

Lesson 15 – Attendance

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Overview

The Attendance screen was developed to allow users to record the daily attendance of each child that has a scheduled enrollment in a program. The number of hours and an attendance code are required to complete an attendance entry for any given day.

Billing procedures have been modified to allow the attendance records to be used for a family's billing instead of the program schedules. The routines in place validate that every scheduled program day for the given family is satisfied. The routines also included any non-schedule day within the child's program start and to date. This means that you can record attendance for a non-scheduled day.

During development of the Attendance screen we endeavored to make the input as clear and as easy as possible. To this end, we have allowed you to enter your information directly on the grid versus our standardized method of entering data in a specialized screen for the type of data being entered.

The following pages will instruct you on the use of the Attendance entries

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Attendance Screen

The information displayed on the Attendance screen is a combination of date, program, and child. As the Attendance Date is changed the data grid automatically repopulates.

	04/11/2006				04/12/2006				04/13/2006				04/14/2006				04/17/2006			
	Sch	Hrs	Cde	Bill	Sch	Hrs	Cde	Bill	Sch	Hrs	Cde	Bill	Sch	Hrs	Cde	Bill	Sch	Hrs	Cde	Bill
Child																				
Program																				
Ashley, Allison School Age & Kindergarten	M	0			F	0			M	0			F	0			M	0		
Ashley, Danny School Age & Kindergarten	M	0			M	0			M	0			F	0			A	0		
Ashley, Danny School Age & Kindergarten	M	0			M	0			M	0			F	0			A	0		
Ashley, David School Age & Kindergarten	A	0			A	0			A	0			A	0			A	0		
Bancroft, Anne Toddler	F	0			F	0			F	0			F	0			F	0		
Bancroft, John Toddler	F	0			F	0			F	0			F	0			F	0		
Buttery, Jenna Seniors	F	0			F	0			F	0			F	0			F	0		
Culostronevus, Cierra School Age & Kindergarten	M	0			M	0			M	0			M	0			M	0		
Culostronevus, Justin School Age & Kindergarten	F	0			F	0			F	0			F	0			F	0		

Attendance Date

The first column of the data grid always displays the date selected in the Attendance Date field. The 4 following dates (days) are also displayed.

Today Button

Positions the first grid column to the current date.

Back (<) 1 Week Button

Subtracts 7 days from the currently displayed Attendance Date and displays that date in the first column of the data grid.

Forward (>) 1 Week Button

Adds 7 days to the currently displayed Attendance Date and displays that date in the first column of the data grid.

Program Group

The Program Group selector allows you to filter the grid display to only those records matching the selected group.

Display Filter

On the Family Manager -> Family tab the Billing Option selected determines how the family will be billed. The Display Filter options are to:

- Display All
 - All Families of either Billing Option are displayed
- Display Billing by Attendance Only
 - Only those families set to Billing by Attendance are displayed
- Display Billing by Schedule Only
 - Only those families set to Billing by Schedule are displayed

Show/Hide Grid Data

The options available allow you to remove or add certain information that is displayed on the grid. As you check/uncheck the options, the grid is automatically updated and reformatted to show the information selected. By default, all information is displayed at startup.

- Sch
 - Show/Hide the Sch columns of the grid
- Hrs
 - Show/Hide the Hrs columns of the grid
- Cde
 - Show/Hide the Cde columns of the grid
- Bill
 - Show/Hide the Bill columns of the grid
- Program Enrollment
 - Show/Hide the Program row of the grid

These Show/Hide options will make your input routines easier as you tab from field to field.

Navigation

The Attendance grid was developed to make navigation easy. You can use your mouse to go from field to field but we recommend the Tab key which will automatically position you at the next required field. The arrow keys can also be used to navigate the screen.

There are only 2 fields that can receive data:

- Hrs

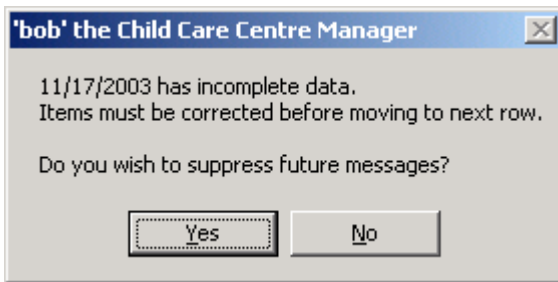
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- The number of hours
- Partial hours must be entered as decimal, not minutes
- Cde
 - All Cde column fields contain a dropdown with all of the available Attendance Codes.
 - Enter the first letter and tab to record the code.
 - You can also use your mouse to select the code.

Function Options

Suppress Validation Messages

Whenever you attempt to change rows on the grid, the entry data is validated to ensure that all required information has been entered. If it has not been entered a message is displayed stating which fields require your attention.



The Suppress Validation Messages option turns off this validation.

Highlight Incomplete Records

To make it easier for you to identify those fields requiring input you can select this option to highlight the column/fields that require attendance information.

Attendance Date: 04/11/2006
Program Group: <Select>
Grid Filter: Display All

Notes:
1. Children flagged as 'Bill' with a 'Sch' designation must be entered for validation during billing routines.
2. Double-click any row to edit/view the Program Enrolment.
3. Column shading represents change of week.

Function Options:
 Suppress Validation Messages
 Highlight Incomplete Records

	04/11/2006				04/12/2006				04/13/2006				04/14/2006				04/17/2006				
Child	Sch	Hrs	Cde	Bill	Sch	Hrs	Cde	Bill	Sch	Hrs	Cde	Bill	Sch	Hrs	Cde	Bill	Sch	Hrs	Cde	Bill	
Program																					
Ashley, Allison School Age & Kindergarten	M	3	P		F	3	P		M	3	P		F	3	P		M	0			
Ashley, Danny School Age & Kindergarten	M	3	S		M	3	P		M	3	P		F	3	P		A	0			
Ashley, Danny School Age & Kindergarten	M	3	P		M	3	P		M	3	P		F	3	P		A	0			
Ashley, David School Age & Kindergarten	A	0			A	0			A	4	P		A	4	P		A	0			
Bancroft, Anne Toddler	F	8	P		F	8	P		F	8	P		F	8	P		F	0			
Bancroft, John Toddler	F	8	P		F	0	P		F	8	P		F	8	P		F	0			
Buttery, Jenna Seniors	F	8	P		F	8	P		F	8	P		F	8	P		F	0			
Culostronevus, Cierra School Age & Kindergarten	M	0			M	0			M	0			M	0			M	0			
Culostronevus, Justin	F	0			F	0			F	0			F	0			F	0			

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Entering Data

Getting attendance data into the database is easy.

1. Mouse click to the row/column you wish to start with.
2. Using your tab key, navigate to the Hrs/Cde fields.
3. In the Hrs field enter the number of hours to be recorded and tab to the next field.
4. In the Cde field, if you know the first letter of the code to be applied, enter the first letter or select from the dropdown and tab to the next field.

When you are finished, press the Close button.

Optional Views

The best way to find out how the Show/Hide Grid Data options work is to try them. We have provided a couple of the highlights below.

Show selected Attendance Date only.

This option provides a focus view of the day you wish to enter attendance for.

The screenshot shows the 'Attendance' application window. The 'Attendance Date' is set to 04/11/2006. The 'Show / Hide Grid Data' section has several options checked, with 'Show selected Attendance Date only' circled in red. The 'Function Options' section also has 'Suppress Validation Messages' and 'Highlight Incomplete Records' checked. The 'Close' and 'Edit' buttons are visible on the right. Below the controls is a table with columns for Child, Program, Sch, Hrs, Cde, and Bill.

Child	Program	Sch	Hrs	Cde	Bill
Ashley, Allison	School Age & Kindergarten	M	3	P	<input type="checkbox"/>
Ashley, Danny	School Age & Kindergarten	M	3	S	<input type="checkbox"/>
Ashley, Danny	School Age & Kindergarten	M	3	P	<input type="checkbox"/>
Ashley, David	School Age & Kindergarten	A	0		<input type="checkbox"/>
Bancroft, Anne	Toddler	F	8	P	<input type="checkbox"/>
Bancroft, John	Toddler	F	8	P	<input type="checkbox"/>
Buttley, Jenna	Seniors	F	8	P	<input type="checkbox"/>
Culostreus, Cierra	School Age & Kindergarten	M	0		<input type="checkbox"/>
Culostreus, Justin	School Age & Kindergarten	F	0		<input type="checkbox"/>

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Toggle Program Enrollment

Shows/Hides the rows designated for Program Enrollment.

The screenshot shows the 'Attendance' application window. At the top left, the 'Attendance Date' is set to 04/11/2006, with navigation buttons for 'Today', '< 1 Week', and '> 1 Week'. Below this are dropdown menus for 'Program Group' and 'Grid Filter' (set to 'Display All'). A 'Notes' section contains three instructions: 1. Children flagged as 'Bill' with a 'Sch' designation must be entered for validation during billing routines. 2. Double-click any row to edit/view the Program Enrollment. 3. Column shading represents change of week.

On the right side, the 'Show / Hide Grid Data' section has several checked options: 'Sch - Scheduled (F=Full Day, M=Morning, A=Afternoon)', 'Hrs - Number of hours to be reported.', 'Cde - Attendance code to be applied.', 'Bill - Bill by Attendance flag.', and 'Show selected Attendance Date only.'. The 'Program Enrollment' checkbox is currently unchecked and highlighted with a red border. Below this is the 'Function Options' section, which has 'Suppress Validation Messages' and 'Highlight Incomplete Records' checked.

The main data grid is titled '04/11/2006' and has columns for 'Child', 'Sch', 'Hrs', 'Cde', and 'Bill'. The rows are shaded in alternating light and dark gray. The 'Hrs' column is highlighted in red for all rows, indicating a change of week. The 'Bill' column has checkboxes for each row.

Child	Sch	Hrs	Cde	Bill
Ashley, Allison	M	3	P	<input type="checkbox"/>
Ashley, Danny	M	3	S	<input type="checkbox"/>
Ashley, Danny	M	3	P	<input type="checkbox"/>
Ashley, David	A	0		<input type="checkbox"/>
Bancroft, Anne	F	8	P	<input type="checkbox"/>
Bancroft, John	F	8	P	<input type="checkbox"/>
Buttery, Jenna	F	8	P	<input type="checkbox"/>
Culostreonevus, Cierra	M	0		<input type="checkbox"/>
Culostreonevus, Justin	F	0		<input type="checkbox"/>
Daylor, Samantha	F	0		<input type="checkbox"/>
Forman, Mackenzie	M	0		<input type="checkbox"/>
Forman, Maxwell	F	0		<input type="checkbox"/>
Jenkinson, Bob	A	0		<input type="checkbox"/>
Jenkinson, Randy	M	0		<input type="checkbox"/>
Murphy, Bryan	A	0		<input type="checkbox"/>
Murphy, Emily	A	0		<input type="checkbox"/>
Murphy, Gracie	M	0		<input type="checkbox"/>
Neymier, Cindy	F	0		<input type="checkbox"/>
Olson, Cora	F	0		<input type="checkbox"/>