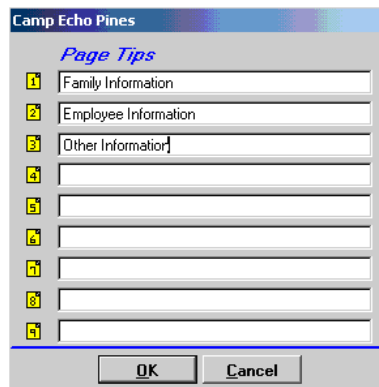
You can create descriptions of the pages on your screens. These *page tips* will appear when you hold your mouse on the page selector menu on the bottom right of the tab.



To add these descriptions, use the Page Tips button .

► To add page tips

1. Click the **Page Tips** button. A dialog box appears.
2. Enter the text that you want to appear for each page, and click **OK** when you are finished.



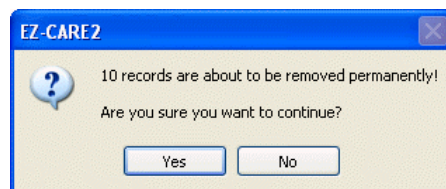
Removing Records from Superfields

The Remove Records from Superfields screen allows you to remove records from the Check List and Notes Superfields, based on the date of entry. This can help to clear out outdated entries from these fields.

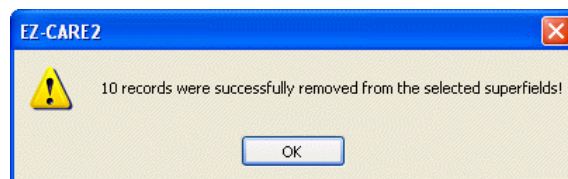


► To remove records from superfields based on date of entry

1. Double-click **Office Administration**, double-click **Chapter 2** (*Cabinets & Drawers*), and double-click **Remove Records from Superfields**. The Remove Records from Superfields Cabinet Select screen appears.
2. Click the cabinet that contains the drawer you want to rename, and then click the **Open** button. The Remove Records from Superfields screen appears.
3. Under **Select Date Range**, enter the date range of the records you want to remove by specifying the **From Date** and **To Date**.
4. Under **Select Record Types to Remove**, select **Check List**, **Notes**, or both.
5. Click the **Remove** button to remove the records that fall within the specified date range. A confirmation screen will appear if records were found within the specified date range:



6. Click the **Yes** button to remove the fields. A message box will appear:



7. Click **OK** to close the message box. You will automatically exit the Remove Records from Superfields screen.

Backing Up Your System

It is extremely important to back up your data (cabinets) on a consistent basis. Hardware can break down or be stolen, but if your data is backed up, you can recover quickly and keep the database and financial aspect of your center running. Having no backup puts you at risk of losing all your data in the event of a system malfunction.

Overview

Backup Types

There are several ways of backing up data on your system:

- **Through a Network** - If your center is part of a larger organization, and your center's computer is connected to a network, a network administrator can back up *all the data* on your system on a nightly or regular basis. This will include your EZ-CARE2 data.
- **Individual Backup to a Removable Drive** - Using a backup device like an external USB drive connected to your system and third party software, you can back up *all the data* on your system on a nightly or regular basis. This will include your EZ-CARE2 data.
- **CD Recordable (CD-R) or CD Rewriteable (CD-RW)** - Using a recordable CD “burner” and third party software, you can back up your EZ-CARE2 data. In most cases, this should be more than enough storage space for your EZ-CARE2 data. If your CD Burner has the capability to write “directly” to the CD, you can use the EZ-CARE2 backup function. Refer to your third party software for specific CD functions.
- **Back up EZ-CARE2 File Cabinets** - By using the backup program built into EZ-CARE2, you can back up *only your EZ-CARE2 data* onto a flash drive, a folder on your network, or a folder on your hard drive on a one-time basis or on a schedule you define. This does NOT back up any other data on your system.

Of the backup types listed, the first three are supported by your network administrator, hardware consultant, or third party software manufacturer. The fourth method is supported by SofterWare.

Planning Your Backups

The recommended backup frequency is daily. However, if this is not possible, a weekly or monthly backup is done. Remember - whatever data is on your last backup is the point at which we can restore the EZ-CARE2 system. Any data entered after your last backup will be lost and you will have to re-enter it.

Make sure you have enough disks or other storage space for a periodical backup set. For example, your backup may take multiple disks. Label a set (Disk 1, Disk 2) for even numbered days and odd numbered days. Remember to replace these disks and discard the old ones at least every three months.

If you are placing backups in a folder on your hard drive, make sure to change the file name each time you make a backup. Otherwise, you run the risk of overwriting older backups with the same file name.

Periodically take a set of backups off-site. Make sure either a staff member takes the disks home or they are brought to another location. If you must keep your backup media on site, be sure to store them in a fireproof and waterproof safe.

Backing Up Cabinets Manually

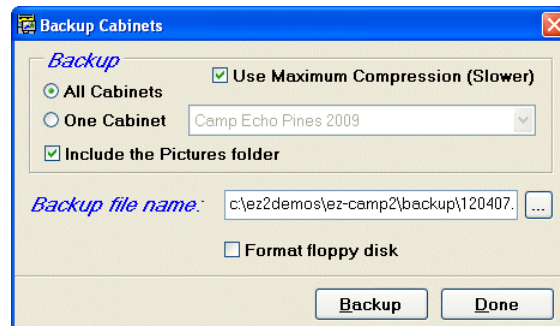
EZ-CARE2 allows you to back up cabinet information from your *EZ-CARE2* system to a file for safekeeping. The information includes family, child, staff, ledger, and session data as well as pictures of parents, children, and staff (only available if you back up all cabinets).



Note: You can also use EZ-CARE2's scheduled backup feature, which allows you to run a backup at a predefined time on the days that you specify. For more information, see page 311.

► To backup cabinets

1. Double-click **Office Administration**, double-click **Chapter 2** (*Cabinets & Drawers*), and double-click **Backup Cabinets**. The **Backup Cabinets** dialog box appears.



2. Under **Backup**, select the following options:
 - a. Check **Use Maximum Compression (Slower)** to use the maximum file compression option when creating the backup. This will require more time to process, but will result in smaller backup files.
 - b. You can select to back up **All Cabinets** or **One Cabinet**. If you choose **All Cabinets**, EZ-CARE2 backs up pictures in your system in addition to other cabinet data (but see below). If you select **One Cabinet**, you will need to specify which cabinet by selecting it from the list.
 - c. Check **Include the Pictures folder** to include the pictures folder in your backup, or clear the check box to exclude this folder. Excluding the folder will make your backups much smaller.
3. Under **Backup file name**, type in the folder/directory and file name for backing up or find it using the browse button . Make sure you name the file with a

.zip extension (for example, **g:\data.zip** if you are saving it to a flash drive, or **c:\ezcenter2\backup\data_081304.zip** if you are saving it on the hard drive). You should give each backup a unique name (for example, add the date to the end of each file name) so that you do not overwrite backups.



Note: If you are burning the backup to a CD-ROM or DVD, this will require the use of third party software. Consult with the documentation for these devices for more information before starting the backup process.

4. If you are backing up to floppy discs, check **Format floppy disk** to format the floppy discs before writing to them.
5. Click the **Backup** button to start the process.



Note: If you are backing up to floppy discs, replace the floppy diskette with the next disk when prompted by the system and then click OK. Make sure you write the necessary information on the disk label. You may want to label the first disk that you used for the backup as Disk 1, and the second disk as Disk 2.

6. Click **Done** to close the dialog box and return to the previous screen.

Scheduled Backup

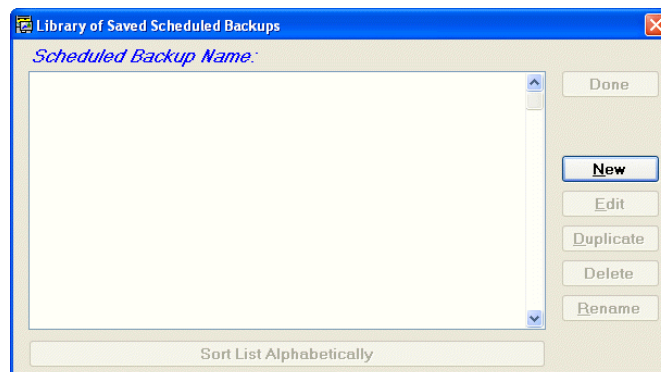
This feature allows you to automatically back up your cabinets every week at a predefined time on the days that you specify. You can back up all cabinets, or create separate backup schedules for each one. Running scheduled backups on a regular basis helps ensure that you can retrieve a current copy of your data if something causes your data to be lost or damaged.



Note: To run a one-time backup of your system, use the Backup Cabinets option. For details, see page 310.

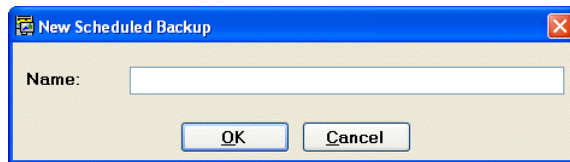
► To access this module

1. Open **Office Administration, Chapter 2** (Cabinets & Drawers), and select **Scheduled Backup**. The Library of Saved Scheduled Backups screen appears.



► To create a new scheduled backup

1. Click the **New** button on the Library of Saved Scheduled Backups screen. The New Scheduled Backup screen appears:



A dialog box titled "New Scheduled Backup" with a blue title bar and a close button (X) in the top right corner. It contains a text field labeled "Name:" and two buttons at the bottom: "OK" and "Cancel".

2. Type in a descriptive name for the new backup in the **Name** field (“Weekly Saturday Night Backup” or something similar).
3. Click the **OK** button. The Scheduled Backup screen appears:

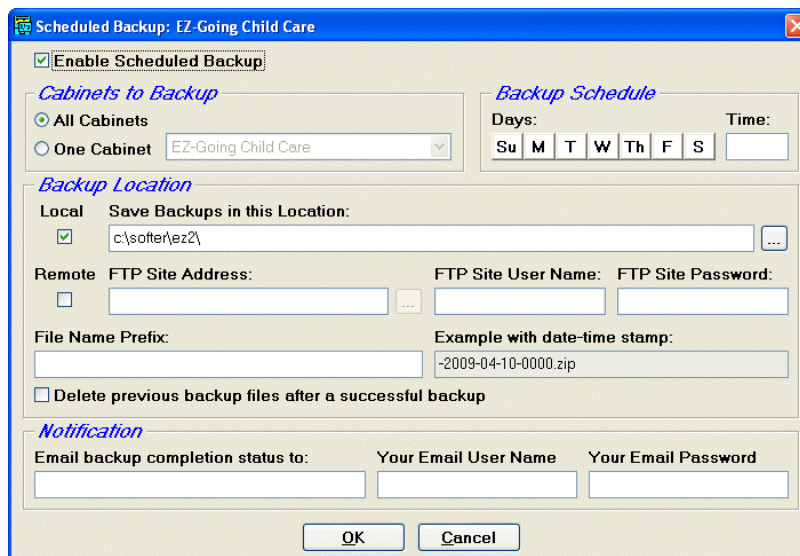


A dialog box titled "Scheduled Backup: EZ-Going Child Care" with a blue title bar and a close button (X) in the top right corner. It contains several sections:

- Enable Scheduled Backup:** A checkbox that is currently unchecked.
- Cabinets to Backup:** Two radio buttons: "All Cabinets" (selected) and "One Cabinet" (with a dropdown menu showing "EZ-Going Child Care").
- Backup Schedule:** A section with "Days:" (a row of buttons: Su, M, T, W, Th, F, S) and "Time:" (a text field).
- Backup Location:** A section with "Local" (checked) and "Save Backups in this Location:" (a text field with "c:\softer\ez2\"). There are also fields for "Remote", "FTP Site Address:", "FTP Site User Name:", and "FTP Site Password:". Below these are "File Name Prefix:" and "Example with date-time stamp:" (showing "-2009-04-10-0000.zip"). A checkbox "Delete previous backup files after a successful backup" is also present.
- Notification:** A section with "Email backup completion status to:", "Your Email User Name", and "Your Email Password" fields.

 At the bottom are "OK" and "Cancel" buttons.

4. To set up a scheduled backup, click the **Enable Scheduled Backup** check box. This will enable the other fields on the dialog.



The same dialog box as above, but with the "Enable Scheduled Backup" checkbox checked. The other fields remain the same.

5. If you have a multi-user license for EZ-CARE2, you will see a field to the right of the Enable Scheduled Backup on PC checkbox. This field allows you to select which computer on your network will be backed up. By default it is set to the current workstation. Click the button to select a different computer on your network. You might select the EZ-CARE2 server, for instance, if you wanted to create a scheduled backup for it.



Note: If you do not have a multi-user license, you will not see this field, and you will only be able to set up a scheduled backup from your current computer.

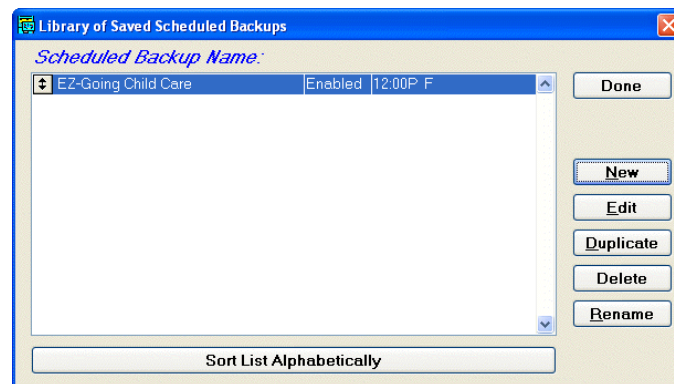
6. In the **Cabinets to Backup** section, choose the cabinets that you want to back up when the scheduled backup process runs—**All Cabinets** or **One Cabinet**. If you choose **One Cabinet**, select the cabinet you want to back up from the list.
7. In the **Backup Schedule** section, set up the day of the week and the time that the backup will occur:
 - a. Under **Days**, click the button for each day of the week on which you want the scheduled backup to run. (If needed, click the button a second time to clear the selection.) You can schedule backups as frequently as every day or as infrequently as once a week; choose the option that works best for your organization.
 - b. In the **Backup Time** field, enter the time of the day you want the scheduled backup to run, in the format **HH:MM**. Indicate AM or PM with an **A** or **P** at the end of the time. For instance, to schedule a backup at 11 PM, enter **11:00P**. To schedule a backup at 3 AM, enter **03:00A**.
8. In the **Backup Location** section, select details on where and how you want to create the backup files:
 - a. To store the files at a location on your computer, or in one of your network folders or on a connected flash drive:
 - i. Check the **Local** checkbox.
 - ii. Enter the name and path of the folder you want to store the files in (ex: **G:\EZBACKUP**) in the **Local Folder** field, or click the button to select a folder.
 - b. To store the files at a remote location on an FTP server:
 - i. Check the **Remote** checkbox.
 - ii. Enter the address of the FTP site in the **FTP Site Address** field, or click the button to select a folder.
 - iii. Enter the **FTP Site User Name** and **FTP Site Password** used to log into the FTP site.



Note: You can schedule a backup to create files in both a local folder and a remote FTP folder at the same time.

- c. In the **File Name Prefix** field, enter the start of the file name for each backup file the system creates. For each backup file name, a date and time stamp will be added to the end of the prefix you specify. In the **Example** box, you can see a sample of what a backup file name would look like.
 - d. If you want to delete previous backup files when a new backup file is created, click the **Delete previous backup files after a successful backup** check box. In general, it is best that you don't delete previous backups, so you have more than one backup available. (You may eventually need to delete your oldest backups in order to save space, however.)
9. If you want someone to be notified when the backup is complete, enter an email address in the **Email backup completion status to** field. You should also enter the **User Name** and **Password** for the person's email program, so EZ-CARE2 can properly send the email.
 10. When finished, click the **OK** button to save your new scheduled backup, or click the **Cancel** button to quit without creating a new backup.

The new scheduled backup entry will appear in the Library of Saved Scheduled Backups:



► To edit, enable or disable a scheduled backup

1. In the Library of Saved Scheduled Backups, select the scheduled backup you want to edit.
2. Click the **Edit** button. The Scheduled Backup screen opens, displaying the settings for the selected backup.
3. To enable the backup, check the **Enable Scheduled Backup** checkbox.
4. To disable the backup, clear the **Enable Scheduled Backup** checkbox.



Note: Once the **Enable Scheduled Backup** checkbox is cleared, you will not be

able to edit the other settings for the scheduled backup.

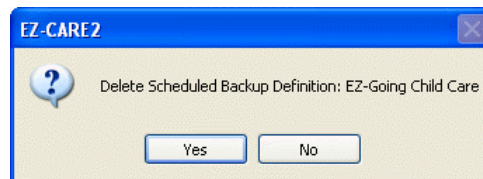
5. Edit the remaining settings as needed (see the section on creating scheduled backups for details).
6. Click the **OK** button to save your changes and return to the Library of Saved Scheduled Backups.

► **To duplicate a scheduled backup**

1. In the Library of Saved Scheduled Backups, select the scheduled backup you want to copy.
2. Click the **Duplicate** button. The New Scheduled Backup screen appears, with the default filename being **Copy of [original backup name]**.
3. Type in the name you want to give the duplicate backup, and click **OK**. The Scheduled Backup screen opens, displaying the settings for the duplicate backup.
4. Edit the settings as needed (see the section on creating scheduled backups for details).
5. Click the **OK** button to save the duplicate backup and return to the Library of Saved Scheduled Backups.

► **To delete a scheduled backup**

1. In the Library of Saved Scheduled Backups, select the scheduled backup you want to delete.
2. Click the **Delete** button. A confirmation screen appears:



3. Click the **Yes** button to delete the scheduled backup, or click the **No** button to cancel.

► **To rename a scheduled backup**

1. In the Library of Saved Scheduled Backups, select the scheduled backup you want to rename.
2. Click the **Rename** button. The Rename Scheduled Backup screen appears:



3. Enter the new name in the **Description** field.

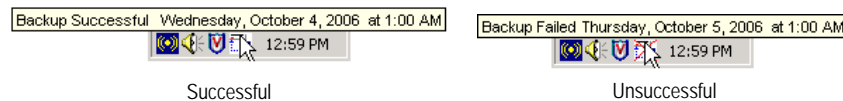
- Click the **OK** button to rename the scheduled backup, or click the **Cancel** button to cancel.

Notes on Scheduled Backups

When you enable the Scheduled Backup feature, an icon appears in the status area of the Windows taskbar.

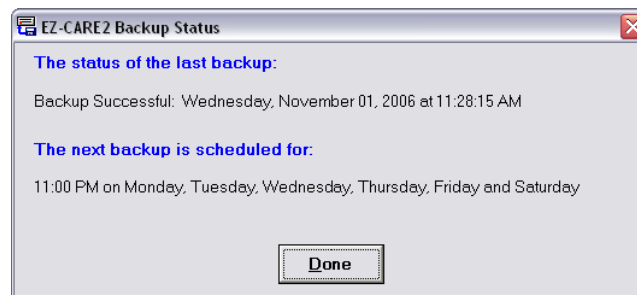


When a backup has been successfully created, a tool tip appears with the icon, showing the day, date, and time of the last backup. When a backup is unsuccessful, the icon has a red X over it and the tool tip notifies you that the backup was unsuccessful.



If you right-click the Scheduled Backup icon, you can choose from the following options:

- Backup EZ-CARE2 Now:** starts a backup of EZ-CARE2.
- View Backup Schedule and Status:** shows you the status of the most recent backup attempt and the schedule for backups.

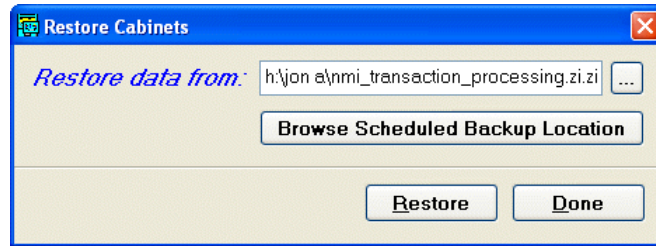



- Cancel Automatic Backup:** disables the Scheduled Backup feature. After you click this option, the icon is removed from the status area.

Restoring from Backups

By using the restore program built into EZ-CARE2, you can restore *only your EZ-CARE2 data*. This is done using the data that was backed up using EZ-CARE2's **Backup Cabinets** or **Scheduled Backup** options. This does NOT restore any other data on your system.

- **To restore EZ-CARE2 data from a previously-created backup file**
 - Close all drawers and file cabinets.
 - Double-click **Office Administration**, double-click **Chapter 2 - Cabinets and Drawers**, and then double-click **Restore Cabinets**. The **Restore Cabinets** dialog box appears.



3. In the **Restore data from** field, identify the folder/directory and file name you want to restore data from. You may select a floppy disk, a CD, a folder on the network, or a folder on your hard drive as the source. You can either type in the information or you can use the browse button .
4. If you use the Scheduled Backup feature, you can browse the location where you save your scheduled backups to find the one you want to restore. To do this, click the **Browse Scheduled Backup Location** button, find the backup you want to restore, and choose it.
5. In the **Restore** section, choose which cabinets to restore—**All Cabinets** or **One Cabinet**. If you choose **One Cabinet**, choose the cabinet from the picklist.
6. Click the **Restore** button. A message appears, asking you if you want to continue with the restore.
7. Click **Yes**. Another message appears, asking if you want to continue.
8. Click **Yes**. A message appears, telling you the cabinet has been restored.
9. Click **OK**.

Preferences & Setup

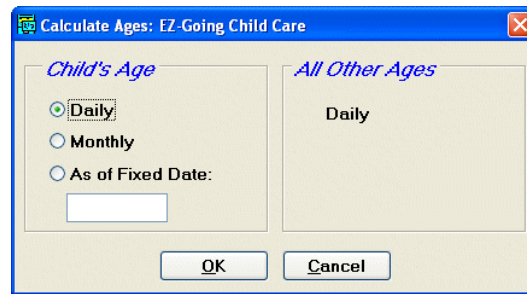
EZ-CARE2 allows you to define your preferences and the setup for your system. This section details those procedures.

Calculate Child Ages

To determine when to calculate children ages in the *EZ-CARE2* system.

► **To calculate child ages**

1. Double-click **Office Administration**, double-click **Chapter 3** (*Preferences & Setup*), and double-click **Calculate Child Ages**.
2. Click the cabinet that you want to set up how ages are calculated for, and click the **Edit** button. The **Calculate Ages** dialog box appears.
3. In the **Child's Age** section, choose **Daily**, **Monthly**, or **As of Fixed Date**. If you choose **As of Fixed Date**, enter the date in the text box below.



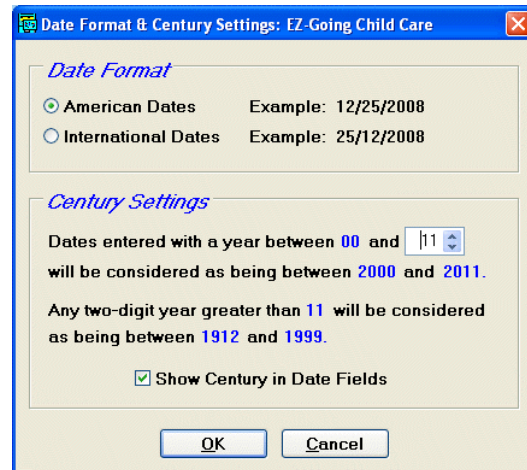
4. Click **OK** to *save* your changes and close the present dialog box. Click **Cancel** to close the dialog box and return to the previous screen **WITHOUT** saving any changes.

Date Format & Century Settings

To determine the format of dates in your system—American or International. It also determines at what point a date is considered part of the 20th century or the 21st century, and if grids and fields that contain dates will display them as two or four-digit fields.

► To set up century settings

1. Open Office Administration, Chapter 3 - Preferences & Setup, and select Century Settings. The Date Format & Century Settings screen appears.



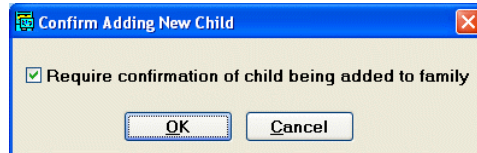
2. In the **Date Format** section, choose **American Dates** (for example, 12/25/2008) or **International Dates** (for example, 25/12/2008).
3. In the **Century Settings** section, define the century rollover date by manually typing it in the field or using the up- and down-arrows.
4. If you wish to **Show Century in Date Fields**, click on the check box next to that option. If this option is selected, all years will be four digits (for example, 4/1/2006).
5. Click on **OK** to *save* your changes and close the present dialog box. Click on **Cancel** to close the dialog box and return to the previous screen **WITHOUT** saving any changes.

Confirm Adding New Child

The Confirm Adding New Child setting determines whether or not to prompt the user when a new child is added to the current family record in the Family drawer.

► To confirm adding new child

1. Double-click **Office Administration**, double-click **Chapter 3** (*Preferences & Setup*), and double-click **Confirm Adding New Child**. The **Confirm Adding New Child** screen appears.



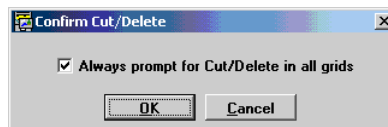
2. If you wish to **Require confirmation of child being added to family**, click the check box. A blank check box indicates no confirmation.
3. Click **OK** to *save* your changes and close the present dialog box. Click **Cancel** to close the dialog box and return to the previous screen **WITHOUT** saving any changes.

Confirm Cut/Delete

The Confirm Cut/Delete setting determines whether or not to prompt you before performing a Cut or Paste operation on any grid of the EZ-CARE2 system.

► To use confirm cut/delete

1. Double-click **Office Administration**, double-click **Chapter 3** (*Preferences & Setup*), and double-click **Confirm Cut/ Delete**. The **Confirm Cut/Delete** dialog box appears.



2. If you wish to **Always prompt for Cut/Delete in all grids**, click the check box. A blank check box indicates no confirmation.
3. Click **OK** to *save* your changes and close the present dialog box. Click **Cancel** to close the dialog box and return to the previous screen **WITHOUT** saving any changes.

Incremental Search Settings

Incremental searches in the Families, Children, and Staff picklists work with a time interval that you define. The time interval defines how long the system waits for you to type before selecting the record that currently appears in the picklist.



Note: The settings you define here only apply when an incremental search picklist is *OPEN*. If the picklist is closed, no time interval applies.

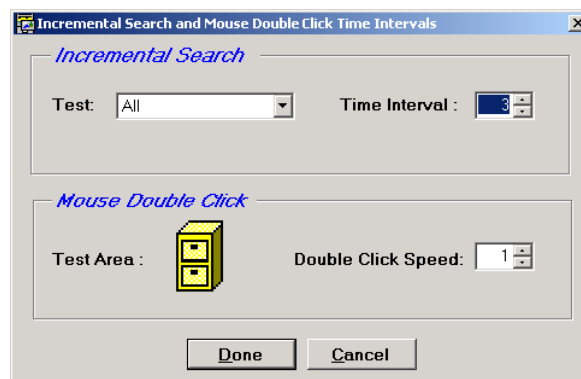
The time interval you define and how quickly you type affect the way incremental search works. For example, if you type “str” quickly, you’ll get to the last name that starts with “str.” If you type “s” “t” “r” slowly, the system will consider each letter to be separate instead of part of one name. So instead of going to a name that starts with “str,” you’ll go to the last name that starts with “s,” then the last name that starts with “t,” and then finally the last one that starts with “r.”

You have the option to test the incremental search settings first and then set them for your system.

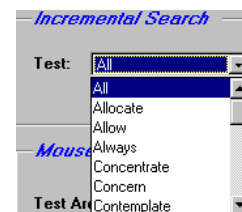
You also have the option to change the time interval in which the computer recognizes a double-click of your mouse.

► To define incremental search settings

1. Open Office Administration, Chapter 3 - Preferences & Setup, and select Incremental Search Settings. The Incremental Search and Mouse Double Click Time Intervals dialog box appears with the default choices for incremental search at the top.



2. We suggest you start by setting the **Time Interval** to **2**. Each interval represents .5 seconds, so a setting of 2 is one second. If you type letters within one second, they will be considered part of one name. If it takes you more than one second to type the name, each letter will be considered separate. Click on the **Test** picklist to display the list of test words. Pick a word in the middle of the list to type, in order to test the settings.



3. Then, at a normal, comfortable rate of speed, type the word. Now look at the **Test** picklist. If a different word is showing—for example, you picked “Concentrate” but the highlighted word is “Neglect”—then you might want to increase the Time Interval before a new search starts. Try to strike a balance, so you have enough time to locate the word, but don’t have to wait too long before starting a new search if you made an error while typing.

4. To modify your mouse double-click settings: double-click on the file cabinet at your normal speed. If the drawer opens, your Double Click Speed is recognized.



If the drawer doesn't open, try increasing the time intervals for Double Click Speed using the counter, then double-clicking again, until you arrive at a speed where your double-click is recognized.

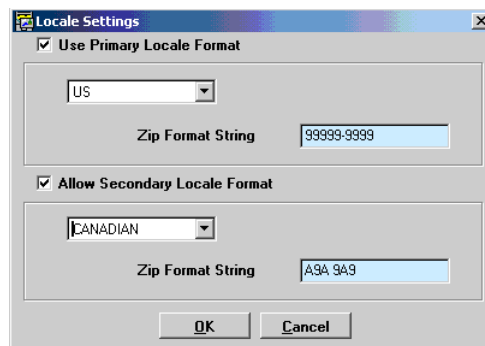
5. When you're done setting the time interval for your incremental search, click the **Done** button.

Locale Settings

The Locale Settings define the ZIP code formats for the center's locale (country).

► To define locale settings

1. Double-click **Office Administration**, double-click **Chapter 3** (*Preferences & Setup*), and double-click **Locale Settings**. The **Locale Settings** screen appears.



The system default is to validate US and Canadian postal codes (or both) so they are entered in the correct format. If these settings are acceptable, you do not need to change them.

2. To allow foreign (non US and Canada) postal codes, clear the **Use Primary Locale Format** box. The rest of the **Locale Settings** screen is disabled.
3. To limit postal codes to only US or Canada, select a Primary Locale format, and then enter the format in the **Zip Format String** field. Then, clear the **Allow Secondary Locale Format** box.
4. To define a secondary format, check the **Allow Secondary Locale Format** check box, and then enter the format in the **Zip Format String** field.
5. Click **OK** to *save* your changes and close the present dialog box. Click **Cancel** to close the dialog box and return to the previous screen **WITHOUT** saving any changes.

Maintaining Audit Trails

Audit trails provide a record of all postings done on the *EZ-CARE2* system. The information contained here may be purged as part of the yearly maintenance process for your system.

► To maintain audit trails

1. Double-click **Office Administration**, double-click **Chapter 3** (*Preferences & Setup*), and double-click **Maintain Audit Trails**. The **Maintain Audit Trails** screen appears.
2. Select the cabinet you want to maintain audit trails for, and then click **Edit**. The **Maintain Audit Trail** screen appears.

Audit Type	Batch #	Date	Remove	User	Remove #	Remove Date	Post	User	Post Date	Amt	#	Post #
EFT-SWG	141	// : : AM			0	08/08/2008	EZ2			1419.00		6
EFT-SWG	142	// : : AM			0	08/11/2008	EZ2			1087.50		7
EFT-SWG	143	09/15/2008 10:5	EZ2		3	08/12/2008	EZ2			782.50		4
EFT-SWG	144	// : : AM			0	08/12/2008	EZ2			81.00		1
EFT-SWG	148	// : : AM			0	08/11/2008	EZ2			100000.00		1
EFT-SWG	149	// : : AM			0	08/14/2008	EZ2			27.50		1
EFT-SWG	151	// : : AM			0	09/05/2008	EZ2			60.00		1
EFT-SWG	152	// : : AM			0	09/16/2008	EZ2			281.50		2
TUITION	154	// : : AM			0	10/09/2008	EZ2			797.50		8
EFT-SWG	159	// : : AM			0	11/05/2008	EZ2			2115.00		10
DEPOSIT	160	// : : AM			0	01/30/2009	EZ2			60.00		3

3. To specify the transaction type to display, use the **Type** picklist at the top of the screen. This grid can display *Group Posting*, *G/L Posting* (if applicable), or *All* types of transactions.
4. To purge a series of transactions from this list, click the **Delete** button. The system will prompt you for a date range.
5. Click **Done** to close the dialog box and return to the previous screen.

Maintaining EZ-Finders

EZ-Finder is a tool that allows you to find any record, using up to three fields you enter to narrow your search. You can use EZ-Finder in the Family Drawer (Child, Family, or Ledger tabs) and also in the Staff Drawer (Staff Tab) or user-defined drawers. EZ-Finder lets you define and then apply a filter so that you can locate a single record, or browse through all the records that meet your conditions. For more details on EZ-Finder, see “Searching for Records Using EZ-Finder” page 83.

Maintain EZ-Finders allows you to set up the fields used to retrieve records using EZ-Finder, for specified cabinets, drawers, and tabs. You can set up different search fields for each available drawer and tab within each cabinet, so that one drawer may have different fields with which to FIND records than another drawer.

► To maintain EZ-Finders

1. Double-click **Office Administration**, double-click **Chapter 3** (*Preferences & Setup*), and double-click **Maintain EZ-Finder**. The **Maintain EZ-Finder** dialog box appears.
2. Select the cabinet that contains the drawer you want to define EZ-Finder for, and click the **Select** button. The **Maintain EZ-Finder** dialog box appears.
3. Select the drawer you want to define EZ-Finder for, and click the **Select** button. The **EZ-Finder Search Fields** screen appears.
4. If you chose the Family drawer, pick which tab you'll be defining EZ-Finder for by clicking **Family Tab** or **Child Tab**.
5. At the top of the screen, you'll identify up to three search fields you want to use in EZ-Finder for the specific drawer you selected. Choose these fields from the **Search Field 1**, **Search Field 2**, and **Search Field 3** picklists. By default, EZ-Finder is set up to search by LAST NAME, FIRST NAME, and STATUS. For each search field you choose, you can define a heading that describes the field in plain language (such as those shown in the following graphics—Last Name, First Name, and Birthdate)—choose these from the **Search Heading 1**, **Search Heading 2**, and **Search Heading 3** picklists.

6. In the **Search for Records Having** section, you define how you want the system to search for records with EZ-Finder. You have the following options:
 - **AND – (All matching values)**: this is the default and allows you to search for records that meet ALL the specified criteria entered into EZ-Finder. If you use this method, you might locate all records where the primary parent's **LAST NAME** is Smith and **FIRST NAME** is George.
 - **OR – (One or more matching values)**: allows you to search for records where one or another criteria matches your search. For example, if *either* the primary *or* secondary parent's last name is Smith, you might want a search where **PRIMARY PARENT LAST** or **SPOUSE LAST** is "Smith."

- When you're done defining the EZ-Finder search fields, click the **Done** button.



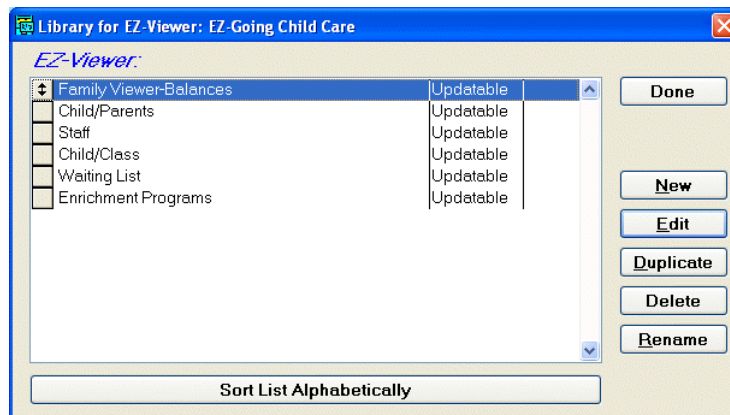
Note: You can also access the EZ-Finder Search Fields screen by right-clicking on the EZ-Finder screen.

Maintaining EZ-Views

EZ-Viewer allows you to review and edit information from several records at the same time. Records are viewed in a grid format. To use EZ-Viewer, you need to set up the fields that should be shown in EZ-Viewer—you do this through Maintain EZ-Views in Office Administration. For details on using EZ-Viewer, see page 85.

► To maintain EZ-Views

- Double-click **Office Administration**, double-click **Chapter 3** (*Preferences & Setup*), and double-click **Maintain EZ-Views**. The **Maintain Library for EZ-Viewer** screen appears.
- Select the cabinet you want to set up EZ-Views for, and click the **Select** button. The **Library for EZ-Viewer** appears showing your current EZ-Views.




- You can add a new EZ-View, edit an existing EZ-View, or duplicate, delete, or rename EZ-Views. See the following sections for more details.





Creating an EZ-View

► To create an EZ-View

- From the **Library for EZ-Viewer**, enter an **EZ-Viewer Preference Name** to define the view setting.
- Select a **Topic/Drawer** from the picklist. The **Topic/Drawer** you choose determine which fields appear in the Available Fields section.
- Choose the fields you want to include for the view. These fields will appear when you activate EZ-Viewer and choose a view. To choose a field, click on it in the

Available Fields column, and then use the  button to move it to the

Fields to Display column. You can use any of the following buttons to move fields between the two columns.

Button	Description
	Copies just the selected field to the Fields to Display column.
	Copies ALL fields from the Available Fields column to the Fields to Display column.
	Removes just the field selected from the Fields to Display column.
	Removes ALL fields from the Fields to Display column.



Tip: You can also copy a field to the **Fields to Display** column by double-clicking on it.

4. To finish adding the new view, do one of the following:
 - Click **Cancel** to close the dialog box and return to the previous screen WITHOUT saving any changes.
 - Click **Done** to save your changes and close the present dialog box. Clicking this button saves your changes to a non-updatable state and data is ONLY VIEWED in EZ-Viewer, not updated; however, it can be exported.
 - Click **Save As Updatable** to allow for changes on the screen during EZ-Viewer and Global Change. Changes made during EZ-Viewer and Global Change will then be saved to the database if you choose to do so.

Maintaining Picklists

To create new picklists and update current ones, to be used on various screens throughout EZ-CARE2.

► To maintain picklists

1. Close all drawers and file cabinets.
2. Double-click **Office Administration**, double-click **Chapter 3 (Preferences & Setup)**, and double-click **Maintain Picklists**. The **Maintain Picklists** dialog box appears.
3. Click the cabinet that you want to manage picklists for, and then click the **Edit** button. The **Library of Saved Picklists** appears with your current picklists.
4. Select a cabinet and click on the **Edit** button. A library appears with your current picklists.

5. If you want to create separate picklists for each drawer and superfield, click the **Maintain a separate picklist for each drawer and superfield** check box.
6. You can add a **New** picklist, **Edit**, **Duplicate**, **Delete**, or **Rename** an existing picklist. See the following sections for details.

System Picklists

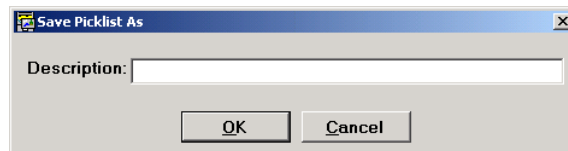
You can have an unlimited number of optional picklists on your system. However, there are several standard picklists that are required and cannot be removed. These are:

Staff Position	Check List Item Type	Hours Type
Notes Type	Payment Type	Relations
Staff Development Type	Zip Code Picklist	Transportation Mode
Bank Name (for EFT)		

Creating a New Picklist

► To create a new picklist

1. From the **Library of Saved Picklists**, click the **New** button. The **Save Picklist As** dialog box appears.



2. In the **Description** field, enter the name for the picklist, and then click **OK**. The **Edit Pick List** screen appears. See the next section for instructions on adding items to the picklist.

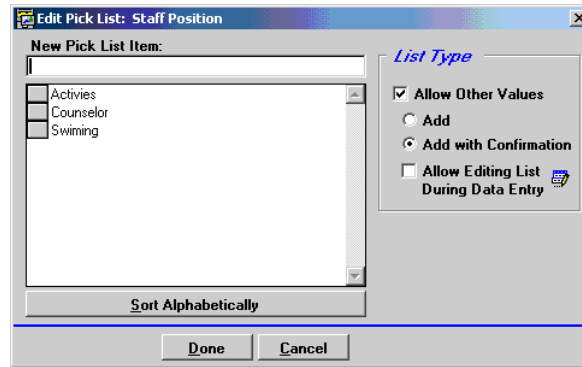
Adding New Picklist Items or Editing Existing Picklist Items


► To add new items or edit existing items

1. From the Library of Saved Picklists, double-click the name of the picklist you want to add or edit items for. The **Edit Pick List** screen appears.



Note: If you just created a new picklist, you can skip to step 2.



2. Do any of the following actions to the list:
 - To *add* an item, type in the new item name in the **New Picklist Item** box and press the **Enter** key on your keyboard.
 - To *change the order* of the list, click the gray box to the left of the list item you want to move, hold down the left mouse button, and drag the item to the new position.
 - To *alphabetize* the list, click the **Sort Alphabetically** button.
 - To *delete* an item, select the item and click on the delete button  on the toolbar above.
3. If you want to allow users to add values to the picklist, click the **Allow Other Values** check box. If checked, the options below the check box are enabled. You can then make the following choices:
 - **Add:** gives users the ability to add items to a picklist from a data entry screen.
 - **Add with Confirmation:** gives users the ability to add items to a picklist from a data entry screen, but only after they confirm they want to add it through a dialog box.
 - **Allow Editing List During Data Entry:** gives users the ability to edit the items in the picklist while they are entering data on a screen. If you choose this option, the edit button appears on the screen with the picklist.
4. When you are finished editing, click the **Done** button. Click **Cancel** to close the dialog box and return to the previous screen **WITHOUT** saving any changes.
5. Click **Done** to close the dialog box and return to the previous screen.



Note: *Payment Type* and *Transportation Mode* do not allow you to add to a picklist from a screen.

Adding Values to a Picklist During Data Entry

If you have a picklist that allows editing, you can add a picklist item during data entry by typing in a new value. You can also edit all the picklist items by clicking on the edit button



. If you want to change a non-editable picklist to an editable one, you need to make changes to the picklist.



Note: The *Payment Type* and *Transportation Mode* picklists do not allow you to add to a picklist from a screen.

► To make a picklist editable

1. Close all drawers and file cabinets.
2. Double-click **Office Administration**, double-click **Chapter 3 - Preferences & Setup**, and then double-click **Maintain Picklists**. The **Maintain Picklists** dialog box appears,
3. Select the cabinet you want to change picklists for, and then click the **Edit** button. The **Library of Saved Picklists** appears.
4. Select the picklist you want to change, and then click the **Edit** button.
5. In the **List Type** section, click the **Allow Other Values** check box. This allows other entries to be added to the picklist and enables the fields below the check box.
6. Choose one of the following options:
 - **Add:** if you do NOT want confirmation when adding
 - **Add with Confirmation:** if you want confirmation when adding
7. Click on the option button for **Add**, or click on the option button for **Add with Confirmation** if you want confirmation when adding.
8. Click the **Allow Editing List During Data Entry** check box. This allows you to edit the existing entries in the picklist during data entry.
9. When you are finished, click the **Done** button.
10. When you are finished editing picklists, click the **Done** button again.

How do I limit picklists to only certain items?

► To limit picklists

1. Close all drawers and file cabinets.
2. Double-click **Office Administration**, double-click **Chapter 3 - Preferences & Setup**, and then double-click **Maintain Picklists**. The **Maintain Picklists** dialog box appears.
3. Select the cabinet you want to change picklists for, and then click the **Edit** button. The **Library of Saved Picklists** appear.

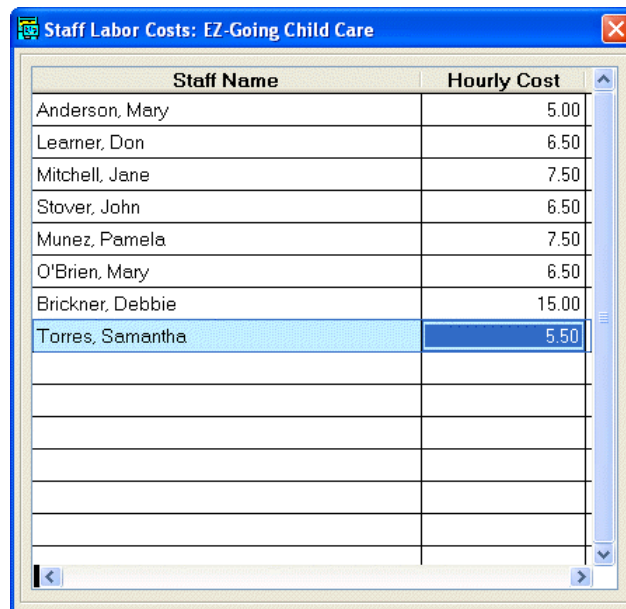
4. Select the picklist you want to change, and then click the **Edit** button.
5. If necessary, clear the **Allow Other Values** check box. Make sure this box is EMPTY. This prohibits other entries to be added to the picklist.
6. If necessary, clear the **Allow Editing List During Data Entry** check box. Make sure this box is EMPTY. This prohibits editing the existing entries in the picklist during data entry.
7. When you are finished, click the **Done** button.
8. When you are finished editing picklists, click the **Done** button again.

Maintaining Staff Labor Costs




The Staff Labor Costs screen allows you to maintain the hourly wage for each employee of your center. This is used by the **Revenue vs. Labor Costs** report.

► To maintain labor costs

1. Open **Office Administration, Chapter 3 (Preferences & Setup)**, and select **Maintain Staff Labor Costs**.
2. Select a cabinet and click on **Edit**. The **Staff Labor Costs** screen appears.



Staff Name	Hourly Cost
Anderson, Mary	5.00
Learner, Don	6.50
Mitchell, Jane	7.50
Stover, John	6.50
Munez, Pamela	7.50
O'Brien, Mary	6.50
Brickner, Debbie	15.00
Torres, Samantha	5.50

3. To *add* or *edit* an hourly wage for an employee, click on the **Hourly Cost** column next to their name. Enter the employee wage and benefits (overhead).
4. If you wish to run the *Revenue vs. Labor Costs* report, click on the Report button  on the toolbar.
5. To *print* the grid, click on the Instant Print button  on the toolbar.
6. When you are finished with this option, click on the **Close** button  on the toolbar.

Maintaining Template Groups

For details on maintaining template groups, see “Template Groups” on page 131.

Importing Data

To import data from an external file, such as a comma-delimited file, use the Import Module. For example, if you have purchased our optional Online Registration Module, you will use the Import Module to import data from a file downloaded from the registration web site.

► To import data

1. Double-click **Office Administration**, double-click **Chapter 2** (*Cabinets and Drawers*), and then double-click **Import Data**.

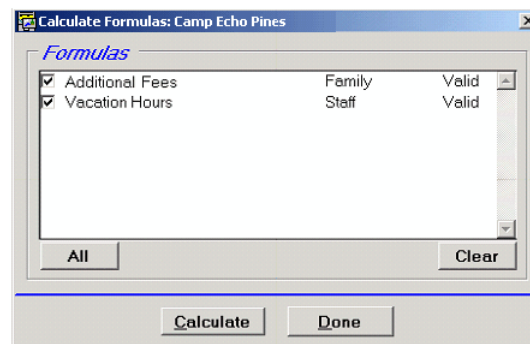
If you have purchased this module, please call SofterWare for the import documentation.

Recalculating Formulas

The Calculate Formulas screen allows you to refresh formula fields that are in your system. Typically, you won’t use this option because formulas are automatically refreshed; however, there may be situations where formulas aren’t updated (for example, importing records into the system).

► To recalculate formulas

1. Open Office Administration, Chapter 2 – Cabinets & Drawers, and select Calculate Formulas. The Calculate Formulas dialog box appears.
2. Choose the cabinet you want to refresh formulas for. The **Calculate Formulas** screen appears, showing all the formulas within the selected cabinet.



3. Select each formula you want to refresh by clicking the check box next to it.



Note: To choose all formulas, click the **All** button. To clear formulas you have already selected, click the **Clear** button.

4. Click the **Calculate** button. A message appears, confirming that the formulas have been calculated.

5. Click **OK**, and then click the **Done** button.

Primary Key Cleanup

The Primary Key Cleanup screen is used to correct duplicate primary keys.

This option is used for support purposes, and only with the direction and guidance of a SofterWare support representative.

System Updates

Installing an Update



Important! You must back up your *EZ-CARE2* system before installing updates, in case something goes wrong during the installation process. See "Backing Up Your System" on page 309 for details.

In this section, the server refers to the location where you have installed the EZ-CARE2 System. On a Local Area network (LAN), this is the server. On a peer-to-peer network, it is a computer that holds the system and data but also acts as a workstation for someone in your center.

Getting Ready To Install

- ▶ To get ready to install
 1. Disable any virus scanning software that might interfere with the installation.
 2. Log on from a workstation as Administrator, having full rights to the server.
 3. Make sure everyone is logged out of the EZ-CARE2 system, if there are multiple users.
 4. Make sure EZ-CARE2 is not running on the server, or at any workstations.

Run the Installation

From CD

- ▶ To install from a CD
 1. Insert the CD, click **Update Programs**, and then click **Update EZ-CARE2 System**, which updates EZ-CARE2 on the server.
 2. Follow the instructions on the screen. This includes a prompt to indicate the folder where your *EZ-CARE2* program is located on the server.

From Internet Download

► **To install from the Internet**

1. Download the update by going to <http://www.softerware.com/>, and then select *EZ-CARE2* ->Clients Only->Download Updates from the drop down menus at the top of the screen.
2. Enter your email address and user ID when prompted.
3. Select the update you need, and download it to the **EZCARE2\Updates** folder on the server. Note the name or version of the update file.
4. Run the update and follow the instructions to install it in the folder where your *EZ-CARE2* program is located on the server.

After the update has finished installing, launch the *EZ-CARE2* System on the server to update the data and to make sure that the new version is running properly.

Workstation Install

When users open *EZ-CARE2* at their workstations, they will get the prompt:

The version of EZ-CARE2 on your workstation does not match the data you are accessing. Would you like to update?

If the workstation is running:

- *Windows NT, Windows 2000, Windows XP and Windows Vista* – you must have logged on as **Administrator of your network**. Once you have logged on, click Yes in response to this screen. When you click the "Yes" button, the application will launch the install script for the workstation update from the server.

That's all there is to it! If there is something wrong with the data or programs when you open *EZ-CARE2*, call our support department. Make sure you have the backup you created earlier available if needed.

Manual System Updates

The System Updates screen allows you to manually run selected updates on the *EZ-CARE2* system.

► **To run system updates**

1. Double-click **Office Administration**, double-click **Chapter 5 (Maintenance)**, and double-click **System Updates**.

This option is used for support purposes, and only with the direction and guidance of a SofterWare support representative.

Setting Up Printers for EZ-CARE2

Printer functions are controlled by Windows. *EZ-CARE2* does not need any special printer drivers to print reports or screens. If you can print from any program in Windows, you can print from *EZ-CARE2*.

Recovering from a System Crash or Hardware Failure

In the event of a hardware failure (for example, disk crash, bad spot or block on the disk, power surge), the destruction of your computer system, or theft of your hardware, a backup and restoration plan can ensure a speedy recovery of your data processing. Consult with your network administrator or hardware support person when dealing with repair or replacement of your computer hardware and operating system software.

Ensuring Hardware is Running Properly

Minor Repair Situation - In the case of a problem with your hard drive, such as a bad data block, you'll need to use software utility programs (such as Microsoft Scan Disk or Norton Utilities Disk Doctor) to determine the problem. If the problem can be fixed on your hard drive, then you can resume using your system normally.

However, if this situation has caused data loss or data corruption (EZ-CARE2 files located on a bad spot that is no longer used on the disk), then the file cabinet or cabinets need to be restored as described below.

Major Repair Situation - In the case of a hard drive "crash," the computer's hard drive is so physically damaged that it can no longer be replaced. A new hard drive will have to be installed on your computer. After the new hard drive and operating system is installed, all the software you use on a regular basis will have to be re-installed. Refer to the section below regarding re-installing of your EZ-CARE2 software. After the software is installed, your center's file cabinet or cabinets can then be restored.

Computer Replacement - If your computer was stolen, damaged due to vandalism, or destroyed in a fire, your center will need a brand new computer system. As with a hard drive replacement, all the software you use on a regular basis will have to be re-installed. Refer to the section regarding re-installing of your *EZ-CARE2* software. After the software is installed, your center's file cabinet or cabinets can then be restored.

Re-installing Software

If you need to re-install *EZ-CARE2* to your computer system, contact the SofterWare Support Department. Apprise the support representative of your situation, and they can guide you through re-installing the software.

Restoration of Data

There are two ways of restoring data to your system.

Restoring EZ-CARE2 File Cabinets from Backups

By using the restore program built into *EZ-CARE2*, you can restore *only your EZ-CARE2 data*. This is done using the data that was backed up using *EZ-CARE2*'s **Backup Cabinets** or **Scheduled Backup** options. This does NOT restore any other data on your system.

This is obviously the easiest and least disruptive way of maintaining and restoring your data. It should generally NOT require the involvement of technical staff. The only drawbacks to this method are that you have to back up your cabinets yourself on a regular basis.

See "Restoring from Backups" on page 316 for details.

Restoring System Data

If your organization has a technical staff person (for example, a network administrator or IT consultant), your entire system may be getting backed up automatically and/or with third party software. If so, and it becomes necessary to restore your data, you may need to call on your technical resources to identify your files and restore them.

End of Year/End of Season Procedures

The beginning of a new year or new season is usually the time when you set up new cabinets or clean up current ones. Although there are certain things that need to be done at year-end, the exact procedures may differ, depending on your center's needs. However, ALL clients should include the procedures described here as part of their normal Year-End Processing.



Note: For more details, see the *Year End Procedures* document in the Document Library area of our Clients Only web site.

Backup/Archive Your Active Cabinet(s)

Backup your enrollment cabinet(s). Go to **Office Administration, Chapter 2** (*Cabinets and Drawers*), and select **Backup Cabinet** or **Scheduled Backup**. This backup should be on diskettes or a zip disk and kept for future reference.

Set up a New Database For Your New Year

Make a copy of your enrollment cabinet.

► To set up a new database for your new year

1. Double-click **Office Administration**, double-click **Chapter 2** (*Cabinets and Drawers*), and double-click **Create/Modify a File Cabinet**. The **Cabinet Wizard** appears.
2. In the Operation section, click **Create**.
3. In the **Cabinets** section, click on the cabinet you want to copy (current enrollment cabinet).
4. In the **Copying** section, click **Only Copy Structure Only**.
5. Click **Copy Security Groups**.
6. In the **Cabinet Name** box, give the cabinet a new name that includes the new year (for example, 2006).
7. Click **Next** throughout the Wizard until you reach the final screen, and then click **Finish** to complete the process. For details on all the steps of the Cabinet Wizard, see page 268.

If your old cabinet does not include the prior year in its name, you may want to rename it to include the year.

You now have a cabinet for the prior year with data in it, and a new cabinet without any records. The purpose of the prior year's cabinet is to provide information for families and can be used as a reference when building records for the new year.

Since you have created a new cabinet, you will be able to re-specify many of the options that were previously set-up. Re-enter or verify the following sections of information:

- In the Center Drawer, enter current information on all tabs.

In Office Administration, Chapter 3 (*Preferences & Setup*)

- Calculate Children Ages
- Maintain EZ-Views

In Office Administration, Chapter 4 (*Accounts Receivable Setup*)

- Re-enter Categories
- Maintain Rollup Categories

Family and Child information can now be entered into the new cabinet using the linking process—see the next section.

Linking Cabinets

► To link cabinets

1. Double-click **Office Administration**, double-click **Chapter 2** (*Cabinets and Drawers*), and then double-click **Link Drawers**. The **Library of Saved Linked Drawers** screen appears.
2. Click the **New** button. The **New Linked Mapping** dialog box appears.
3. Enter a name for your link, and click **OK**. The **Drawer Link** dialog box appears.

Destination Field	Source Field
Family : Address	Family : Address
Family : Address Line 2	Family : Bill Address 2
Family : City	Family : City
Family : State	Family : State
Family : Zip	Family : Zip

4. At the top of the screen, select the new cabinet as the **Dest. Cabinet** and the **Family Drawer** as the **Dest. Drawer**. These are the cabinet and drawer that the data will be copied into.
5. In the **Source Definition** section, select **Prior Year Cabinet** as the **Cabinet** and the **Family Drawer** as the **Drawer**. These are the cabinet and drawer that the data will be copied from.
6. You may enter up to **three search fields** from the Source Drawer. These are the fields that are used to find the records to add to your current (destination)

drawer. You may change the headings of these fields to your liking (the headings appear in the dialog box when linking).

7. In the **Mapping Definition** section, choose the fields you want to map. From the **Destination Field** column, choose the field in the destination drawer that data will be copied into. From the **Source Field** column, choose the field in the source drawer that data will be copied from—the data from this field will go into the Destination Field you've defined. They must be of the SAME FIELD TYPE (for example, character, numeric, picklist). The fields available for mapping are the database fields, including ledger balance, with the exception of Superfields and pictures. As you select a field to map, an "x" appears next to the field in the picklists.
8. When you have finished, click the close button.



Note: The destination can receive data from many sources - you can set up many links, each from a different source drawer, to the same destination drawer. For example, you can link to a Family Drawer from the previous year's cabinet as one link, the Staff drawer from the previous year's database as another link, and the Family Drawer of a Waiting List cabinet (or a drawer within your current cabinet) as another link – all source links to the destination of your current year (new) cabinet.

When you receive an application from a returning child, you will be able to link the old information into this new cabinet without needing to re-enter it.

Your cabinet is now set up for the new year! Use the new cabinet to start building your database for the next year.

10. Customizing EZ-CARE2

Customizing EZ-CARE2 Using the Create/Modify a File Cabinet Wizard

EZ-CARE2 gives you extensive abilities to customize the data in your system, as well as the way it is organized and displayed. With our *Create/Modify a File Cabinet Wizard*, you can

- Create a new cabinet
- Add a new drawer to a cabinet
- Add pages inside a tab
- Add data that can be displayed within drawers
- Change the appearance of the drawers

For details on these features, see *Create/Modify a File Cabinet Wizard* on page 268, in the Office Administration chapter of this manual.

The two following screens illustrate how differently the data for your particular center can be displayed. The first screen is for a daycare center, the second is for a preschool program.

These are just examples of how you can organize and display your data to meet your needs. Displaying information the way you want makes it that much easier to enter and maintain your data.

Family Drawer: EZ-Going Child Care

Families: Brewer, Sarah Children: Brewer, Julie

Family Ledger Child Tuition Schedule Contracted Actual

First: Julie Gender: ☐ Male ☒ Female Enroll Date: 05/01/2002

Last Name: Brewer Leave Date:

Birthdate: 01/08/2002 1.02

Class Name: Inf

Home #: [215]558-7898

School Age Info: School: Grade: Bus:

Enrichment Programs: ☐ Gymnastics ☐ Karate ☐ Music ☐ Computers

Status: ☒ Active ☐ Inactive ☐ Remove

Contacts Checklist Notes

Family Drawer: EZ-School Age Program

Families: Alexander, Kevin Children: Alexander, Zachary

Family Ledger Child Tuition Schedule Contracted Actual

First: Zachary Gender: ☒ Male ☐ Female

Last Name: Alexander

Birthdate: 06/05/1993 9.08

Home #: (215)455-9878

Enroll Date: 09/03/2001 Leave Date:

School: Birch Elementary

Class Name: AM/PM

Grade: 4 Bus:

Attendance: School Year Only

☒ Early Release ☒ Snow Days

Enrichment Programs

☒ Computers ☒ Karate

☐ Homework ☐ Music

Status: ☒ Active ☐ Inactive ☐ Remove

In addition to including the information you need in just the way that is easiest to use, *EZ-CARE2* also provides considerable flexibility in reporting. The degree of flexibility depends, in part, on whether you have purchased the Custom Report Writer.

Custom report creation is described in more detail beginning on page 347.

Macros

A *macro* is a simple combination of keys that can be used as an “abbreviation” or shortcut for a sequence of keystrokes.

The most common advantage of using a macro is to save time by pressing one or two keys instead of a much longer sequence of keystrokes. This is especially helpful when the same commands or information are entered repetitively in the system.

For example, you could define the key combination of **ALT+E** to stand for entering the words “Early Registration” when typing a comment for a discount on the Ledger tab. Similarly, you could establish **ALT+L** for “Late Registration Fee.”

Macros cannot store mouse clicks in the saved sequence.

There are two separate and distinct aspects to macros:

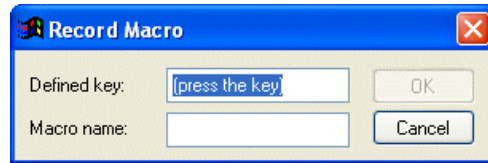
- Setting up a macro in which you specify the macro keys (sometimes called the Hot Key combination), and the key sequence they represent.
- Using the macro once it has been defined.

Setting up Macros

► To set up macros

1. Go to the EZ-CARE2 screen where you would normally type in the long sequence of keystrokes. In our first example, go to that part of the Ledger Tab where you would normally enter the comment.
2. Press the application key on your keyboard (the key that has a menu with an arrow). Don't hold down the key; just press it once. The **Record Macro** dialog box appears.





3. In the **Defined Key** field, press the key(s) you want to use as the “shortcut” or Hot Key combination. For our example, you would hold down the **Alt** key and press **E**.
4. In the **Macro Name** field, enter a description to define the macro (for example, **Early_Reg**) (the macro name cannot contain spaces, and it defaults the characters to lower case once the macro has been saved.)
5. Click **OK**.
6. Start typing in the keystrokes for the macro; in our example of the Early Registration comments, you would type **Early Registration**, and then press the TAB key.
7. Press **Shift+F10** to indicate that you are finished recording the keystrokes. The **Stop Recording Macro** dialog box appears. (The system will present you with other options for more advanced applications of macros.)



8. Click **OK**.

Using Macros

When you are at the point where you want to enter the keystrokes you saved in the macro (on the Ledger tab in our example), press the “Hot Key(s)” you defined. To use the macro you created in the previous example, when you’re on the Ledger tab, in the Comment column, press **ALT+E**, and the comment will be entered in that column. Depending on how you defined the macro, the cursor should automatically advance to the next column.

There are many other ways you could define macros to suit your particular needs. For example, you could create a macro to do any of the following:

- copy a Primary Parent’s address to the Secondary Parent
- move to a particular field and enter fixed information
- automatically “fill in” a standard set of items on the Checklist Superfield

For shortcuts in the A/R Ledger, *templates* are a more powerful and versatile way of entering transactions that are lengthy or repetitious (see page 101). The uses of macros are limited only by your own creativity.

Printing the Macro Report

To see what macros are set up in your system, you can print a detailed report by clicking on the **Help** menu, then clicking **View Keyboard Macros**. This report shows you the **Macro Name**, the **Hot Key** combination, and the text or keystrokes associated with the macro.


Changing the Appearance of EZ-CARE2 Screens



Note: We strongly suggest making a backup before modifying your cabinet.

► To change the way my screen looks

1. Close all drawers and file cabinets.
2. Double-click **Office Administration**, double-click **Chapter 2 - Cabinets and Drawers**, and double-click **Create/Modify a File Cabinet (Wizard)**. The **Cabinet Wizard** appears.
3. In **Step 1**, select **Modify** in the **Operations** section, and select the cabinet name from the **Cabinets** section. Click the **Next** button. A message appears, prompting you to make a backup of your system before proceeding.
4. Choose one of the following options:
 - To make a backup, which we strongly recommend, click the **Yes** button. When the backup is complete, a message appears to let you know. Click the **OK** button. Step 2 of the Cabinet Wizard appears.
 - To continue creating the cabinet without backing up, click the **No** button. Step 2 of the Cabinet Wizard appears.
 - To exit the Cabinet Wizard without making any changes, click **Cancel**.
5. In **Step 2**, select the drawer to modify (Family, Staff, or Other Ledgers). Click the **Next** button.
6. In **Step 3**, click on the **Next** button (unless you want to make modifications to a field; if you do, follow the directions on the top of the Wizard screen).
7. In **Step 4**, make any modifications needed to the screen you selected. Click the page number you want to modify (page 1 is the default).
8. To move any element on the screen, click on it with your left mouse button and *hold the button down*. Drag the element to the new location.

9. To cancel any work on the screen, click on the **Undo** button . Remember, this button will reverse ALL of the changes you have made to this screen during this session.
10. Use any of the tool buttons that display with this page. Each button has a tool tip to display its name (just hold the mouse pointer over the button).
11. When you are finished with Step 4, click the **Next** button.
12. If you are modifying the Family drawer, you will have the opportunity to make changes to the Ledger and Child tabs. Make your changes, and then click **Next**.
13. When you are done making your changes, click on the **Finish** button to save all your changes.

Adding a Field to Calculate Anniversaries

You can set up a field that calculates anniversaries or number of years with the organization. You do this by identifying two fields that work with each other on the tab where you want to calculate anniversaries: an **Age** type field and **Birthdate** type field. These fields are set up on the Define Data Fields dialog box (Cabinet Wizard Step 3). The setup described below is also used to calculate automatically the age of children on the Child tab.

► To set up a field to calculate anniversaries



Important! Make a backup of your EZ-CARE2 file cabinets before running the Cabinet Wizard!

1. Double-click **Office Administration**, double-click **Chapter 2** (*Cabinets & Drawers*), and double-click **Create/Modify a File Cabinet**.
2. On the right side of the **Step 1** dialog box, select the **Cabinet** that contains the record for which you want to calculate the anniversaries. In the **Operation** section, click the **Modify** button. Then, click the **Next** button.
3. On the **Step 2** dialog box, click the drawer you want to modify. In the **Operation** section, click the **Modify** button. Then, click the **Next** button.
4. On the **Step 3** dialog box, go to the first empty cell in the **Field Name** column, and enter the name of a new field you want to use for storing a date. For example, this field could be named *Date Started* or *Wedding Date*.
5. Use the TAB key to tab over to the **Field Type** column. From the picklist, select **Birthdate**. Press the TAB key and the length will be automatically set to 10.
6. Go to the next line and type in the name of a new field you want to use to calculate the number of years and months. For example, this field could be called *Number of Years of Service* or *Anniversary*.
7. Use the TAB key to tab over to the **Field Type** column. From the picklist, select **Age**. Press the TAB key and the length will be automatically set to 5.



Note: We recommend not setting up any default values or making either of these two fields required.

8. When you are done entering the fields, click the **Next** button.
9. On the **Step 4** dialog box, click the **Field List** button to show fields available for this tab. Drag and drop the new fields where you want to place them, starting with the field that has the **Age** type.
10. After you move the **Birthdate** type field on to the screen, the following dialog box appears:



11. Click **Yes**. Another dialog box comes up with a message to click on the Age field.
12. Click **OK**, and then click the **Age** type field.



Note: If at any time during any step you do not want to save the changes, click on **Undo**. If at any time you wish to stop this process and return everything to its state before your edits, click on **Cancel** any time BEFORE you click on the **Finish** button.

13. When you are done with the layout and ready to save the changes you made, click the **Finish** button. The system saves your changes, and now have a field that will calculate your staff's anniversary.


Managing Inquiries and Prospects

Create a user-defined drawer using the Create/Modify a File Cabinet Wizard (see page 268). Here is an example of an Inquiries User-Defined drawer:

You can use the Notes Superfield to track conversations and actions with the prospect. The Checklist Superfield can be used as a tickler file for the next steps that are needed, or forms to be received.

When a prospect becomes a child, you can transfer information from the Inquiries drawer into the cabinet and drawer you choose.

► To manage inquiries/prospects

1. Set up a link between drawers (see page 286 for details on how to do this in Office Administration).
2. Go to the cabinet, drawer, and tab where you want to add the new child.
3. Click on the Copy from Linked Drawers button . See page 285 for details on the linking process.

Using Mapping Software with EZ-CARE2 to Determine Transportation Routes

Most mapping programs (such as Microsoft Streets and Trips ® or Google™ Maps) have a feature allowing you to use names and addresses from another source. Look at your program's documentation to determine what fields are needed and in what format. You can then create an export file with the appropriate information. To create the export file, use the Report Wizard, File Export report (see the *Custom Report Writer Guide* for details).

After you use the mapping software to generate child specific data, such as pickup location, you may want to bring this data back into EZ-CARE2. For example, you may want to generate a report of pickup locations for the bus driver. To bring data back into EZ-CARE2 from third party software, you will need our optional Import Data module. For information on this module, contact your sales representative.

Offering Online Registration

Through our optional Online Registration module, you can allow parents to register online and then import registration data into *EZ-CARE2*. You can create a customized online registration form and offer secure credit card processing. This can be a great way to allow parents to register at their convenience while saving you time and effort on paperwork.

For details on Online Registration, please contact your sales representative.

11. Optional Modules

Accounting Module

This section addresses the steps to post accounting data to the General Ledger module.



Note: Other functions of the Accounting Modules are described in the separate Accounting Manual.

Also, if you are planning to post transactions to QuickBooks, using our EZ2-Post interface, please contact your sales representative for separate documentation.



Posting to General Ledger

This option creates the file containing the accounts receivable information to be posted to the EZ-CARE2 Accounting module. It will contain all unposted entries through the *Post Through Date* that you entered. You can then import this file into the SofterWare Accounting Module.



Note: Before using this option for the first time, enter the GL Account number for each category in Maintain Categories (see page 97 for details). Enter both the Debit and Credit account numbers (For example, for a tuition charge, the Debit would go to Accounts Receivable and the Credit to the Tuition Revenue account). Keep in mind that EZ-CARE2 does not verify the accuracy of GL Account numbers that are entered.

► To run Post to G/L

- From the **Accounting** menu, click **Post A/R to G/L**. The **Post A/R to G/L** screen appears.
- In the **Post through** box on the right, enter the **Post Date** (the date on the left shows the previous *Post Through* date).
- In the **File Name** field, enter the file name for the file EZ-CARE2 will create. Click the  button if necessary to navigate to the right location and name the file. For example, **C:\EZCARE2\EZ2GL.TXT**. The file name will be saved as the default file name.
- If a printer is not already selected, click the Printer button , and then double-click the printer you want to use.

5. Click the **Post** button to complete the process, or click **Done** if you decide you do not want to post at this time. You can *Preview* or *Print* a Pre-Posting report to see the posting before any changes are made. After you've created the file, you need to go to the SofterWare Accounting program and import the file.
6. From the **Data Entry** menu, click **Import Options**. The **Import Options** screen appears.
7. Select the EZ-Care2/EZ-Center2 option, and enter the name of the file you created in EZ-CARE2 (for example, **C:\EZCARE2\EZ2GL.TXT**).
8. Click **Verify**. The data is now ready for use by the G/L module.

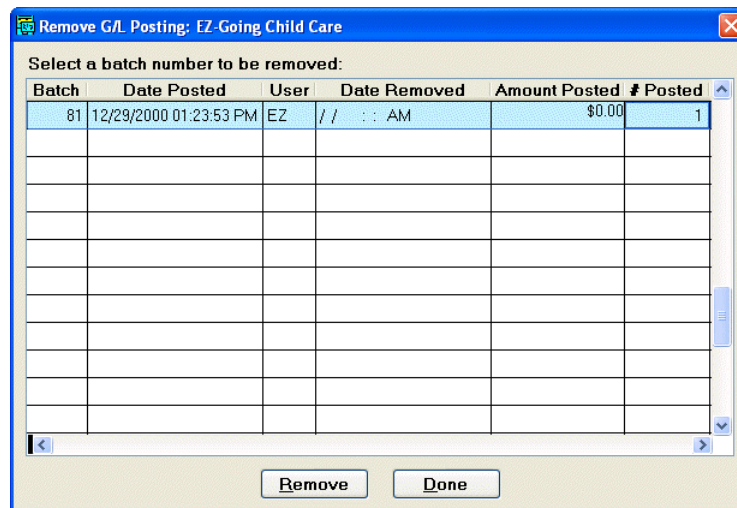
Launching the Accounting Module


You can launch the Accounting Module right from within EZ-CARE2 by clicking the **Accounting** menu, and then clicking **Launch Accounting**. For complete help information on the accounting module, access the Help system from within the Accounting module.

Removing G/L Posting

- To remove a G/L posting

1. From the **Accounting** menu, click **Remove G/L Posting**. The Remove GL Posting screen appears.



- Click in the **Batch** column of the row representing the posting you want to remove.
- Click the **Remove** button. A message appears, showing you the details about the batch.
- Click **Yes** to remove the post or click **No** to retain the post and return to the previous screen.
- When you are finished with this option, click on the **Close** button .

Accounts Receivable Module

For details on using the Accounts Receivable module to manage your financial accounts, see “Using the Accounts Receivable Module” on page 83.

Click-to-Pay Module

The Click-to-Pay module allows you to set up online forms that parents can use to pay their bills. You can email the web address of the form to parents to tell them where to find it.

Click-to-Pay is an optional module. Please contact your SofterWare representative for information on ordering the module.

For details on using the module, please download the *Payment Processing Manual* from the Document Library section of the EZ-CARE2 Client website.

Custom Report Writer Module

If you have purchased the **Custom Report Writer**, you will have access to the following tools for creating and editing customized reports:

- The **Report Wizard** is a tool that guides you through the report designing process step by step. Each step in the Wizard offers explanations and sample diagrams. This is the easiest method for designing a new report.
- The **Report Designer** is a more powerful tool that allows you to edit the elements that appear in the various sections of the reports. It offers more flexibility and control than the Report Wizard, but it is more advanced and requires more expertise to use.

The Custom Report Writer module is an optional module. Please contact your SofterWare representative for information on ordering the module.

For details on using the module, please download the Custom Report Writer Manual from the Document Library section of the EZ-CARE2 Client website.

EZ-EFT Module

The EZ-EFT module allows you to process preauthorized recurring credit card and bank draft transactions. Typical uses involve charging for tuition or other expenses as part of a regular collection cycle. EZ-EFT can charge parents' credit cards, or transfer money directly from parents' bank accounts using electronic funds transfer.

EZ-EFT is an optional module. Please contact your SofterWare representative for information on ordering the module.

For details on using the module, please download the *Payment Processing Manual* from the Document Library section of the EZ-CARE2 Client website.

EZ-Entry Module

The EZ-Entry Module allows you to navigate between records and enter data into the system using a barcode scanner. Several reports are included to allow you to print out sheets of barcodes.

EZ-Entry is an optional module: contact your sales representative to enable this module on your system.

The basic steps in using EZ-Entry are:

1. Printing out the pages of barcodes you will scan with the barcode scanner. EZ-Entry includes reports to generate the barcode printouts you will need.
2. Using the barcode scanner to scan in the barcodes.

Printing Barcodes using EZ-Entry Reports

Several reports are included to allow you to print out sheets of barcodes:

Report	Category	Description
EZ-Entry Barcodes	Database	This is the report you will use to create barcodes for all areas. You can set up barcodes to navigate between records, or to move between pages in the current record. You can also choose whether you want EZ-Entry to enter a value into the field, or just select the field for manual data entry. See page 179 for details.
EZ-Entry Family & Child Name Barcodes	Ledger	This report is designed to print out sheets of labels that contain the childrens' names and a barcode for their ID number. See page 206 for details.
EZ-Entry Category Barcodes	Ledger	This report prints out barcodes for all of the Categories in your system, so that your staffers can scan them instead of entering the data manually. See page 205 for details.



Tip: If you want to generate a report containing the EZ-Entry action & number barcodes, we recommend including them with the EZ-Entry Category Barcodes report.

Scanning in Barcodes using EZ-Entry

Once you have installed your scanner, and printed out barcodes using the EZ-Entry Barcodes report, using the barcode scanner to enter information is fairly straightforward.

► To use the barcode scanner on a non-ledger screen

1. Open the screen that which you want to enter information into.
2. Scan the barcode.

EZ-Entry barcodes contain not only information, but instructions on actions to be carried out. Depending on which action was specified when the barcodes were created, one of the following will occur when the barcode is scanned:

- If **Find record, page and field then enter a value** was selected, EZ-Entry will find the child record whose Child ID is contained in the barcode, move to the **Page** and **Field** that were specified under **Action Details**, and enter the **Value** that was specified under **Action Details** into the field.
 - If **Find record, page and field then wait for a value** was selected, EZ-Entry will find the child record whose Child ID is contained in the barcode, move to the **Page** and **Field** that were specified under **Action Details**, and wait for you to enter a value into the field.
 - If **Find page and field of current record then enter a value** was selected, EZ-Entry will stay in the current record, move to the **Page** and **Field** that were specified under **Action Details**, and enter the **Value** that was specified under **Action Details** into the field.
 - If **Find page and field of current record then wait for a value** was selected, EZ-Entry will stay in the current record, move to the **Page** and **Field** that were specified under **Action Details**, and wait for you to enter a value into the field.
3. Enter a value in the field if it was not already entered for you.
 4. Continue to scan barcodes as needed.
 5. When finished, close the screen as you would normally.

EZ2-Post2 Module (QuickBooks Integration)

The EZ2-Post2 Accounting Interface is a module that exports financial data from EZ-CARE2 to QuickBooks Pro Version 2002 or later, Premier Version 2002 or later, or Accountant Editions Version 2002 or later (all abbreviated hereafter as “QuickBooks”).

EZ2-Post2 will export data to QuickBooks 2008, and to Canadian versions of QuickBooks, which the previous version of EZ2-Post could not do.

The EZ2-Post2 module is an optional module. Please contact your SofterWare representative for information on ordering the module.

EZ2-Import Module

The EZ2-Import module allows you to import sessions, children, families, ledger transactions, and child session enrollment data from external data files.

The EZ2-Import module is an optional module. Please contact your SofterWare representative for information on ordering the module.

Insta-Charge Module

Insta-Charge allows you to process one-time payments with a credit card. It allows you to process credit card transactions with less data entry, helps ensure that you're using valid credit cards, and protects your clients' confidential data by using a secure process.

Insta-Charge is an optional module. Please contact your SofterWare representative for information on ordering the module.

For details on using the module, please download the *Payment Processing Manual* from the Document Library section of the EZ-CARE2 Client website.

Insta-Merge Module

This feature enables you to print a merged document from any record using Microsoft Word®. Insta-Merge also provides functionality to generate letters addressed to a family that contains information about multiple children and multiple sessions per child. This is especially useful for creating **Confirmation Letters**. See the section below for specific hints and details for this type of merge letter.


When the Insta-Merge library appears, you can choose to work with an existing merge template or create a new one.

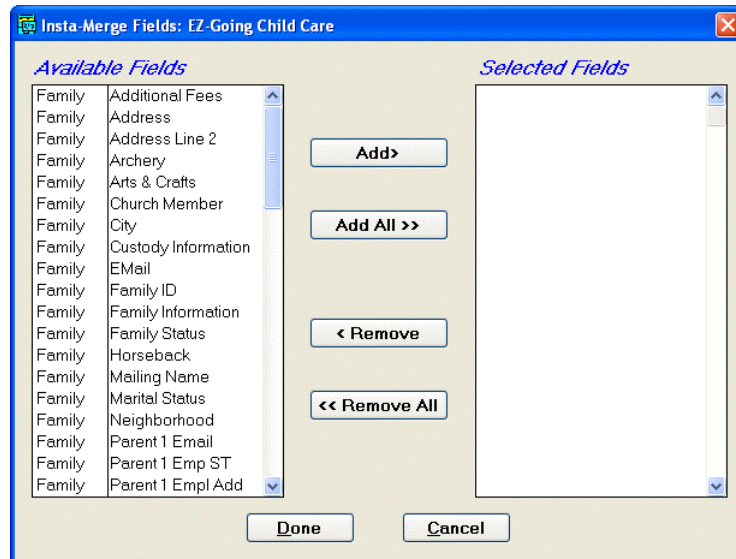
Create a New Merge Template

To create a new template, first decide what information you will want in your document.

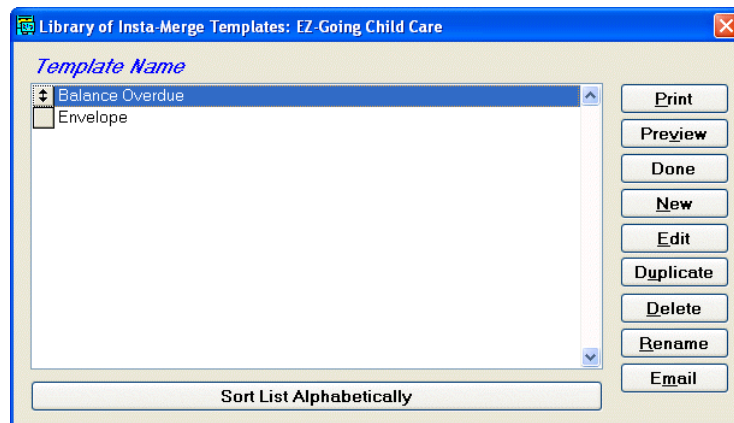
- From the **Family** tab, the fields available are from the *Family* and *Ledger* tabs.
- From the **Child** tab, the fields available are from the *Family*, *Ledger*, and *Child* tabs.
- From the **Staff** tab, *Staff* fields are available.
- From a **User-Defined Drawer**, fields from that drawer are available.

► **To create a merge template**

1. Open the tab that you want to create the template for (see list above).
2. Click the Insta-Merge button on the *EZ-CARE2* toolbar . The **Library of Insta-Merge Templates** appears.
3. Click the **New** button. The **Insta-Merge Template Name** dialog box appears.
4. Enter a name for this Insta-Merge (this will be the name you will see in the Insta-Merge Library), and click **OK**. The **Insta-Merge Fields** screen appears.
5. Choose which fields you would like to include in your merge document. In the **Available Fields** column, click once on the field that you would like to use in the merge document. Then use the appropriate arrow button to move the field from the Available Fields to the **Selected Fields** column. You can also double-click on the field to move it to the opposite column.



6. Once you have selected all the fields to merge, click **Done**. *EZ-CARE2* then opens Microsoft Word with a document containing all your selected fields.
7. Go to the end of the list of fields and begin creating your letter. Using Word, cut and paste the fields into your letter. Once your letter is complete, you can delete any unused fields.
8. From the **File** menu, click **Save**. Save the letter in Word, but let Word assign the name and folder (the name is an unusual series of letters and numbers). **This is important** because *EZ-CARE2* has already assigned a name to this document that will link it to the *EZ-CARE2* system when you retrieve it from the Insta-Merge Library.
9. Once the file has been saved, exit Word. The **Library of Insta-Merge Templates** now contains the new merge template.



Printing a Merged Document

Click on **Print** when you are ready to merge the data from the family or child's record. The document will print to the printer that is set up as your computer's default printer.

Previewing a Merged Document

This option allows you to view the Insta-Merge letter with the personalized data of the family or child's record. Word will open to show you the created letter.

Editing a Merged Document

If modifications need to be made, click the **Edit** button. Word opens, and you can make the needed changes to your letter. Once you are finished, save the file again to the same unique file name (a set of numbers) and exit from Word.

Duplicating an Insta-Merge Template

To make an additional copy of an existing merge template, click the **Duplicate** button. This feature allows you to give this second merge a new name. Then you can use the edit feature to make changes to the template.

Renaming an Insta-Merge Template

To change the name of an existing merge template, use the **Rename** button. In the box, enter the new name, and click on OK.

Deleting an Insta-Merge Template

To remove an existing merge template that you no longer need, click the **Delete** button. This permanently removes the Insta-Merge template from your system.


Sending Email from Insta-Merge

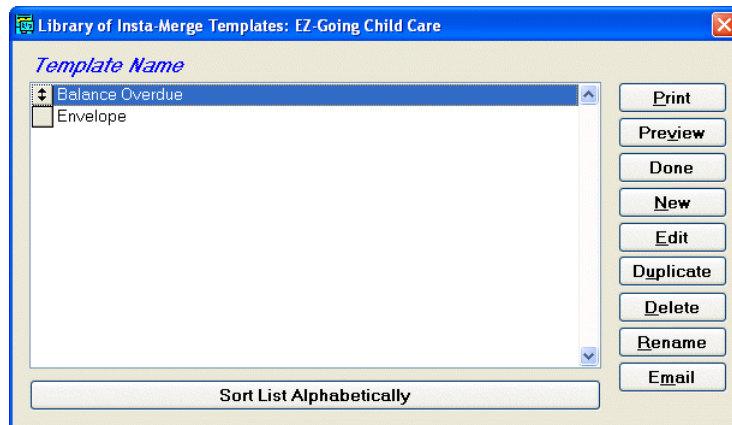
If you want to send a personalized message to an individual family or child (such as an acceptance letter, a survey, or an invoice), you can use a previously prepared merge document.



Note: Make sure the recipient of the merge letter has a valid email address in the email field.

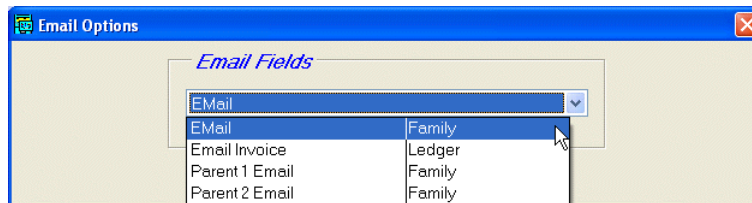
► To send email from Insta-Merge

1. Go to the **Family** tab to send a merge document to a parent, or to the **Child** tab to send a merge document to a child.
2. Click on the Insta-Merge button (). The **Library of Insta-Merge Templates** appears.



3. Select a merge document, and click the **Email** button.

If you have more than one email address per record (one for the parent and one for the child), the following screen appears and you can choose which address to use:



Note: The Email Interface displays all fields that contain **E-mail**, **e-mail**, **Email** or **email** in their field name. Make any adjustments to the field name in the file Cabinet Wizard on the Define Data Table Fields main screen (see page 292 for information on how to adjust which fields appear).

4. Choose the email you want to use, and click **OK**. Your email program will open—the email address field will contain the email address of the opened *EZ-CARE2* record; the Subject line will contain the name of the merge document; and the body of the email message will contain the merge letter with information from the opened record. If you are using Outlook, the email message will retain the formatting from the original Word document (Outlook Express produces the message using a single mono-space font).
5. Click the **Send** button to complete the process. If your email program is set to save messages in a **Sent** folder, then this email will be automatically copied and stored in that folder.

Using Select-A-Merge with EZ-Viewer

Select-A-Merge allows you to use the features of Insta-Merge while you are using the EZ-Viewer feature. It combines several powerful features that enable you to:

- Send a merge document to multiple recipients at once.

- Select records from within your database to send individual *or* multiple merge documents.
- Preview and print your documents, or send them via email.


Go to the Family tab to send letters using fields from the Family tab, or to the Child tab to send letters using fields from the Child tab.

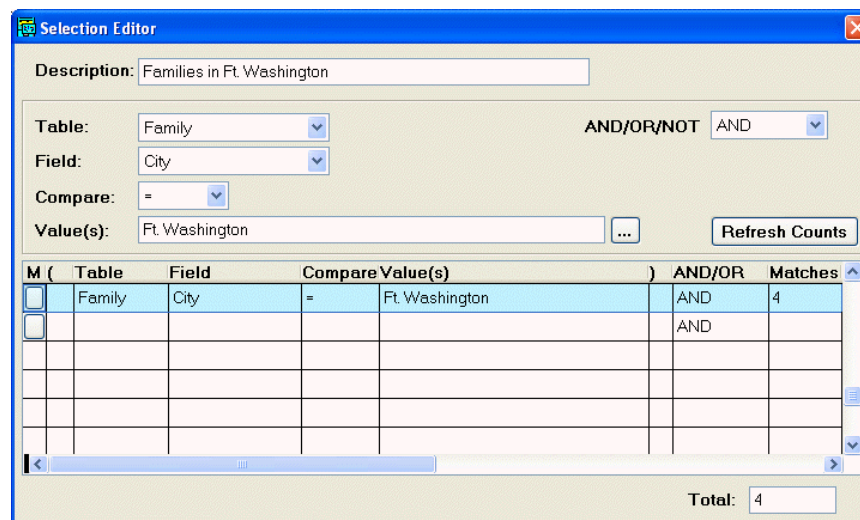


Note: You cannot send the same letter to both children and parents at the same time. With EZ-Viewer, you can also export information. For details, see "Exporting from EZ-Viewer" on page 91.

► To use Select-a-Merge

1. Go to the **Family** or **Child** tab, and click the EZ-Viewer button.
2. Make any changes to the data or views as needed (see EZ-Viewer on page 85 for details)
3. Choose the records to include for the Select-a-Merge in either of the following ways:

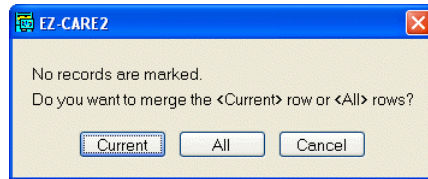
- Click on the Selection button  to create or choose a Selection. The following example is a Selection for families in Fort Washington.



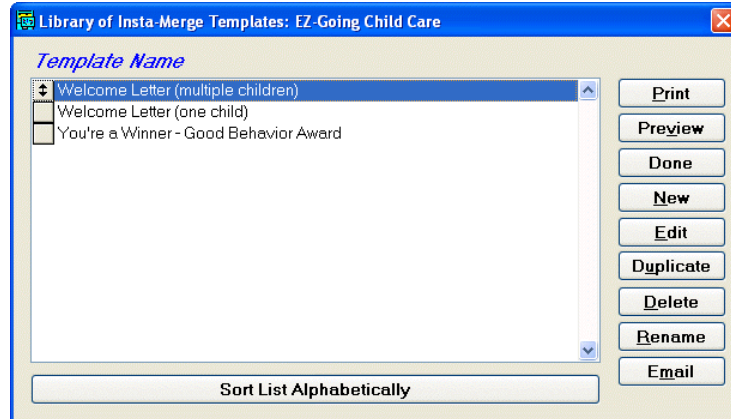
M	Table	Field	Compare	Value(s)	AND/OR	Matches
<input checked="" type="checkbox"/>	Family	City	=	Ft. Washington	AND	4
<input type="checkbox"/>					AND	
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Total: 4

- To manually mark the records for Select-a-Merge, click in the M column for each row that you want to include. You can also mark a block of rows by clicking in the **M** column of the first row you want to select, pressing and holding down the **SHIFT** key, and then clicking the last row you want to export.
4. Once you have selected the records to include, click the **Select-A-Merge** button. If you haven't marked any rows to be exported because you've chosen your records via a selection, the following dialog box appears:



5. Click **Current** for the current record (highlighted in blue on the EZ-Viewer screen), or **All** to merge all documents. The **Library of Insta-Merge Templates** appears (unless you chose *Cancel*).
6. Select a merge document.



7. Click the button that corresponds with the option you wish to choose. If you choose to **Print** or **Preview**, *EZ-CARE2* opens MS Word, and you are able to print and preview from there. When you are finished, go to the **File** menu of Word and choose **Exit**.
8. If you want to send email from Select-A Merge, we recommend that you select and then **Preview** the message to make sure it is the one you want. After you are satisfied with your choice, click the **Email** button. If email addresses are missing, the system displays a warning message. You will need to go back to the selected records and insert an address in the email field. If all addresses are present, the system displays a notification for each email and you will be given an opportunity to send or not send it. Note: You will NOT see the email itself, which is why we recommend that you **Preview** the message before sending. If you are using Outlook, the email message will retain the formatting from the original Word document (Outlook Express produces the message using a single mono-space font). For more information on setting up the email functionality, see page 92. Click on the **Send** button to complete the process.

Staff Module

The Staff Module is an optional module that provides users with a Staff drawer that can be used to enter and access information on staff members.

Contact your sales representative to enable this module on your system.

Overview

The Staff drawer contains three tabs:

- Staff
- Development
- Staff Sessions (if activated)

Each of these tabs is described in more detail below.

Staff Tab

The screenshot shows the 'Staff Drawer: EZ-Going Child Care' window. At the top, there's a search bar labeled 'Staff:' with 'Anderson, Mary' entered and a green status indicator. Below this are five tabs: 'Staff' (selected), 'Development', 'Schedule', 'Contracted', and 'Actual'. The 'Staff' tab contains the following fields:

- First Name:** Mary
- Last Name:** Anderson
- Address:** 234 Maple Dr
- City, ST, Zip:** Lansdale PA 19158
- Phone #:** 215-224-5879
- Alt phone:** 215-234-1470
- Type:** Husband
- Email 1:** maryand721@yahoo.com
- Email 2:** (empty)
- Birthdate:** 05/01/1975
- Gender:** Female (selected), Male
- Status:** Active (selected), Inactive, Remove
- SS #:** 145-77-8102
- Date Hired:** 08/03/1999
- Date Terminated:** (empty)
- Position:** Head Teacher
- Class Name:** Preschool
- Job Status:** Full Time (selected), Part Time, Substitute

At the bottom left are icons for 'Checklist', 'Notes', and 'Contacts'. At the bottom right is a small photo of a woman and a row of icons for document management.

The Staff tab is where information is stored about the staff members, such as their name and address, start date, and record status (Active, Inactive, Remove).

Staff Picklist

This picklist, shown at the top *left* of the screen, allows you to search for specific staff members at your center:

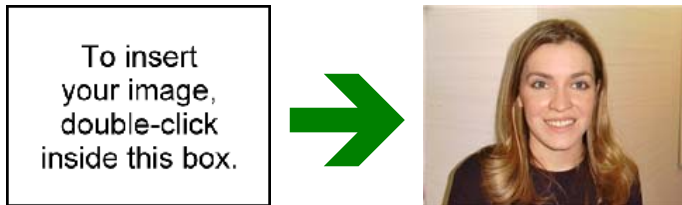
This screenshot shows the top portion of the 'Staff Drawer: EZ-Going Child Care' window, specifically the 'Staff:' search bar which contains 'Anderson, Mary' and a green status indicator.

As with the Family or Child Picklists, you access this picklist either by clicking on the staff person's name shown in the box, or clicking on the arrow next to that name. This will display the list of names.

If you type a few letters, but find yourself near a name with a different starting letter than you intended, you may need to fine-tune *Incremental Search* to match your typing style. See page 319 for details on how to do this in Office Administration.

You can also use the EZ-Finder tool to search for staff, using up to three field values you specify (see page 83).

Pictures on the Staff Tab



You can add a picture of the staffer in the “To insert your image” space to help with identification. Pictures can be in **.BMP**, **.GIF**, or **.JPG** format.

► To add or change a picture

1. Double-click the picture area.
2. Select the folder location and name of the picture and click **OK**.

If you click **Cancel**, you are prompted to delete the existing picture. Click **Yes** or **No**.



Note: When you make a backup of all cabinets in your EZ-CARE2 system, pictures are backed up along with the rest of your data.

For more information on picture resolution and size, see the “Pictures on the Family and Child Tabs” section, page 53. For further details on using pictures, see the *Managing and Using Digital Pictures in EZ-CARE2* document in the *Data Management* folder of our Clients Only web site.

Staff Record Status

This is a required field—all records must have one of these status designations chosen.

- **Active:** Staff members who are currently employed at your center and are working on a regular basis. Active staff records are included in all reports by default.
- **Inactive:** Staff members who are not currently working at your center (did in the past or will in the future).
- **Remove:** Staff members who are no longer working at your center. Staff member records with Remove status are not included in reports by default. You

can remove staff member records with a Remove status by running the Optimize a Cabinet option (see page 277). To remove them, check **Remove Records with Status: Remove** as a choice before running the optimization.

A status indicator next to the staff member's name shows if the staff person's record is **Active** (green), **Inactive** (yellow), or designated **Remove** (red).

Employment Information

Employment information, such as Social Security Number, Date Hired, Job Status, and Position, is stored together and is easy to locate. This is usually set up on an additional page along with other information you may wish to store on a staff member.



Note: If you have entered a termination date, you still need to change the record status to Inactive if the person is no longer an employee and you wish not to include them on reports.

Checklist Superfield

Use the Checklist Superfield to keep track of such things as human resources-related items that need to be completed for a specific employee (for example, submitting health insurance forms or background check forms). See page 59 for more information.

Contacts Superfield

Use the Contacts superfield to list emergency contacts, relatives, family physicians, and others designated by the employee as important contacts. See page 60 for more information.

Notes Superfield

Use the Notes superfield to store notes or comments about this employee when needed (for example, summaries of employee evaluations). See page 58 for more information.

Link Fields

You can add a link field to the Staff tab, which allows you to link a file to a record. Keep links to employee forms, emergency contact forms, or any other documents you want to easily access from a record. For more details on link fields, see “Field Types” on page 299.

Development Tab

This tab enables you to keep track of your staff member's professional development. You may list courses taken by your staff member, the type of course, the dates, how many hours the courses took, and place a check in the check box column if the course was completed. The Staff Development tab is illustrated below.

M Type	Item	Hours	Start Date	End Date	☑
<input type="checkbox"/>	Conference Workshops NAEYC Training	4.00	11/19/2002	11/19/2002	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Personal growth Child Abuse - NCCA 2003	4.00	03/15/2007	03/15/2007	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Red Cross Training CPR	16.00	09/01/2002	09/02/2002	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Red Cross Training CPR Renewal	8.00	10/24/2006	10/24/2006	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Red Cross Training CPR Renewal #2	8.00	10/01/2008	/ /	<input type="checkbox"/>
<input type="checkbox"/>	Required Classes Communicable Diseases	8.00	11/07/2006	11/07/2006	<input checked="" type="checkbox"/>
<input type="checkbox"/>		0.00	/ /	/ /	<input type="checkbox"/>

Schedule, Contracted, and Actual Tabs

(These tabs are part of your EZ-CARE2 system if the Schedule and Attendance Module has been purchased.)

There is a Schedule, Contracted, or Actual tab for each staff member. These tabs describe a staff member's recurring, contracted, or actual attendance. They function identically to the Schedule, Contracted and Actual tabs for child schedules, see “Manual Schedule Entries” page 66 for details.

TimeClock Module

The Windows TimeClock Module keeps track of actual arrival and departure times for children and staff. The data for this module (for example, In and Out times, PINs for sign-in/out, and messages and responses) is stored in the TimeClock system.

This module is usually installed on a dedicated system located by the main entrance to your center, so that parents and staff can read and interface with the various screens displayed by the system. EZ-CARE2 interfaces with TimeClock to automatically send child and staff information to the TimeClock system and receive the actual times from it.

For details on the TimeClock Module, see the separate *TimeClock Manual*.

Waiting List Module

The Waiting List module allows you to maintain a waiting list of families and children who are waiting to attend your center.

Contact your sales representative to enable this module on your system.

Overview

The Waiting List module adds a Waiting List drawer to your file cabinets. This drawer contains a single tab that can be used to enter child and family records for children waiting to attend one of your centers.

Setup

The Waiting List module is included with your EZ-CARE2 system. Once purchased, it only needs to be registered in order to be used. See “Registering New Modules” on page 265 for details on registering optional modules.

Once the Waiting List module has been registered, you will want to link the **Waiting List** drawer to the **Family** drawer so that you can copy child records from the **Waiting List** drawer to the **Family** drawer once openings occur. See “Linking Drawers” on page 285 for details.


Entering Names into the Waiting List

To enter names and information into the waiting list, select the Waiting List drawer from your center’s file cabinet. There is only one tab in the drawer:

The screenshot shows a software window titled "Waiting List Drawer: EZ-Going Child Care". It contains a form with the following fields and controls:

- Name:** A dropdown menu showing "New Record1, New Record1".
- Gender:** Radio buttons for "Male" and "Female".
- Birthdate:** A text input field.
- Age:** A text input field with "0.00".
- Inquiry Source:** A dropdown menu.
- Parent:** A text input field.
- Address:** A text input field.
- City:** A text input field.
- Home:** A text input field.
- Status:** Radio buttons for "Active", "Inactive", and "Remove".
- Priority:** A dropdown menu.
- Date on List:** A text input field.
- Desired Start Date:** A text input field.
- Class Name:** A dropdown menu.
- Desired Schedule:** A dropdown menu.
- Date Enrolled:** A text input field.
- Notes:** A text area with a "Notes" label and a red "X" icon.

At the bottom right, there is a toolbar with buttons for adding, deleting, and other record management actions.

To enter a new name, click the  button in the toolbar. The following fields are available:

Field	Description
First Name, Last Name	The name of the child.
Gender	Select Male or Female .
Birthdate & Age	Enter the birth date of the child. The Age of the child will automatically be filled in based on the birthdate entered.
Inquiry Source	Where the child's family learned about your center.
Parent	Enter first name followed by last name.
Address	The street address of the family.
City	Enter the ZIP code of the family address. The City and State will automatically be filled in.
Home	Enter the home phone number.
Status	Select the current status of the child: Active (waiting), Inactive (no longer waiting), or Remove (ready to be removed from the database).
Priority	Select the priority level for admitting the child into your center.
Date on List	Enter the date at which the child was entered into the waiting list
Desired Start Date	Enter the date by which the child wishes to start attending classes.
Class Name	Select the name of the class the child will attend pending admittance.
Desired Schedule	Select the type of schedule the child will attend pending admittance.
Date Enrolled	Enter the date on which the child is actually enrolled at your center.
Notes	If desired, notes can be entered into the Notes superfield.

Handling Admittance

Once the child is admitted to your center, you will want to do the following:

1. Update the information in the child's record, if necessary. Enter the date on which the child was enrolled at your center in the **Date Enrolled** field.
2. Use the Copy from Linked Drawer function to move the child's record into the Family drawer. See "Copying Data from Linked Drawers" on page 288 for details.

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Appendix A: FoxPro Functions

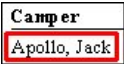
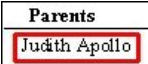
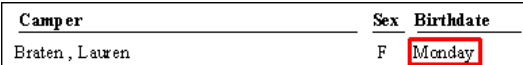
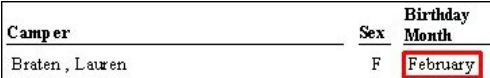
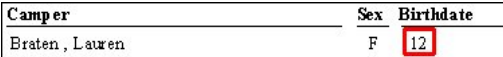

You can use FoxPro functions in Formula fields and in reports. The following tables list some of the FoxPro functions you can use.



Note: If you use functions in reports, you need to put the field names in parentheses. For example, ALLTRIM(field). If you use functions in Formula fields, you need to put the field name in parentheses, but you also need to enclose the brackets in parentheses. For example, ALLTRIM([field]).

Basic Functions

The following table lists basic FoxPro functions that any EZ-CARE2 user can use.




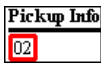

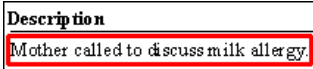
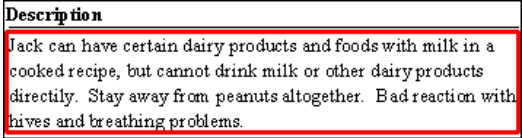

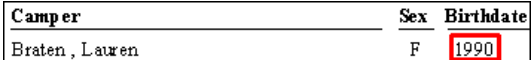
FoxPro Function	Function Type	Description	Example
ALLTRIM(field)	Character	Eliminates spaces from the front and back of a field	ALLTRIM(name)  ALLTRIM(cpar1fname) + ' ' + ALLTRIM(cpar1lname) 
CDOW(date field)	Character	Returns the day of the week	CDOW(dbirthdate) 
CMONTH(date field)	Character	Returns the name of the month	CMONTH (dbirthdate) 
DAY(date field)	Numeric	Returns the day of the month as a number	DAY(dbirthdate) 
LEFT(field name, x)	Character	Returns a specified number of characters from a character expression, starting with the leftmost character.	LEFT(DBCHILD.CCHILDAGE,2) 
MONTH(date field)	Numeric	Returns the month as a number	MONTH(dbirthdate)

FoxPro Function	Function Type	Description	Example						
			<table><tr><td>Camper</td><td>Sex</td><td>Birthdate</td></tr><tr><td>Braten , Lauren</td><td>F</td><td>2</td></tr></table>	Camper	Sex	Birthdate	Braten , Lauren	F	2
Camper	Sex	Birthdate							
Braten , Lauren	F	2							
UPPER(field)	Character	Converts letters to upper case	UPPER(DBCHILD.CLASTNAME) <table><tr><td>Camper</td></tr><tr><td>APOLLO</td></tr></table>	Camper	APOLLO				
Camper									
APOLLO									

Advanced Functions

The following table lists advanced FoxPro functions. You'll need some familiarity with FoxPro in order to use some of these functions.

FoxPro Function	Function Type	Description	Example								
DTOC(date field)	Character	Converts a date to a character string (mm/dd/yyyy)	DTOC(Date) <table><tr><td>Camper</td><td>Sex</td><td>Birthdate</td></tr><tr><td>Braten , Lauren</td><td>F</td><td>02/12/1990</td></tr></table>	Camper	Sex	Birthdate	Braten , Lauren	F	02/12/1990		
Camper	Sex	Birthdate									
Braten , Lauren	F	02/12/1990									
DTOS(date field)	Character	Converts a date to a character string (YYYYMMDD)	DTOS(dbirthdate) <table><tr><td>Camper</td><td>Sex</td><td>Birthdate</td></tr><tr><td>Braten , Lauren</td><td>F</td><td>19900212</td></tr></table>	Camper	Sex	Birthdate	Braten , Lauren	F	19900212		
Camper	Sex	Birthdate									
Braten , Lauren	F	19900212									
GOMONTH(date,x)	Date	Increases the date <i>x</i> months	GOMONTH(date, 2) <div><div>Date Before <table><tr><td>Date</td></tr><tr><td>05/15/2004</td></tr></table></div><div>Date After <table><tr><td>Date</td></tr><tr><td>07/15/2004</td></tr></table></div></div> GOMONTH(date, -2) <div><div>Date Before <table><tr><td>Date</td></tr><tr><td>05/15/2004</td></tr></table></div><div>Date After <table><tr><td>Date</td></tr><tr><td>03/15/2004</td></tr></table></div></div>	Date	05/15/2004	Date	07/15/2004	Date	05/15/2004	Date	03/15/2004
Date											
05/15/2004											
Date											
07/15/2004											
Date											
05/15/2004											
Date											
03/15/2004											
IIF(criteria,x,y)	Character Numeric Currency Date DateTime	Returns <i>x</i> if criteria is true, otherwise returns <i>y</i>	IIF(igender=1,"M",IIF(igender=2,"F","NA")) If the gender value is 1, show M for Male; if the gender value is 2, show F for Female; if there is no value, show NA. <table><tr><td>Camper</td><td>Sex</td></tr><tr><td>Smith, Eric</td><td>M</td></tr><tr><td>Smith, Samantha</td><td>F</td></tr></table>	Camper	Sex	Smith, Eric	M	Smith, Samantha	F		
Camper	Sex										
Smith, Eric	M										
Smith, Samantha	F										
LEN(field name)	Numeric	Returns the number of characters in a field	LEN(DBFAMILY.CFAMCITY) <table><tr><td>City</td></tr><tr><td>31</td></tr></table>	City	31						
City											
31											

FoxPro Function	Function Type	Description	Example
PROPER(field)	Character	Converts the first letter of a word to a capital	PROPER(DBCHILD.CLASTNAME) <i>Name Before</i> <i>Name After</i>  
RIGHT(field name, x)	Character	Eliminates extraneous spaces and returns the specified number of rightmost characters from a character string.	RIGHT(Van,2) <i>Van Before</i> <i>Van After</i>  
ROUND(field name, x)	Numeric	Returns a numeric expression rounded to a specified number of decimal places.	ROUND(VAL(DBCHILD.CCHILDAGE),0) 
SUBSTR(field name, x, x) OR SUBSTR(field name, x)	Character	Returns a character string from the given character OR memo field.	SUBSTR(notes,1,40)  SUBSTR(notes,41) 
VAL(field name)	Numeric Decimal Numeric	Returns a numeric value from a character expression composed of numbers.	VAL(DBCHILD.CCHILDAGE) 
YEAR(date field)	Numeric	Returns the year as a number	YEAR(dbirthdate) 

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Appendix B: Setting Up Outlook Express and Outlook to Send EZ-CARE2 Emails

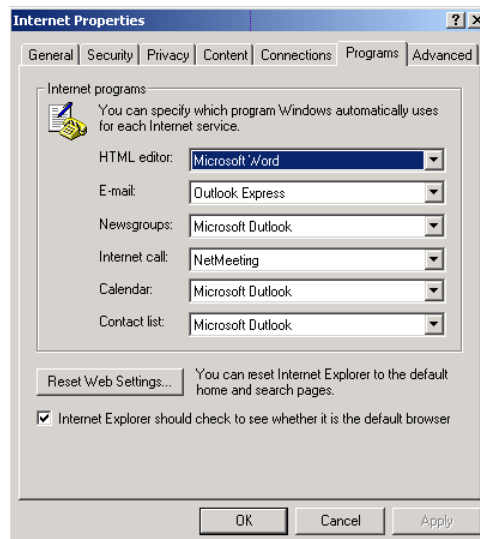
To send emails directly from EZ-CARE2, you need to use Outlook Express or Outlook as your default email program and set up it up to work with EZ-CARE2.

Choosing the Default Email Program for Your System

To send emails from EZ-CARE2, you need to define the default email program for your system. Choosing a default does not affect your use of any other email program, such as Outlook, to send or receive your regular emails.

► To choose the default email program

1. Click the **Start** menu, select **Settings**, and then click **Internet Options**. The **Internet Properties** screen appears.
2. Click the **Programs** tab.



3. From the **E-mail** picklist, choose the program you want to use as your default—either **Outlook Express** or **Microsoft Outlook**.
4. At the bottom of the screen, click the **Apply** button.
5. Then, click the **OK** button.

Setting Up Your Email Program for Use with EZ-CARE2

Once you've selected your default email program, you need to set up Outlook Express or Outlook to send emails. In order to do this, you'll need to get information from your Internet Service Provider (ISP) or Information Technology (IT) department about the settings you need to define for an email account.

This section contains instructions for setting up both Outlook Express (see next section) and Outlook (see page 369)—go to the appropriate section based on the program you're using.

Setting Up Outlook Express

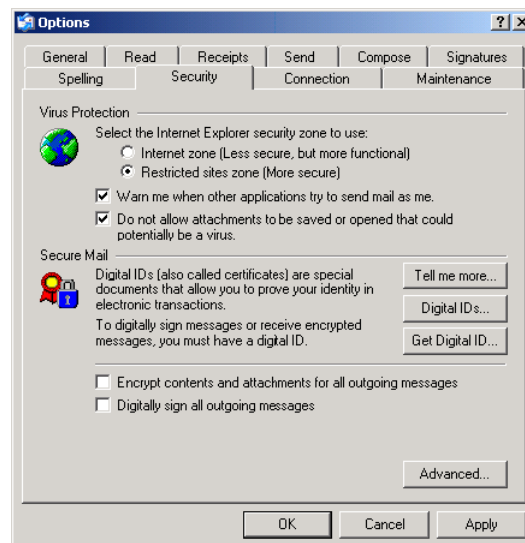
In Outlook Express, you need to define an email security setting and set up your email account in order to send emails from EZ-CARE2.

Defining the Email Security Setting

You need to disable the Outlook Express setting that warns you when programs on your system, such as EZ-CARE2, try to send email.

► **To define the email security setting**

1. From the **Tools** menu, click **Options**. The **Options** screen appears.
2. Click the **Security** tab.



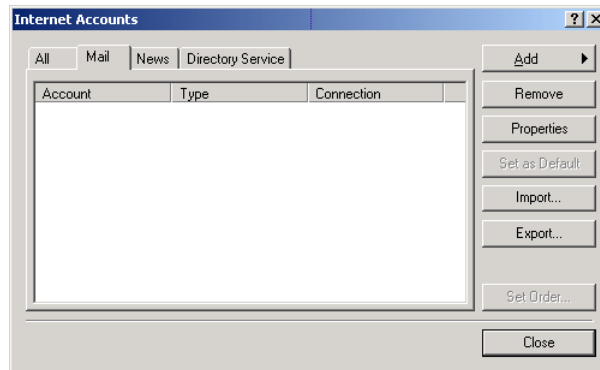
3. Clear the **Warn me when other applications try to send mail as me** check box. This allows you to send emails from EZ-CARE2 without having to authorize each email you send, which is helpful when you're sending multiple emails through EZ-CARE2.
4. At the bottom of the screen, click the **Apply** button.
5. Then, click the **OK** button.

Setting Up Your Outlook Express Email Account

Using information provided to you by your ISP or IT department, you need to set up your Outlook Express email account.

► **To set up your email account**

1. From the **Tools** menu, click **Accounts**. The **Internet Accounts** screen appears.
2. Click the **Mail** tab.



3. Click the **Add** button, and then click **Mail**. The **Internet Connection Wizard** appears.



4. Move through the Internet Connection Wizard, setting up your email account with the information provided to you by your ISP or your IT department. For help setting up your email account, contact your ISP or IT department.

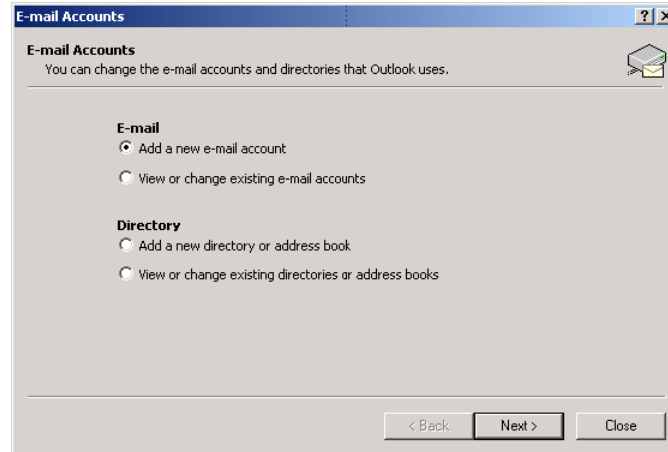
After you set up your email account, you are ready to send emails from EZ-CARE2.

Setting Up Outlook

Using information provided to you by your ISP or IT department, you need to set up your Outlook email account.

► **To set up your email account**

1. From the **Tools** menu, click **E-mail Accounts**. The **E-mail Accounts** screen appears.
2. In the **E-mail** section, click **Add a new e-mail account**.



3. Click the **Next** button, and then move through the wizard, setting up your email account with the information provided to you by your ISP or your IT department. For help setting up your email account, contact your ISP or IT department.

After you set up your email account, you are ready to send emails from EZ-CARE2.

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