I. Group Information

- Group Information:
  - Name: “Parent’s Support Services, Inc.”
  - No.: 4

- Members Information:

  - Francis Bello
    - Student no.: 015-097-XXX
    - Email address: fXXX@learn.senecac.on.ca
    - Phone no.:

  - Jin Jie Yang
    - Student no.: 039-221-XXX
    - Email address: jXXX@learn.senecac.on.ca
    - Phone no.:

  - Michael Lin
    - Student no.: 053-185-XXX
    - Email address: mXXX@learn.senecac.on.ca
    - Phone no.:

- Server Information:
  - Host name:
  - Virtual machine:

II. Completed Tasks

Completed tasks: Francis Bello

Task	Hours	Category
Modified "Group Members / Email" html page	0.17	HTML
Modified "About Our Client" page	0.17	HTML
Uploaded Project Proposal document and modified corresponding page	0.17	HTML
Uploaded WBS and modified corresponding page	0.17	HTML
Uploaded Rose model and modified corresponding page	0.17	HTML
Uploaded database schema and modified corresponding page	0.17	HTML
Uploaded prototype screenshots and modified corresponding page	0.25	HTML
Re-sequenced prototype screens html page	0.25	HTML
Write script to create table Address	0.33	Database
Write script to create table School	0.33	Database
Write script to create table Doctor	0.33	Database
Write script to create table AttendanceLog	0.33	Database
Write script to create table WeeklyPayment	0.33	Database
Write script to create table DailyTransaction	0.33	Database
Uploaded/posted Progress Report (status-01.doc)	0.08	Documentation
Uploaded/posted Task Allocation (assigned-feb.doc & completed-jan.doc)	0.17	Documentation
Uploaded/posted Group Meeting Minutes for week of Jan 28	0.08	Documentation
Uplaoded/posted Meeting w/ Teacher Minutes for Jan 28	0.08	Documentation
Write script to create table School	0.08	Database
Write script to create table Doctor	0.08	Database
Write script to create table AttendanceLog	0.08	Database
Write script to create table WeeklyPayment	0.08	Database
Write script to create table DailyTransaction	0.08	Database
Write script to create table Users	0.08	Database
Write script to create table Salutation	0.08	Database
Write script to populate Province table	0.08	Database
Write script to populate Salutation table	0.08	Database
Re-created all tables in local copy of MySql	0.02	Database
Uploaded/posted Progress Report (status-02.doc)	0.03	Documentation
Uploaded/posted Group Meeting Minutes for Feb 4	0.03	Documentation
Uplaoded/posted Meeting w/ Teacher Minutes for Feb 4	0.03	Documentation
Program Register Extra Day Care Services screen	3.00	Visual C#
Program Update Extra Day Care Services screen	2.00	Visual C#
Program Register New Users screen	2.50	Visual C#
Program Update Users screen	2.50	Visual C#
Program Register New Users screen UI	0.50	Visual C#
Program and test Register New Users scren back-end code	3.75	Visual C#
Program Update Users screen UI	0.33	Visual C#
Program and test Update Users screen back-end code	1.42	Visual C#
Program Login screen UI	0.75	Visual C#
Program and test Login screen back-end code	1.75	Visual C#
Program Maintain Extra Services screen UI	0.83	Visual C#
Program and test Maintain Extra Services screen back-end code	4.17	Visual C#
Re-created database in virtual machine	0.50	Database

Uploaded C# codes into virtual machine	0.50	Visual C#
Created and posted progress report, time sheet, task allocation documents	1.33	Documentation
Program Generate Week Numbers screen UI	2.25	Visual C#
Program and test Generate Week Numbers back-end code	2.50	Visual C#
Program Process Daily Bill screen UI	2.25	Visual C#
Program and test Process Daily Bill back-end code	5.65	Visual C#
Posted minutes of group meeting and prof-group meeting	0.08	Documentation
Updated Main Menu screen	0.50	Visual C#
Program Process Weekly Payment screen UI	1.00	Visual C#
Program and test Process Weekly Payment back-end code	5.00	Visual C#
Design and develop Clients List report	3.00	Crystal Reports
Design and develop Weekly Payment Receipt report	2.00	Crystal Reports
Design and develop Yearly Income report	2.50	Crystal Reports
Finished assigned sections of final document	4.00	Documentation

Completed tasks: Mike Lin

Task Name	Hours	Category
Install MySQL Server	0.5	Database
Install MySQL .Net Connector	0.2	Database
Create AuthorizedPerson Table	0.2	Visual C#
Create ChildAccountNum Table	0.2	Visual C#
Create Province Table	0.2	Database
Create ClientAccountNum Table	0.2	Database
Create Client Table	0.2	Database
Create Payment Table	0.2	Database
Program Register Client Screen	3	Visual C#
Program Update Client Screen	2	Visual C#
Program Inquire a Client Screen	2	Visual C#
Create Register Client Screen	2	Visual C#
Create Update Client Screen	2	Visual C#
Create Inquire a Client Screen	2	Visual C#
Allow registration for Register Client	4	Visual C#
Allow clear entries for Register Client	2	Visual C#
Allow update for Update Client	3	Visual C#
Allow clear entries for Update Client	1	Visual C#
Added work table	0.3	Database
Register Button	11	Visual C#
Clear Entries	2	Visual C#
Update button	12	Visual C#
Daily attendance Screen	2	Visual C#
Log button	7	Visual C#
Inquire attendance screen	0.5	Visual C#
Code behind	3	Visual C#
PrintReport Table	0.5	Database
Crystal Reporting	12	Database

Print attendance Log	3	Database
Documentation	4	Document

Completed tasks: Jin Jie Yang

Activity/Task	Hours	Category
create table of color	0.1	MySQL
create table of child	0.1	MySQL
create table of OHIP	0.1	MySQL
create table of parent	0.1	MySQL
create table of weekdate	0.1	MySQL
create table of client_parent_child	0.1	MySQL
install MySQL Server	0.5	MySQL
install MySQL Net Connector	0.2	MySQL
Program Register a Child Screen	2	C#
Program Update a Child Screen	2	C#
Program Inquire a Child Screen	2	C#
Program Register a Child Screen UI and add all control's functions whithout database	1.3	C#
Program Update a Child Screen UI and add all control's functions without database	1	C#
Program Inquire a Child Screen UI	0.3	C#
Create CHILD class, SCHOOL class, ADDRESS class, DOCTOR class	0.7	C#
Create PROVINCE class, OHIP class	0.3	C#
Create the function of list of client	1.3	C#
Test the function of list of client	0.7	C#
Create the function of list of WeekNum	0.3	C#
Test the function of list of WeekNum	0.3	C#
Create the function of list of Date	0.3	C#
Test the function of list of Date	0.3	C#
Create the function of list of Client Account	0.3	C#
Test the function of list of Client Account	0.3	C#
Create the function of Select father name	0.3	C#
Test the function of select father name	0.3	C#
Create the function of select mother name	0.3	C#
Test the function of select mother name	0.3	C#
Create the function of select from child	0.3	C#
Test the function of select from child	0.3	C#
Create the function of select from province	0.3	C#
Test the function of select from province	0.3	C#
Create the function of select from color name by color code	0.3	C#
Test the function of select from color name by color code	0.3	C#
Create the function of Select From Color Name By Color	0.3	C#
Test the function of Select From Color Name By Color	0.3	C#
Create the function of List Of Child	0.3	C#
Test the function of list of Child	0.3	C#

Create the function of list of Province	0.3	C#
Test the function of list of Province	0.3	C#
Create the function of Select From Doctor	0.3	C#
Test the function of Select From Doctor	0.3	C#
Create the function of Select Address By CAN	0.3	C#
Test the function of Select Address By CAN	0.3	C#
Create the function of Select From Address	0.3	C#
Test the function of Select From Address	0.3	C#
Create the function of Select From OHIP	0.3	C#
Test the function of Select From OHIP	0.3	C#
Create the function of CheckClientAccNum	0.3	C#
Test the function of CheckClientAccNum	0.3	C#
Create the function of SelectFromCSN	0.3	C#
Test the function of SelectFromCSN	0.3	C#
Create the function of insertToChildAccNum	0.3	C#
Test the function of insertToChildAccNum	0.3	C#
Create the function of AddSeqNum	0.3	C#
Test the function of AddSeqNum	0.3	C#
Create the function of SelectFromSchool	0.3	C#
Test the function of SelectFromSchool	0.3	C#
Create the function of updateChild	0.3	C#
Test the function of updateChild	0.3	C#
Create the function of updateAddress	0.3	C#
Test the function of updateAddress	0.3	C#
Create the function of updateDoctor	0.3	C#
Test the function of updateDoctor	0.3	C#
Create the function of updateSchool	0.3	C#
Test the function of updateSchool	0.3	C#
Create the function of updateOHIP	0.3	C#
Test the function of updateOHIP	0.3	C#
Create the function of insertToOHIP	0.3	C#
Test the function of insertToOHIP	0.3	C#
Create the function of insertToAddress	0.3	C#
Test the function of insertToAddress	0.3	C#
Create the function of insertToDoctor	0.3	C#
Test the function of insertToDoctor	0.3	C#
Create the function of insertToschool	0.3	C#
Test the function of insertToschool	0.3	C#
Create the function of insertToChild	0.3	C#
Test the function of insertToChild	0.3	C#
Create the function of insertToRegister	0.3	C#
Test the function of insertToRegister	0.3	C#
Create the function of duplicateValueAddress	0.3	C#
Test the function of duplicateValueAddress	0.3	C#

Create the function of duplicateValueDoctor	0.3	C#
Test the function of duplicateValueDoctor	0.3	C#
Create the function of duplicateValueOHIP	0.3	C#
Test the function of duplicateValueOHIP	0.3	C#
Create the function of duplicateValueSchool	0.3	C#
Test the function of duplicateValueSchool	0.3	C#
Program Inqiure payment screen	1	C#
Implement inqiure payment screen	1	C#
Program report of all children screen	1	C#
Implement report of all children screen	1	C#
Program report of T4 screen	2	C#
Implement report of T4	2	C#
Create table of rptclientinfo	1	C#
Create table of rptpayment	1	C#
Test register child screen	5	C#
Test update child screen	5	C#
Test inqiure child screen	5	C#
Test report of all children screen	2	C#
Test report of T4 screen	2	C#

III. System Documentation

A. Required Software

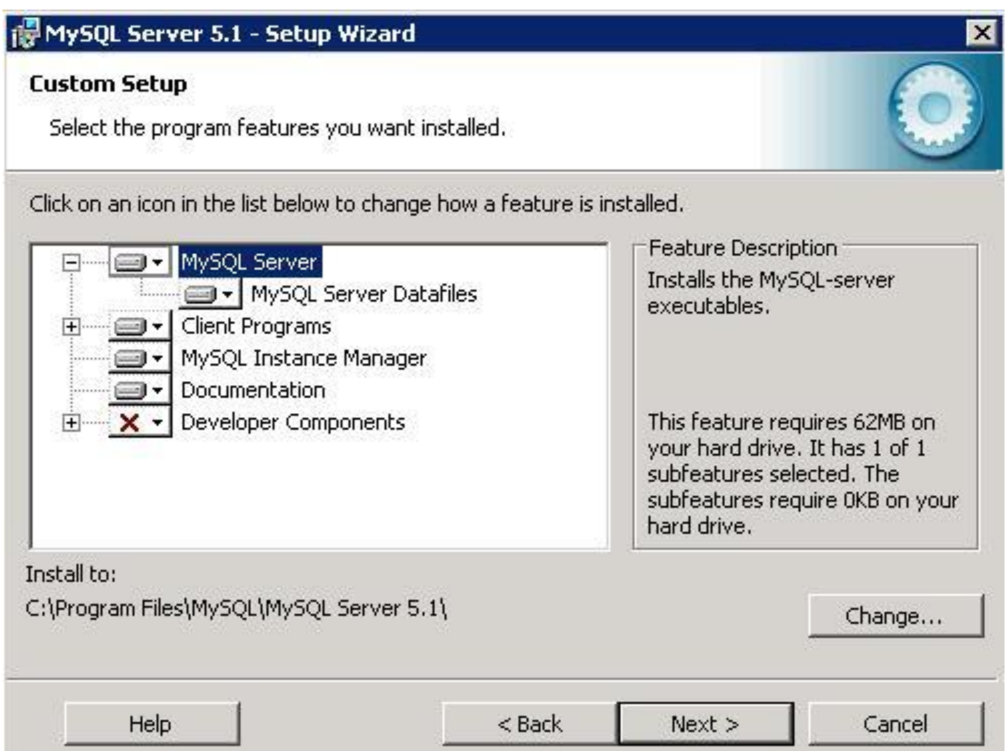
1. MySQL Database

Download and install MySQL (mysql-essential-5.1.42-win32.msi) found in http://XXX.senecac.on.ca/~prj666_101w04/prj666/docs/mysql-essential-5.1.42-win32.msi. This program can also be found on the accompanying CD under System/MySQL folder. MySQL database must be installed on the computer where the system will be installed.

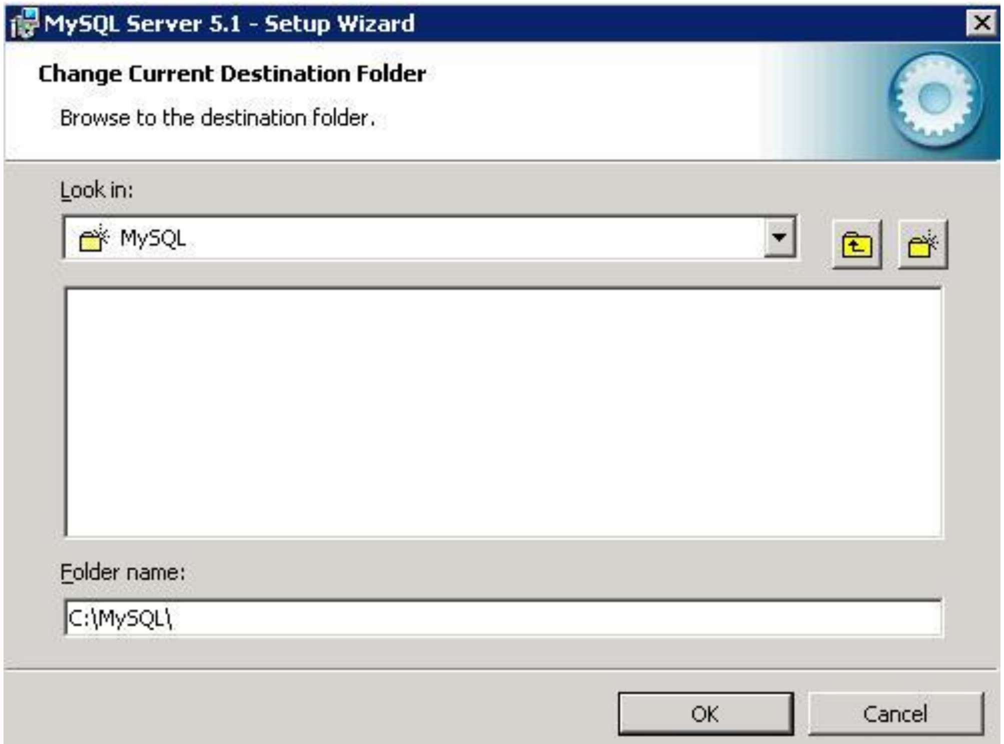
Steps:

a. Click Next

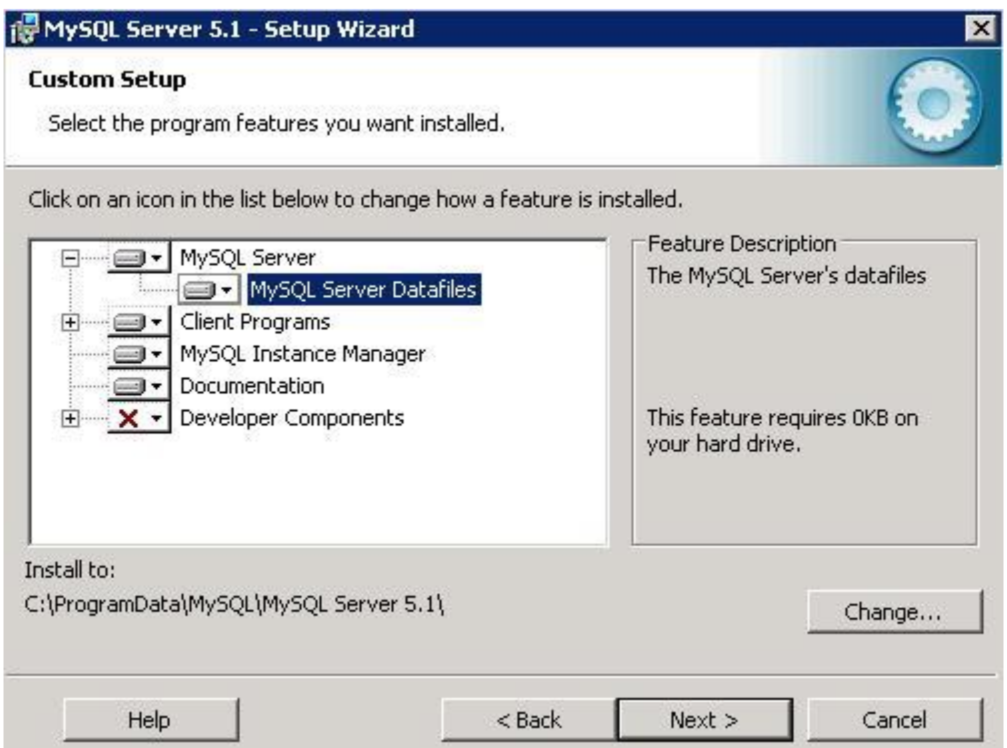
b. Select Custom, click Next



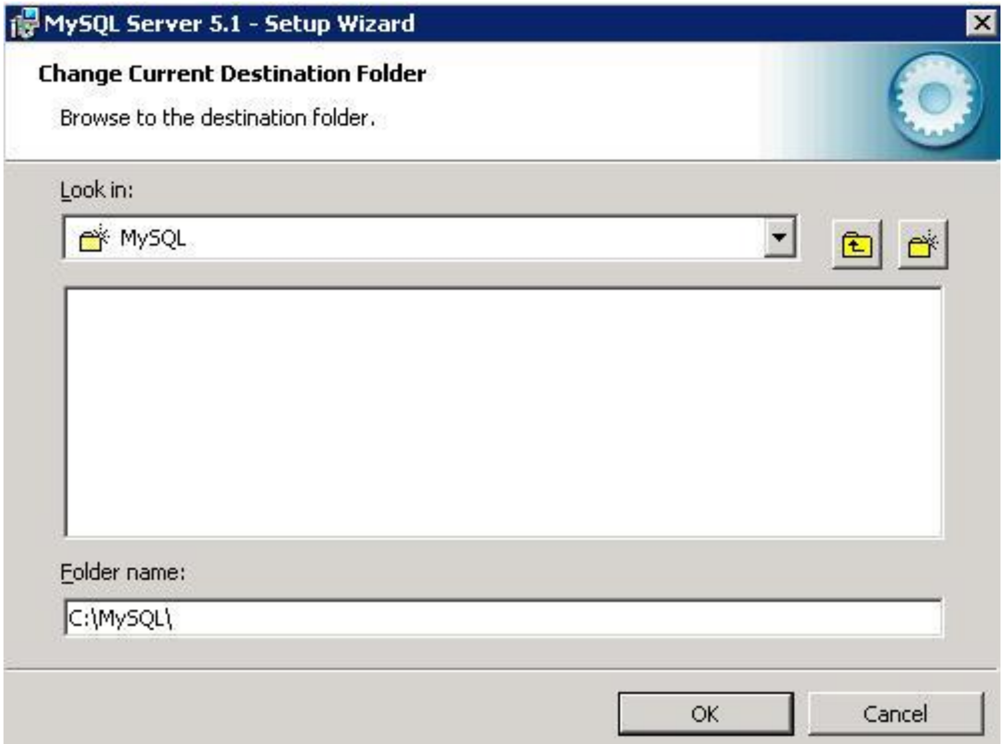
c. Select MySQL Server and click Change



d. Create C:\MySQL if you don't have one yet, click OK

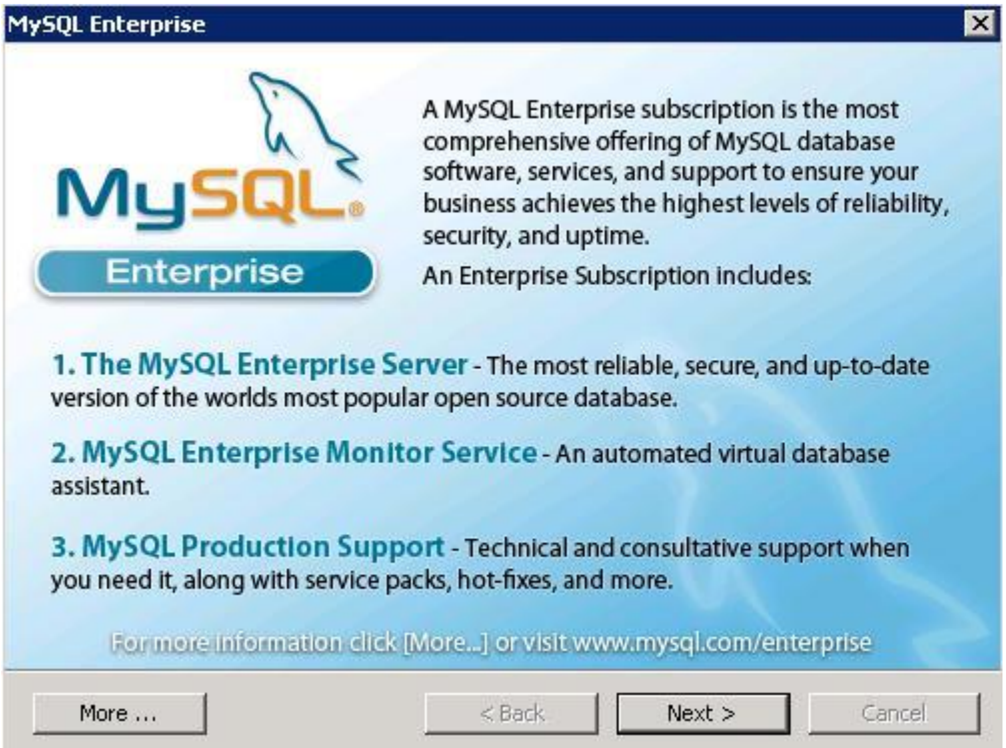


e. Select MySQL Server Datafiles and click Change

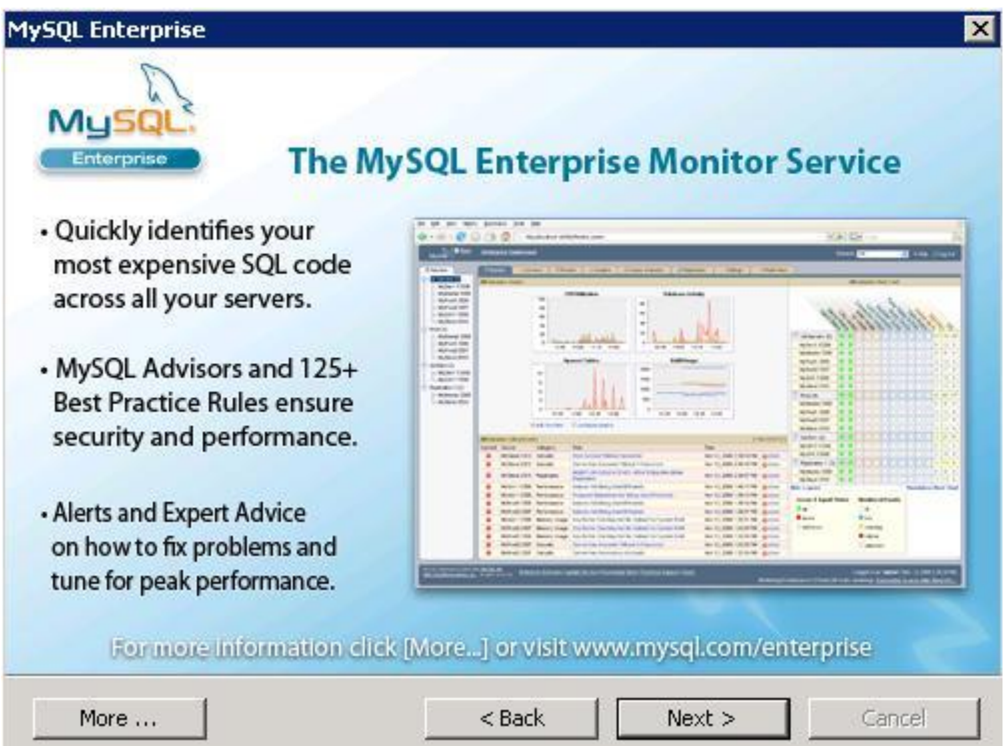


f. Select C:\MySQL and click OK

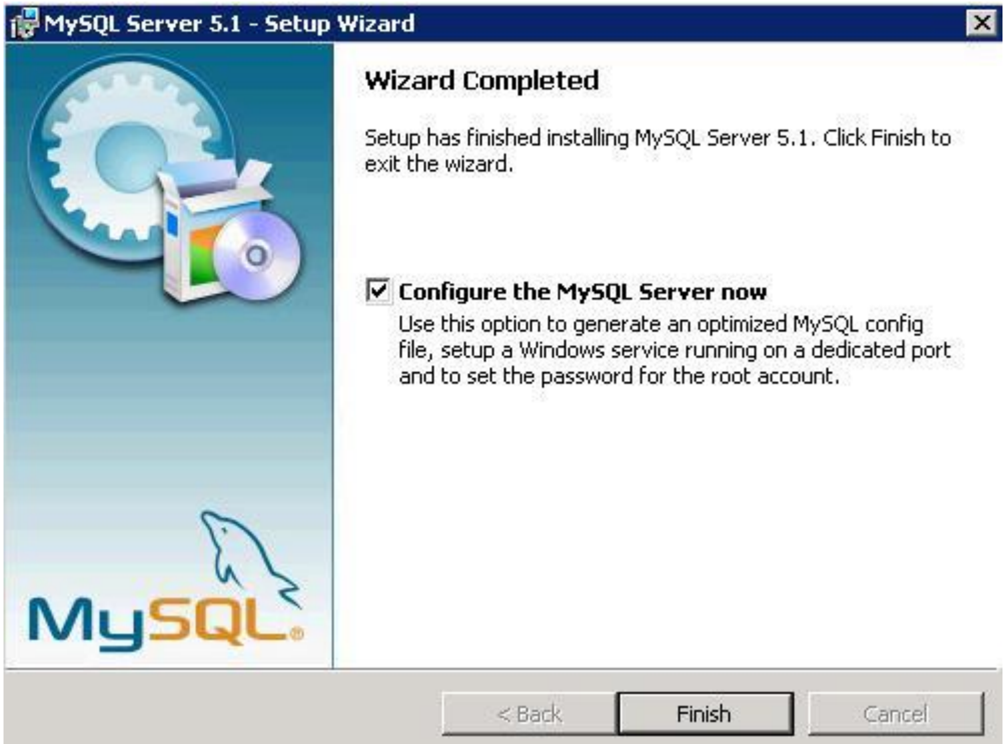
g. Click Next



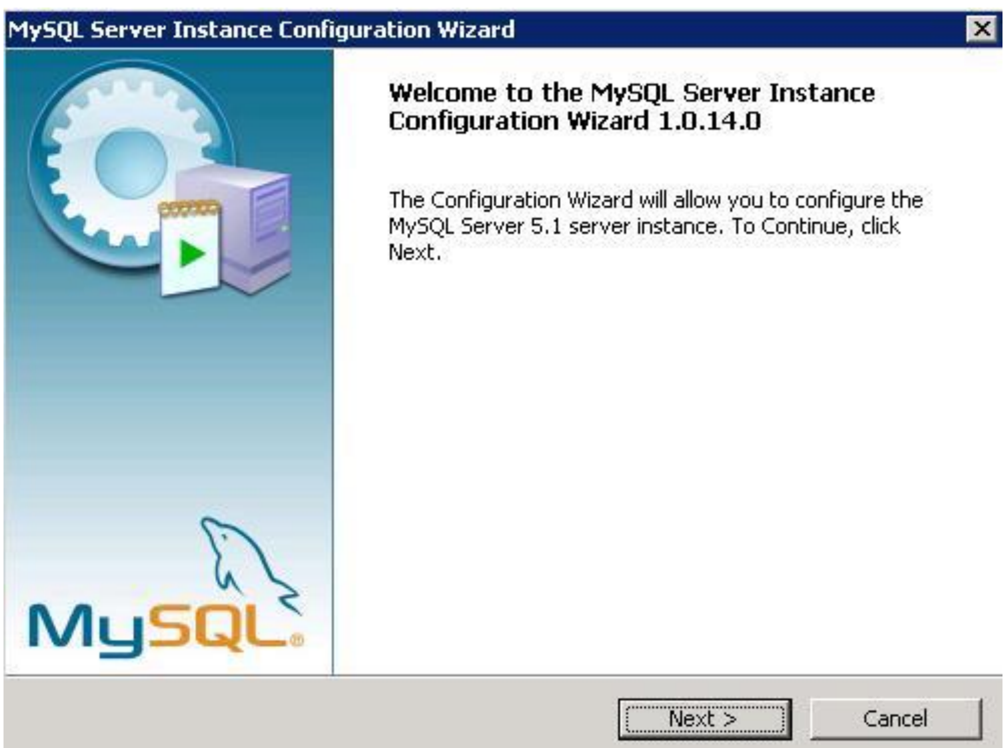
h. Click Next



i. Click Next



j. Click Finish

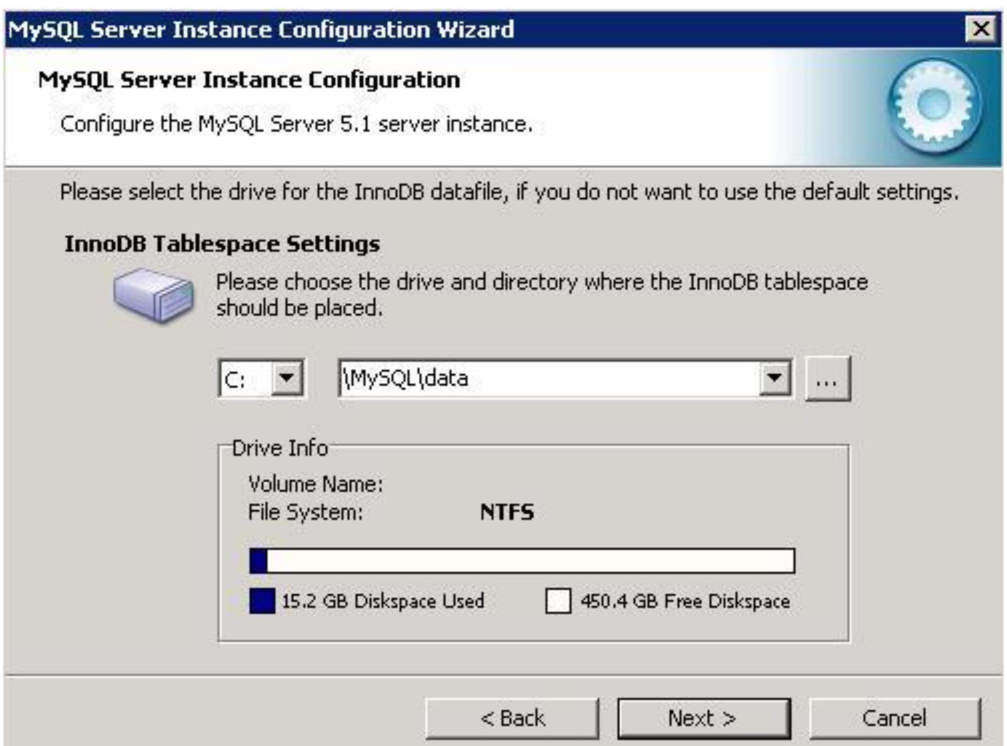


k. Click Next

l. Select Detailed Configuration, click Next

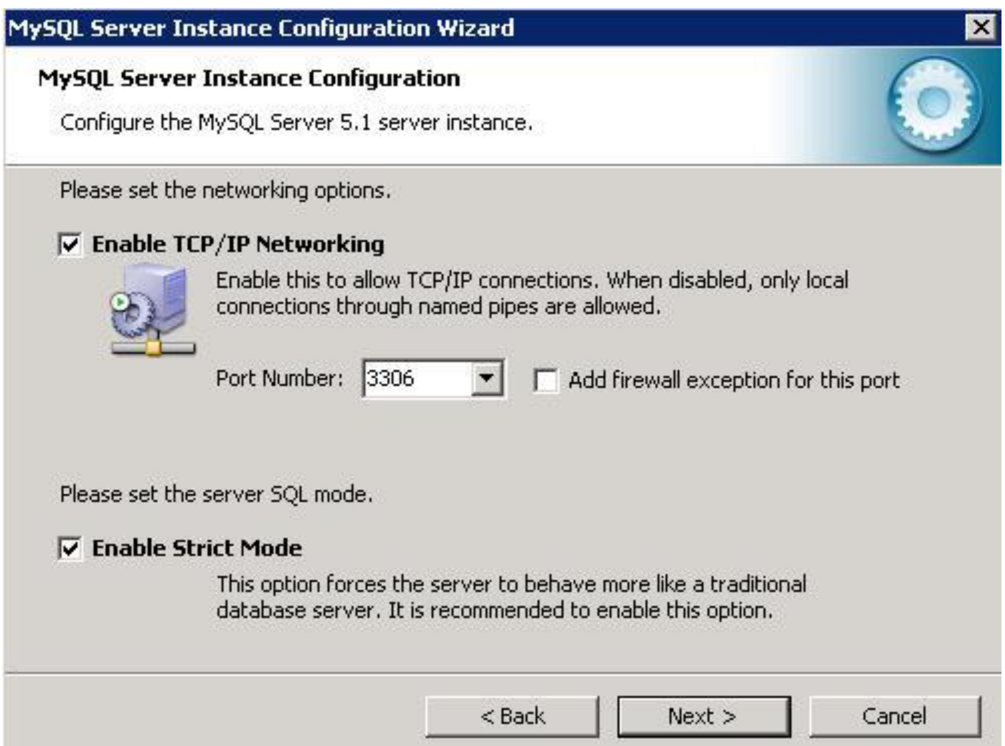
m. Select Server Machine, click Next

n. Select Multifunctional Database, click Next

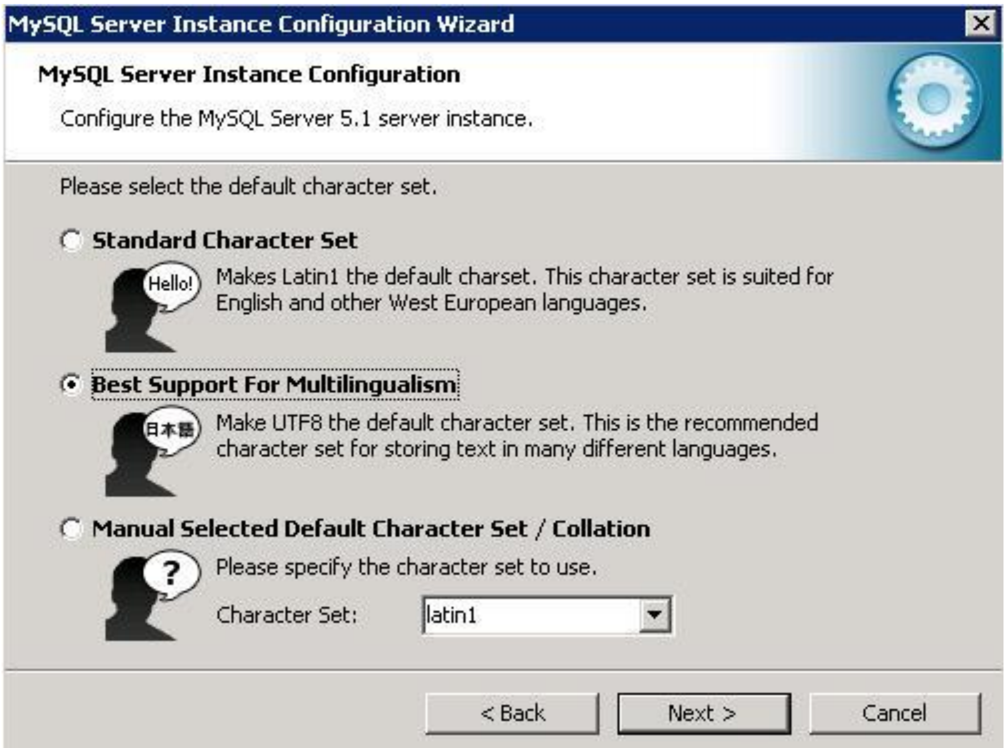


o. Type \MySQL\data, click Next

p. Select Online Transaction Processing (OLTP), click Next



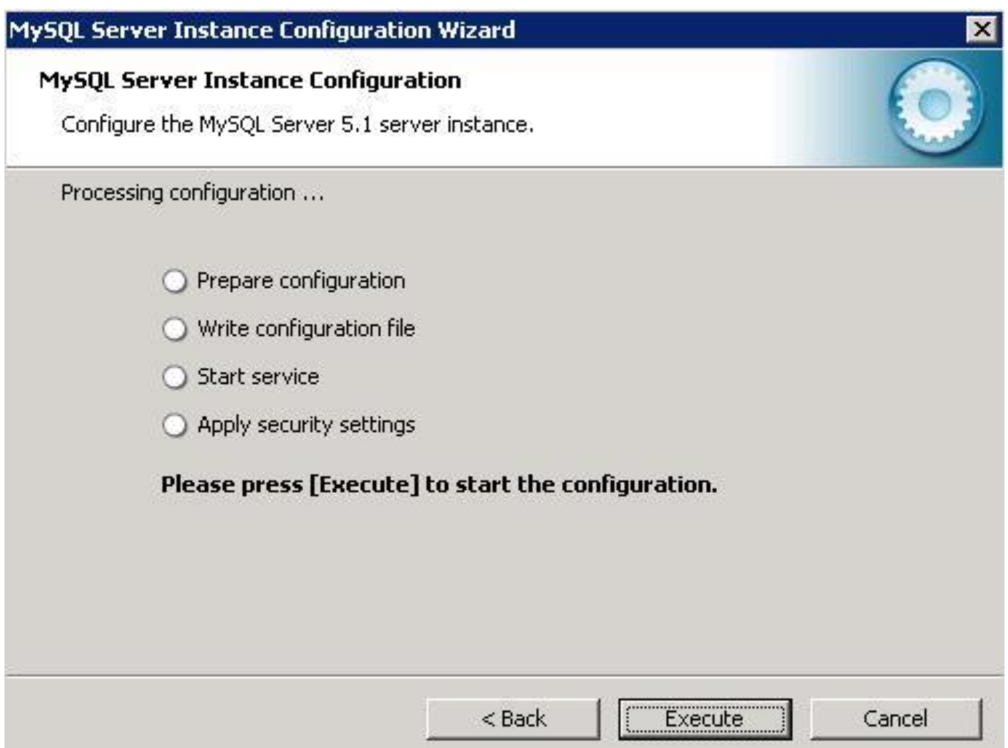
q. Leave default as is, click Next



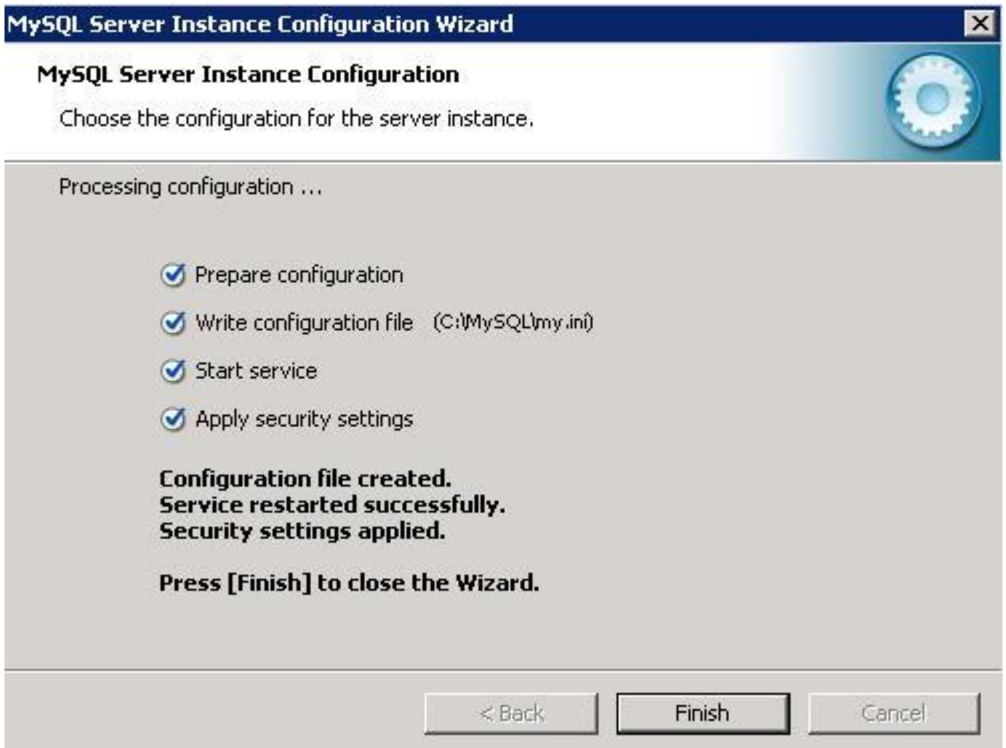
r. Select Best Support for Multilingualism, click Next

s. Select Include Bin Binary Directory in Windows Path, click Next

t. Enter whatever password you like, click Next



u. Click Execute

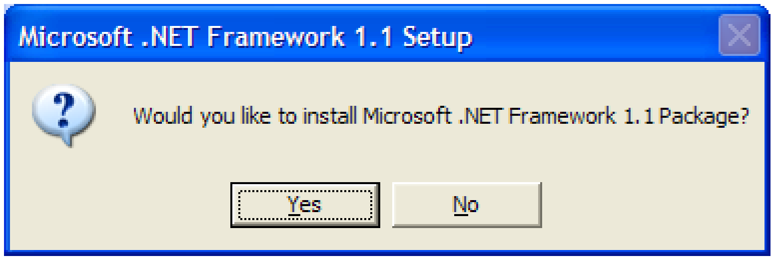


v. Select Finish

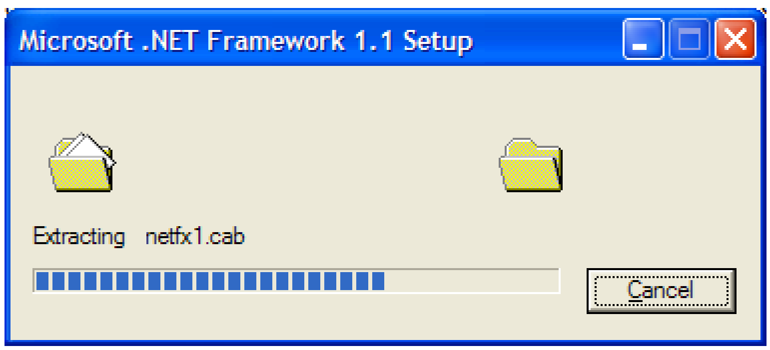
2. Microsoft .NET Framework 1.1

Download and install Microsoft .NET Framework 1.1 (dotnetfx.exe) found in http://XXX.senecac.on.ca/~prj666_101w04/prj666/docs/dotnetfx.exe. This program can also be found on the accompanying CD under System/DotNetFix folder.

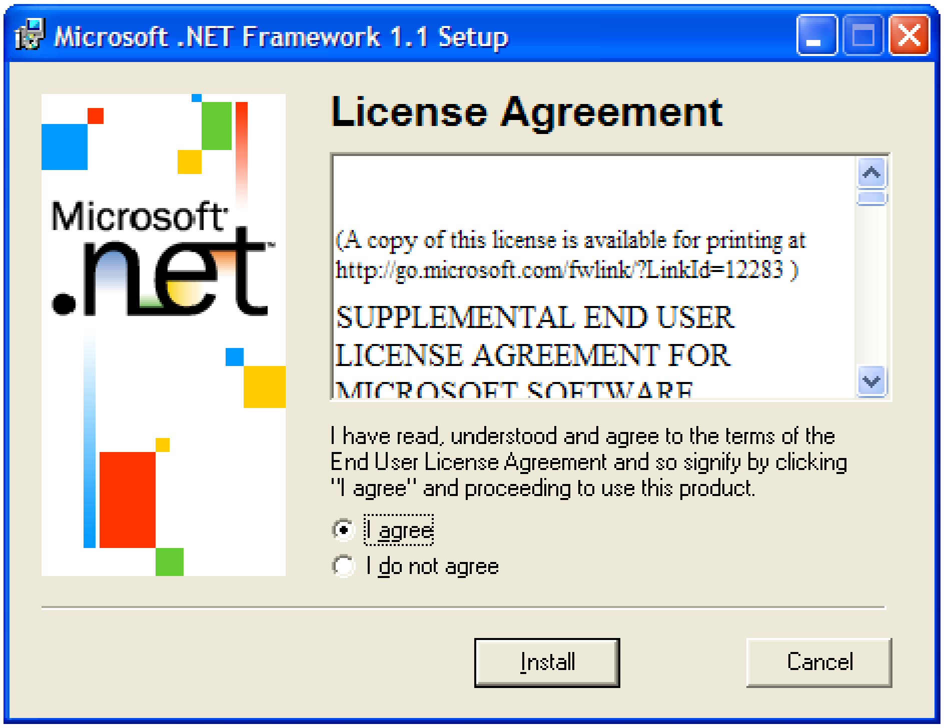
Steps:



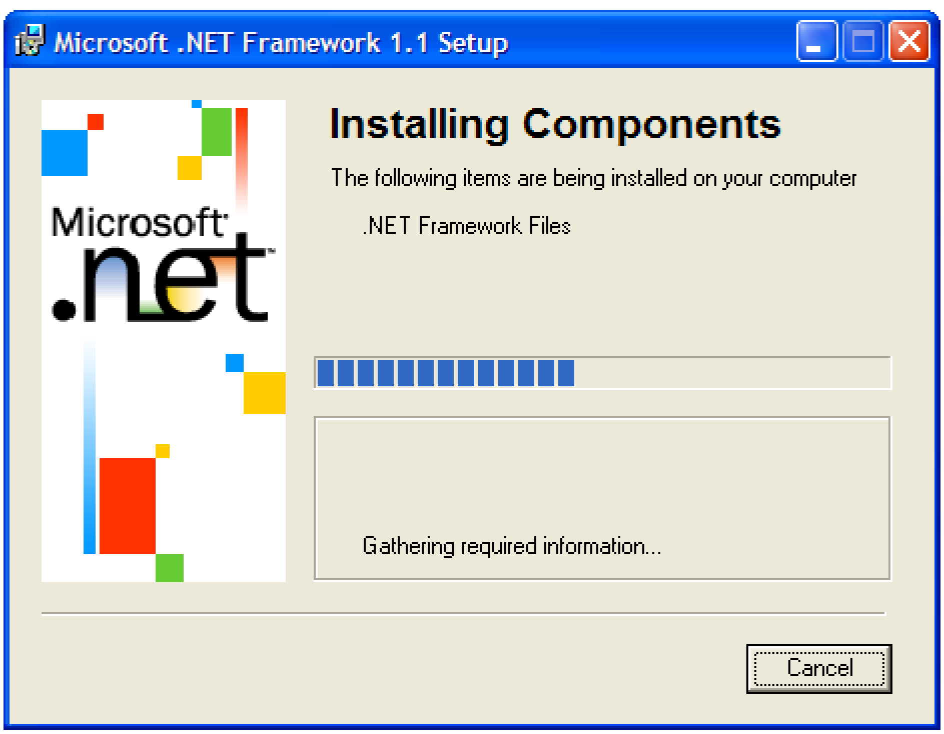
a. Click Yes to install



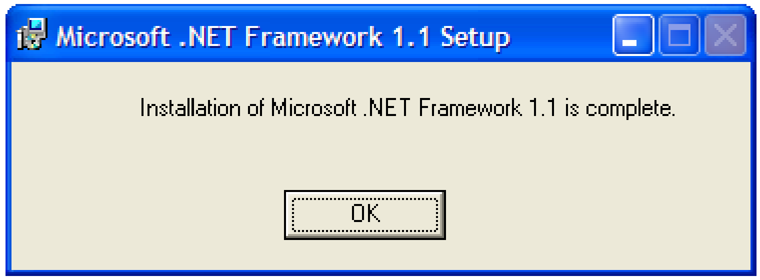
b. Files will be extracted.



c. Select I agree and click Install



d. Components will be installed


Microsoft .NET Framework 1.1 Setup
Installation of Microsoft .NET Framework 1.1 is complete.
OK

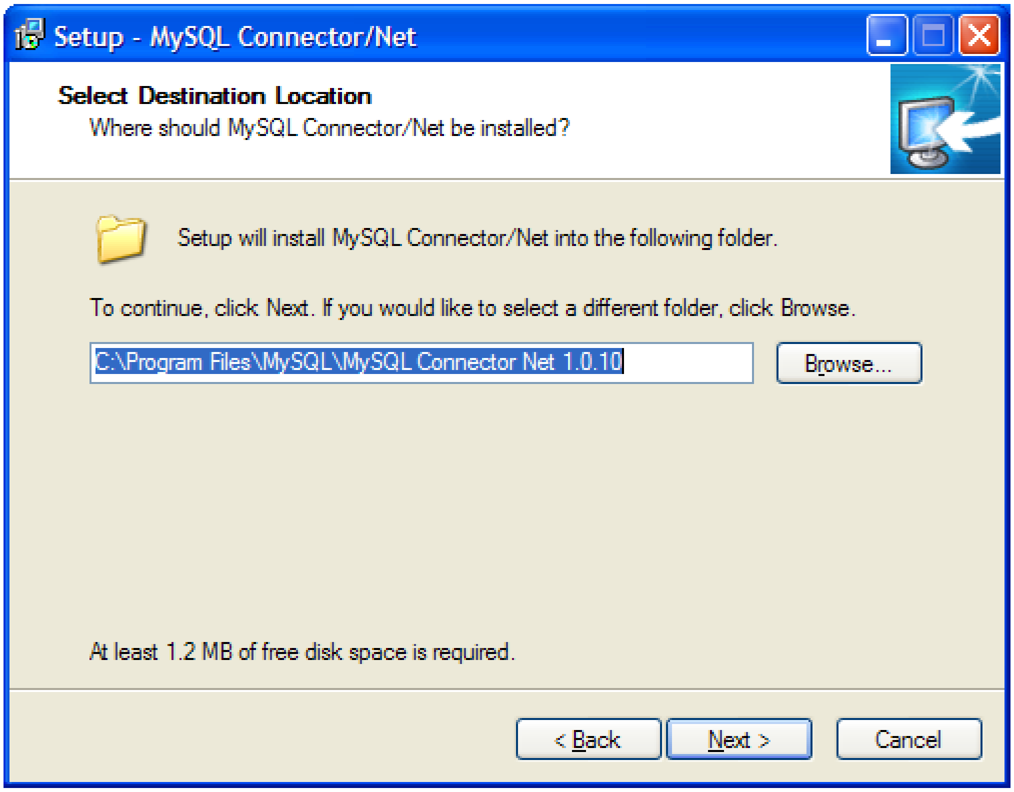
e. Click OK

3. MySQL Connecter/.NET

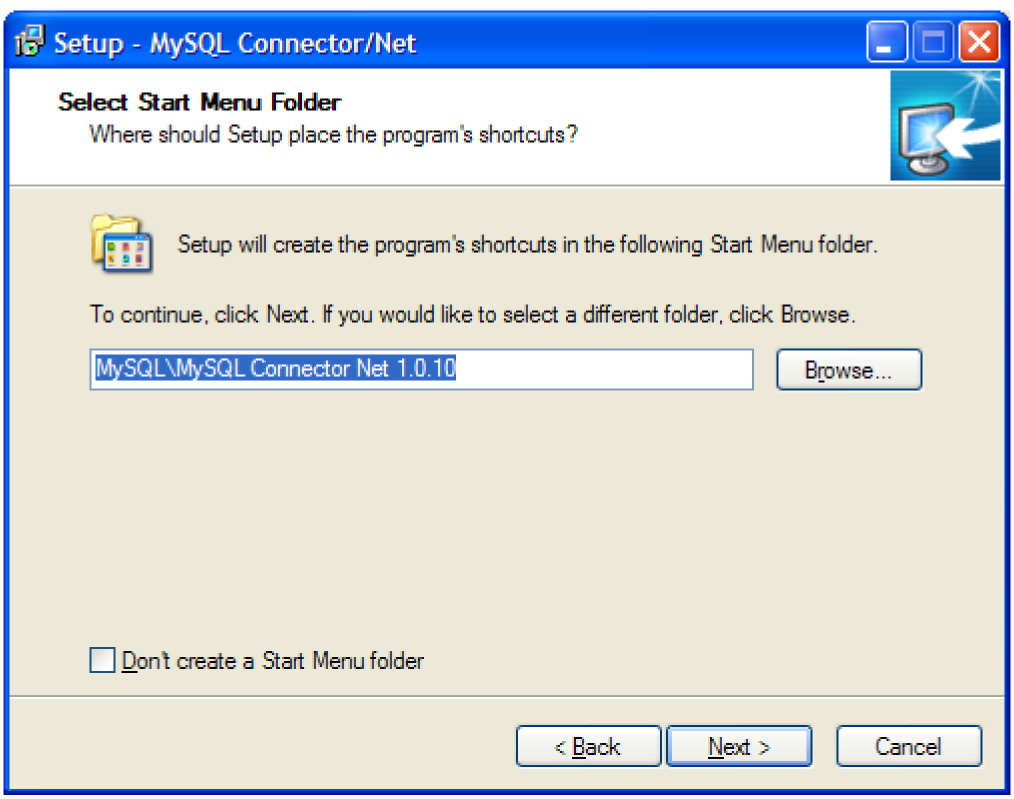
Download and install MySQL Connector/.Net (mysql-connector-net-1.0.10.exe) found in http://XXX.senecac.on.ca/~prj666_101w04/prj666/docs/mysql-connector-net-1.0.10.exe. This program can also be found on the accompanying CD under System/MySQLConnector folder.

Steps:

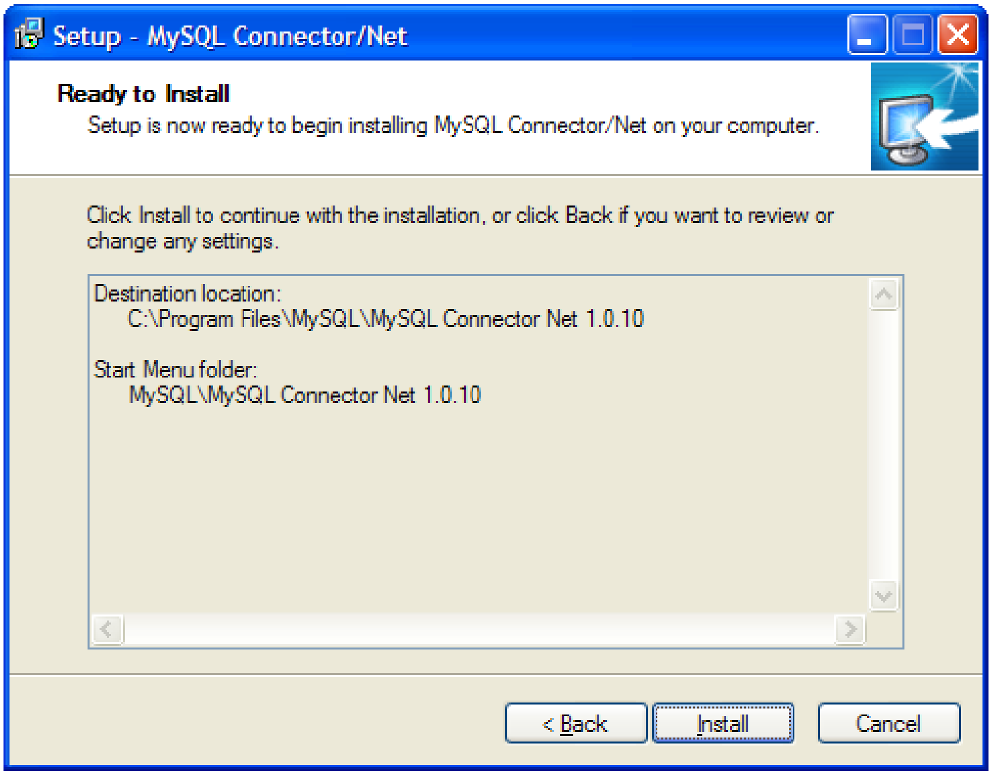
a. Click Next


Setup - MySQL Connector/Net
Select Destination Location
Where should MySQL Connector/Net be installed?
Setup will install MySQL Connector/Net into the following folder.
To continue, click Next. If you would like to select a different folder, click Browse.
C:\Program Files\MySQL\MySQL Connector Net 1.0.10
Browse...
At least 1.2 MB of free disk space is required.
< Back
Next >
Cancel

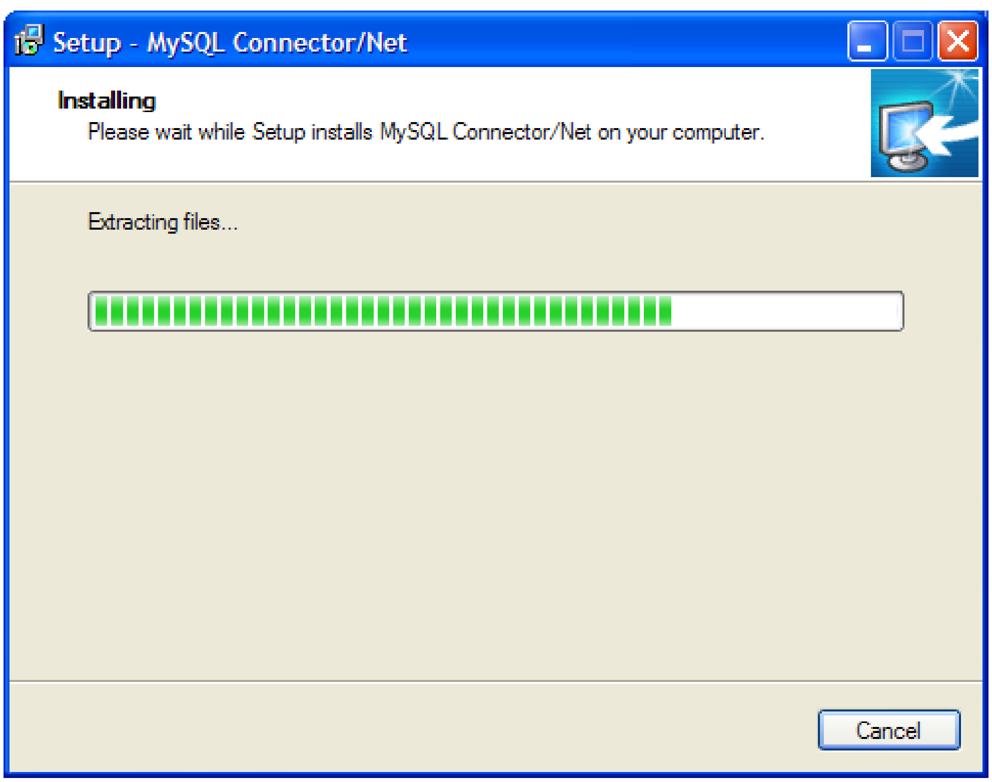
b. Click Next


Setup - MySQL Connector/Net
Select Start Menu Folder
Where should Setup place the program's shortcuts?
Setup will create the program's shortcuts in the following Start Menu folder.
To continue, click Next. If you would like to select a different folder, click Browse.
MySQL\MySQL Connector Net 1.0.10
Browse...
Don't create a Start Menu folder
< Back
Next >
Cancel

c. Click Next



d. Click Install



e. Files will be installed

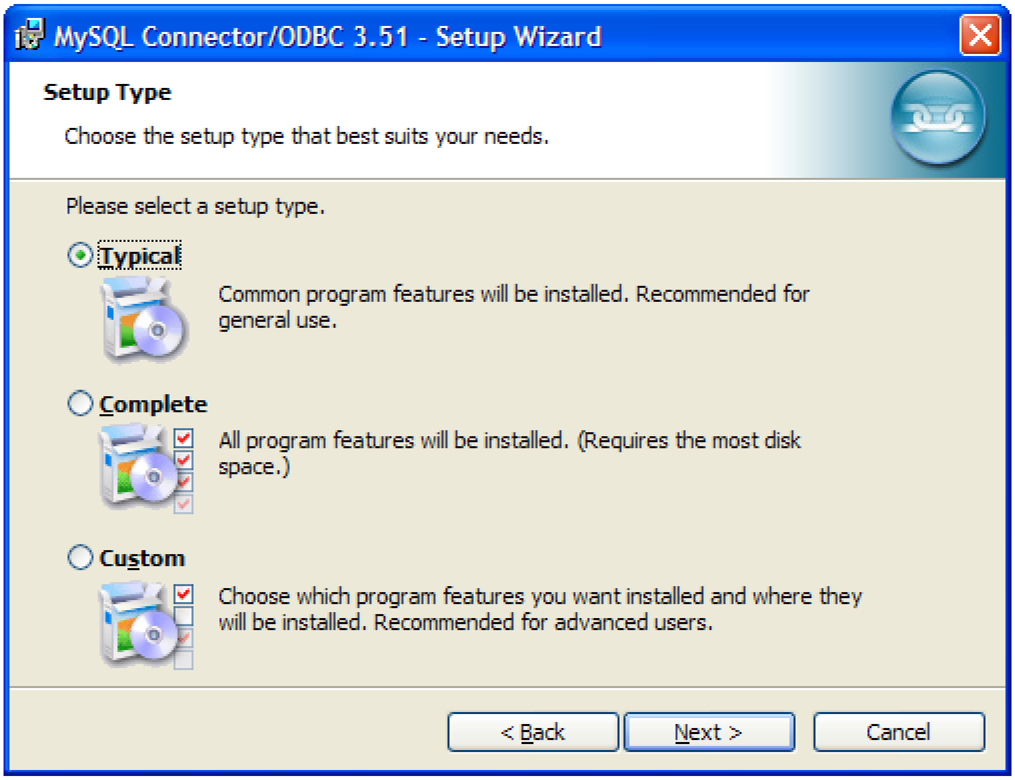
f. Click Finish

4. MySQL ODBC Driver

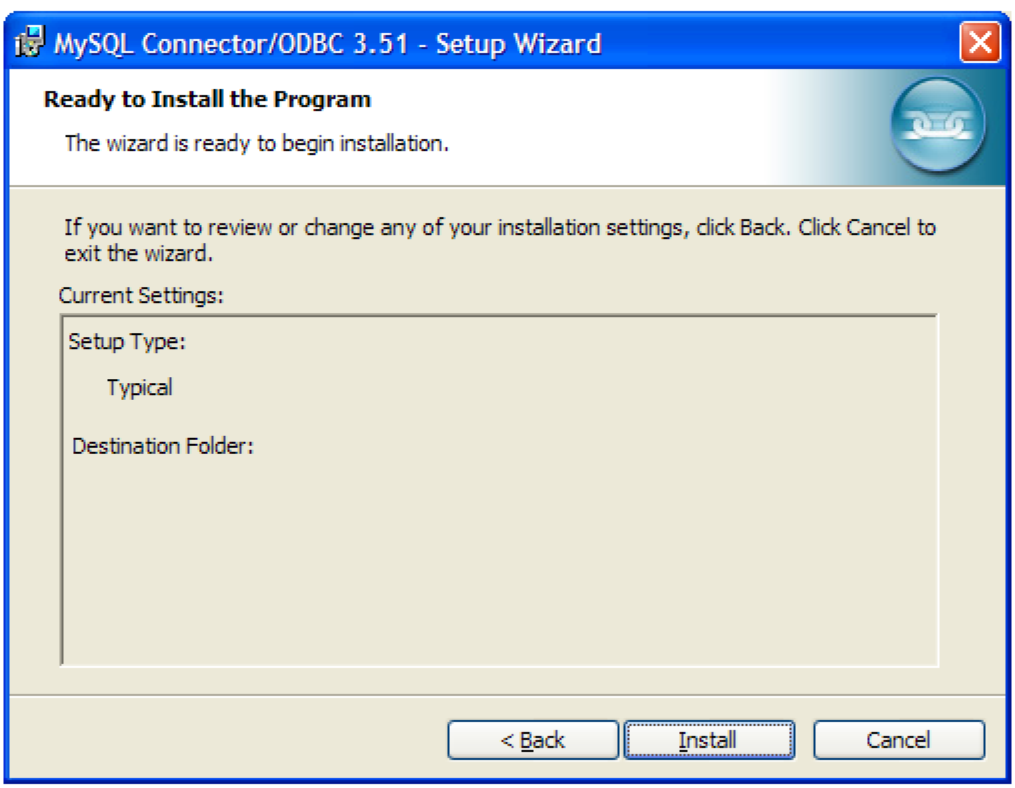
Install MySQL ODBC driver found in http://XXX.senecac.on.ca/~prj666_101w04/prj666/docs/mysql-connector-odbc-3.51.27-win32.msi. This program can also be found on the accompanying CD under System/MySQLODBC folder.

Steps:

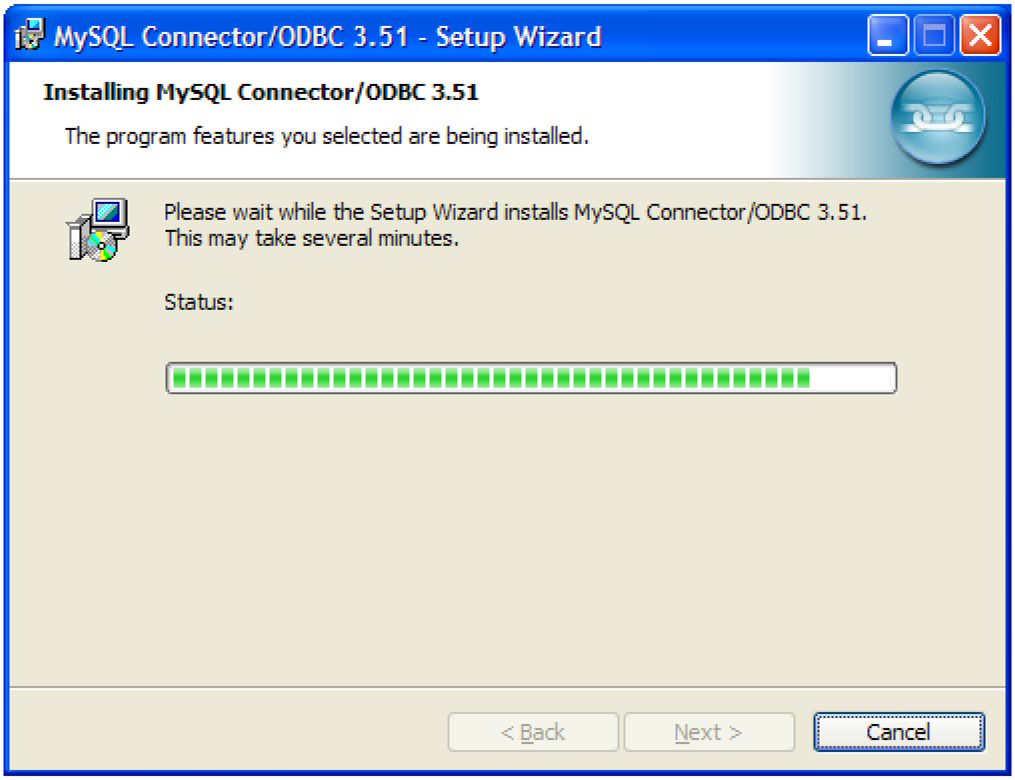
a. Click Next



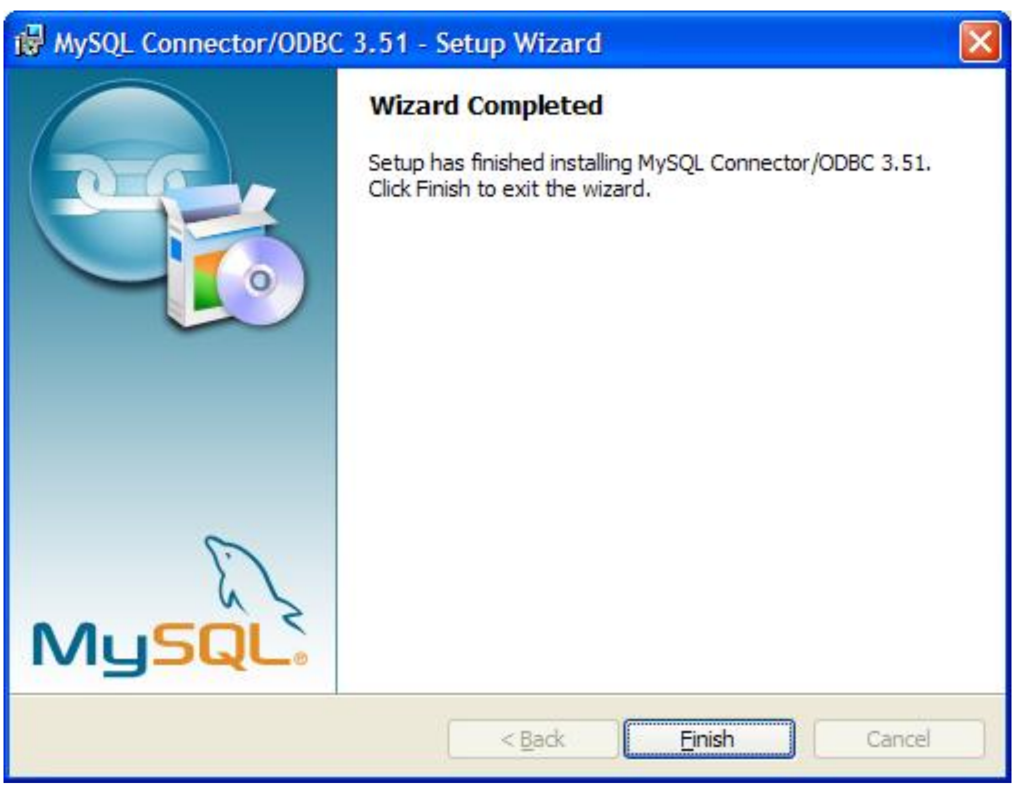
b. Leave as Typical, click Next



c. Click Install



d. Files will be installed



e. Click Finish

After installing this program, create a MySQL ODBC connection object by following these steps:

a. Go to Control Panel
b. Go to Administrative Tools
c. Double click Data Sources (ODBC)
d. ODBC Data Source Administrator page appears
e. Under User DSN tab, click Add button
f. Scroll down and select MySQL ODBC 3.51 Driver, click Finish button
g. Supply the ff info in the Login tab:
    i. Data Source Name: PSSI
    ii. Server: localhost
    iii. User: prj666_101w04
    iv. Password: XXXXXX
    v. Database: PSSI
h. Click Test button, test should succeed
i. Click OK and ODBC Data Source Administrator page disappears
j. ODBC "PSSI" should appear listed under User Data Sources

5. Configuration File

Copy the system's configuration file (PRJ666ConfigFile.txt) found on the accompanying CD under System/ConfigFile folder onto the C: of the local computer.

IV. SQL Scripts

SQL scripts are provided that would create tables, delete tables, and populate the database with sample data. These scripts can be found on the accompanying CD under "SQL_Scripts" folder.

The scripts are:

a. final_ddl.sql
b. drop_tables.sql
c. populate_sample_data.sql

1. Creating the Default User

   After installing a local copy of MySQL database, create the user profile in MySQL that the system will use by following these steps:

   a. Start MySQL: Start > All Programs > MySQL > MySQL Server 5.1 > MySQL Command Line Client
   b. Enter your password if you supplied one during the installation.
   c. Once logged in, enter these commands:
      mysql> CREATE USER 'prj666_101w04'@'localhost' IDENTIFIED BY '24168170';
      mysql> GRANT ALL PRIVILEGES ON *.* TO 'prj666_101w04'@'localhost'
      -> WITH GRANT OPTION;
   d. Exit MyQL.
      mysql> exit

2. Creating the Database and Tables

   Upon successfully creating the local user ID in MySQL, it is time to create the database that the system will use by following these steps:

   a. Run MySQL from the command line: Start > Run > cmd
   b. Start MySQL by entering the command:
      mysql –u prj666_101w04 –p
   c. Supply the password.
   d. Once inside MySQL, enter this command:
      mysql> source final_ddl.sql;
   e. Exit MySQL.
      mysql> exit

3. Deleting the Tables

   To drop (delete) all the tables in the database, copy "drop_tables.sql" found on the accompanying CD under SQL_Scripts folder onto drive C: of the local computer. Login to MySQL as user "prj666_101w04" and execute the command:

mysql> source drop_tables.sql;

4. Populating with Sample Data

A SQL script file is provided to populate the database with sample data. This is done in order to test how the system behaves. However, these sample data must be deleted before actually using the system.

To populate the database with sample data, step 3 above must have been executed before. Copy the file “populate_sample_data.sql” found on the accompanying CD under SQL_Scripts folder onto drive C: of the local computer. Login to MyQL as user “prj666_101w04” and execute the command:

mysql> source populate_sample_data.sql;

To delete these sample data, do step 2 above.

V. Default User ID and Password

The system supplies a default user ID for first the time user in order for real user ID’s to be created in the system.

To login for the first time in the system, follow these steps:

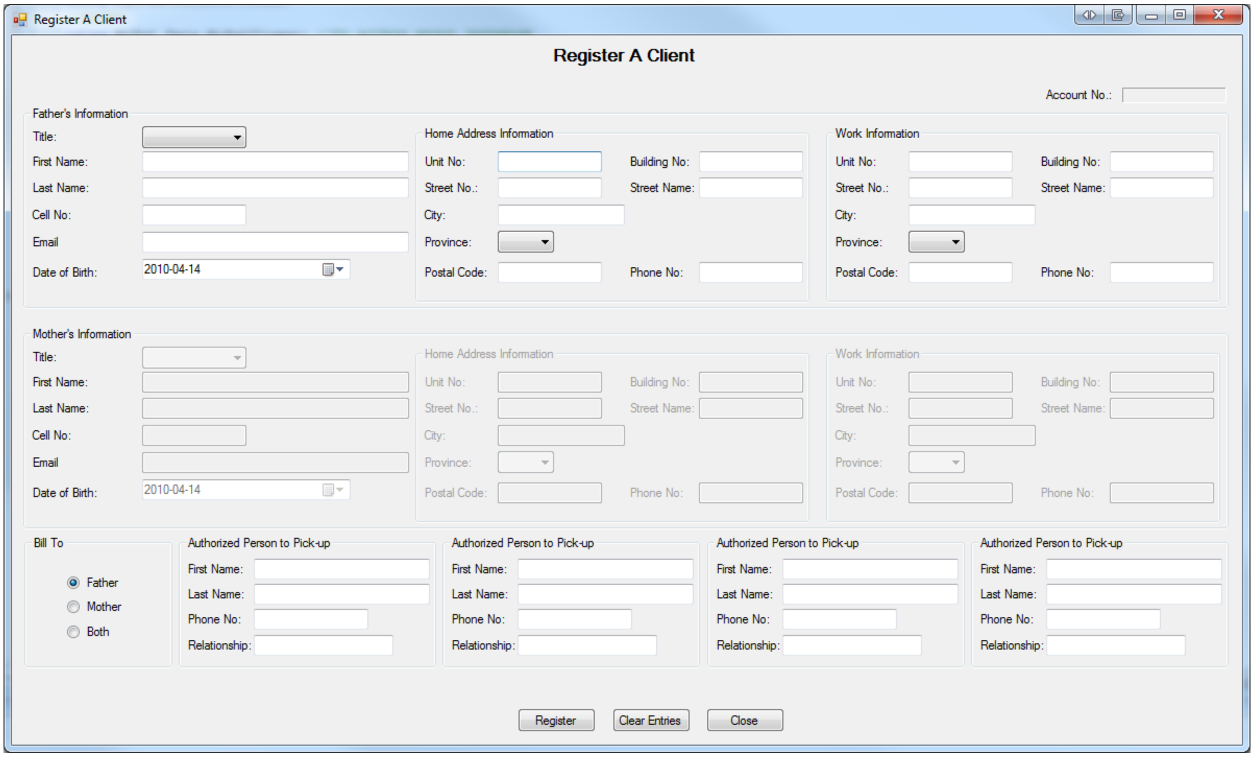
a. Start the system.
b. Enter “PRJ666” as the user ID on the login screen.
c. Do not enter any password.
d. Click Login button.
e. On the Main Menu, click Create User button.
f. The Create User screen activates, create a real user for the system.

After a user has been created in the system, the default user ID “PRJ666” will no longer be recognized by the system and cannot be used.

There are no levels of users maintained in the system and therefore all user profiles created in the system are all ‘administrators’.

VI. User Documentation

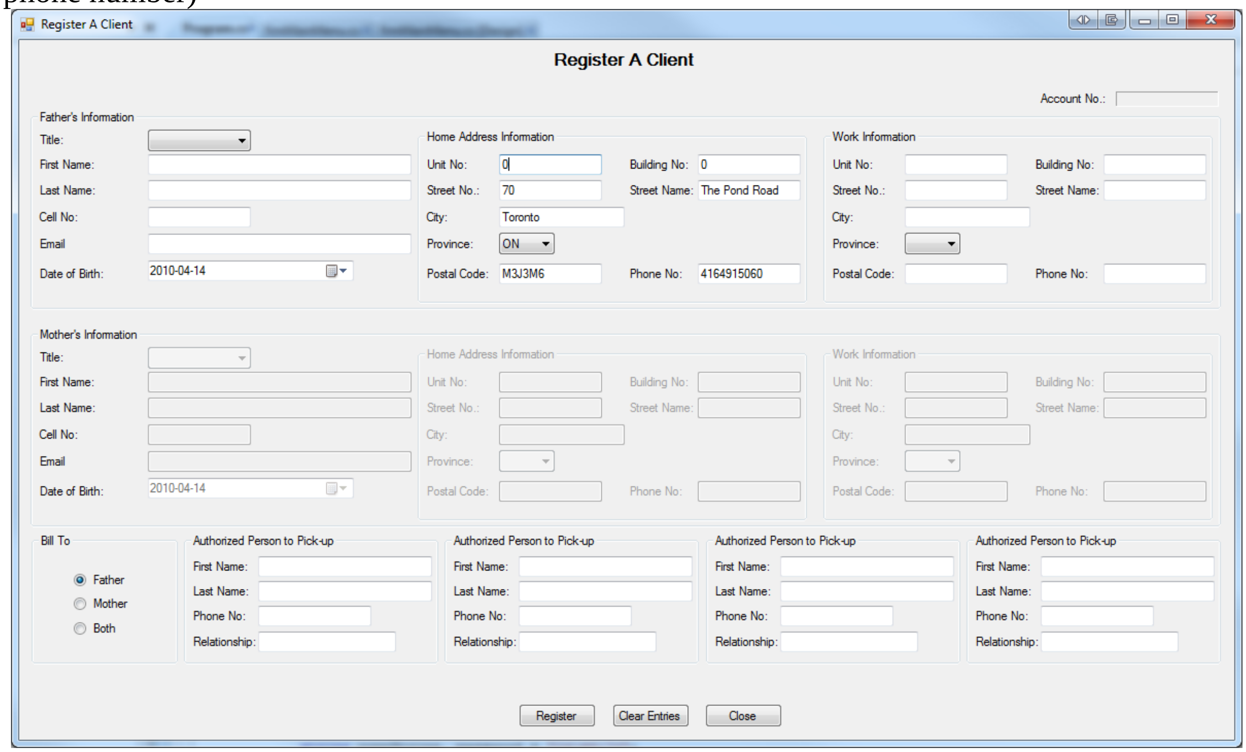
Register A Client



This screen is used to register a new client.
Instructions:
1. In the "Bill To" section, select whether the "Father", "Mother", or "Both" will be charged for the services provided.
2. Select the appropriate title from the drop down box (Father Information and/or Mother Information).
3. Enter client's first name.
4. Enter client's last name.
5. Enter email address (requires valid email address).
6. Enter "Home Address Information" - Unit No, Building No, Street No, Street Name, City, Province, Postal Code, Phone No.

*Important: If the client does not live in a Building and do not have a Unit No, then enter 0 and 0, respectively.

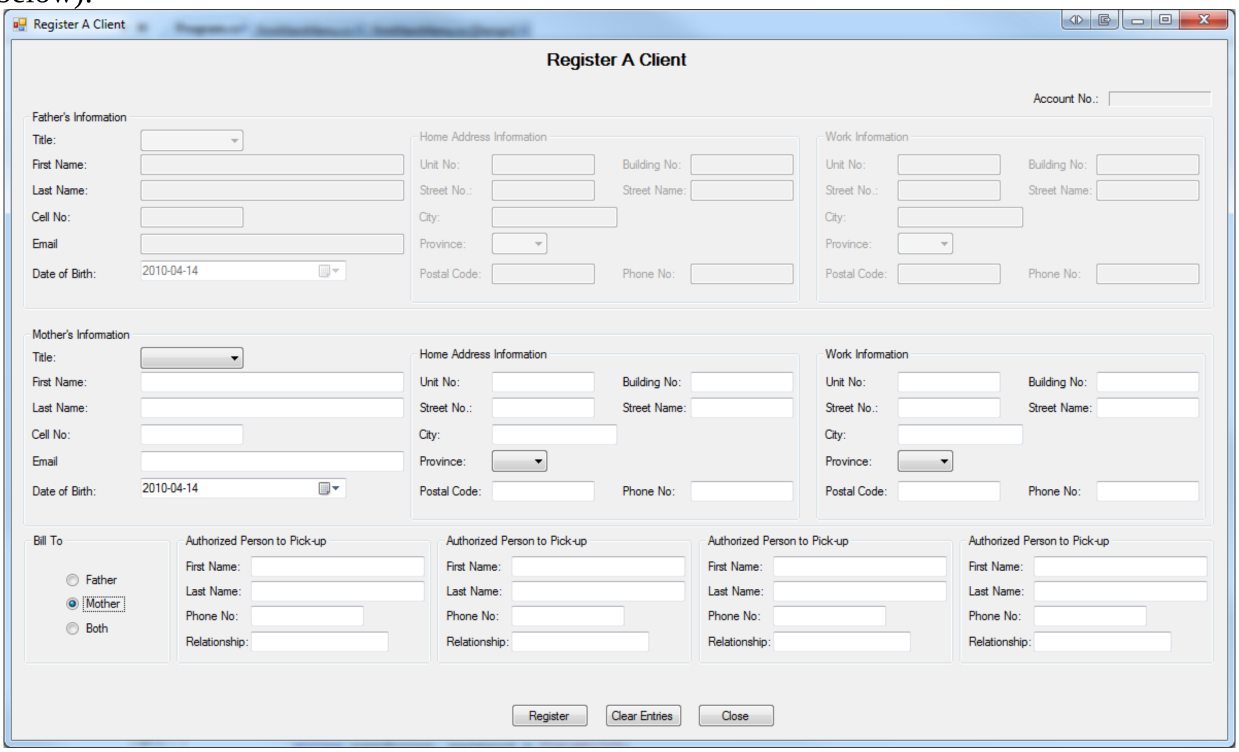
For example, the address of Seneca College is 70 The Pond Road, Toronto, ON, M3J3M6. Since the address does NOT include a Building and Unit No, the address will be entered as followed: (The form is not complete, but notice the values in **Unit No** and **Building No**, under "Home Address Information" - they are entered as "0" because they are not provided)
*Postal code format is only for Canadian residents only (XYXYXY, where X is any letter, and Y is any number)
*Phone number is North American format only (three digit area code followed by seven digit phone number)



7. The "Work Information" section is **optional**, but it must be **filled out in full** if it is to be recorded successfully.

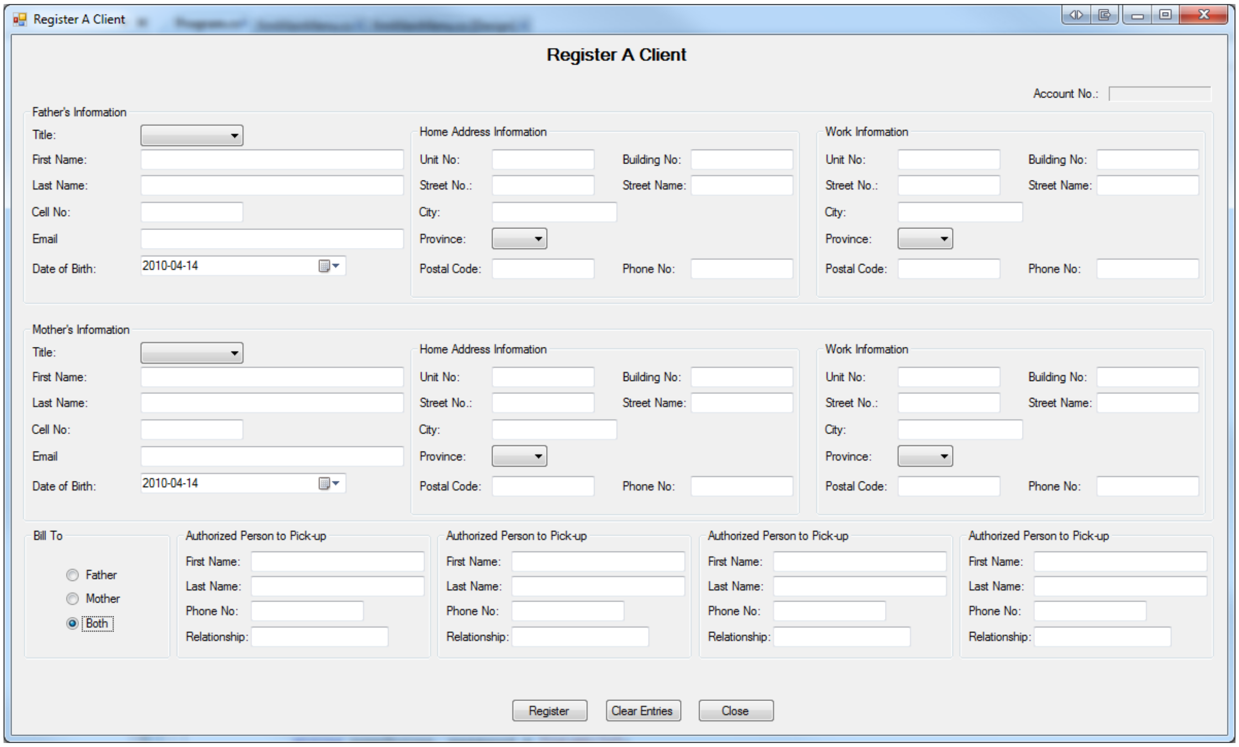
8. The "Authorized Person to Pick-up" is used to enter information for authorized people who may be able to pick up the client's child(ren); it is also **optional**, but must either **be filled out completely** or not filled out at all.

9. Above screen was when "Bill To" "Father" was selected (default option), but "Mother's Information" will be 'unlocked' when the "Bill To" "Mother" radio button is selected (as shown below):



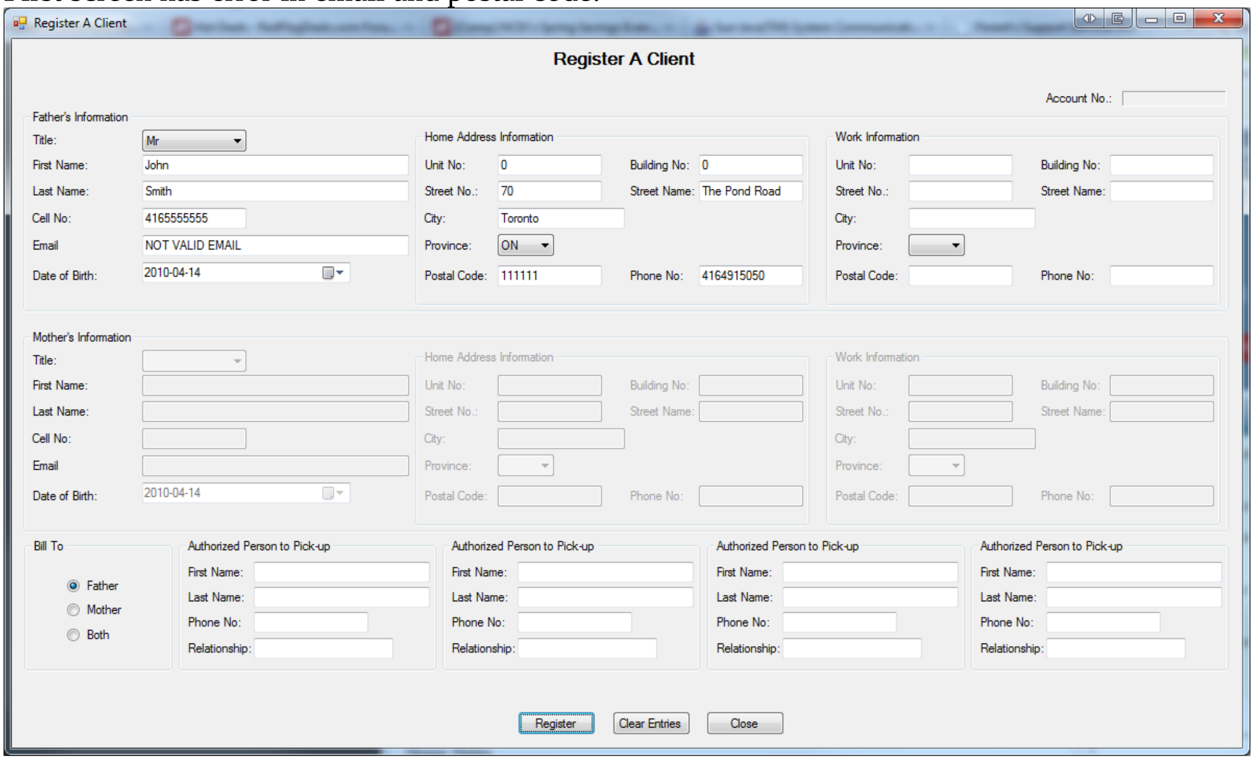
*NOTE: If "Father's Information" is first entered, but you wish to switch to "Mother's Information", you may do so without affecting record keeping, but it is advised that the "Clear Entries" button (located at the bottom of the screen) be first pressed to Clear all the entries.

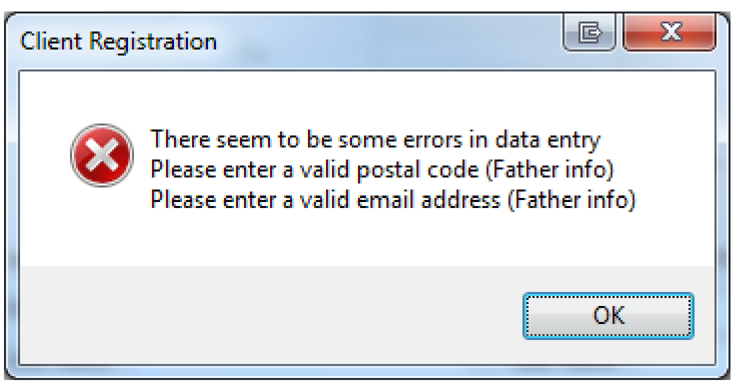
Of similar token, if you wish to bill both the Father AND the Mother, you may select the "Bill To" "Both" radio button to bill both parents; doing so will 'unlock' both the Father and Mother information sections for data entry, as seen below:



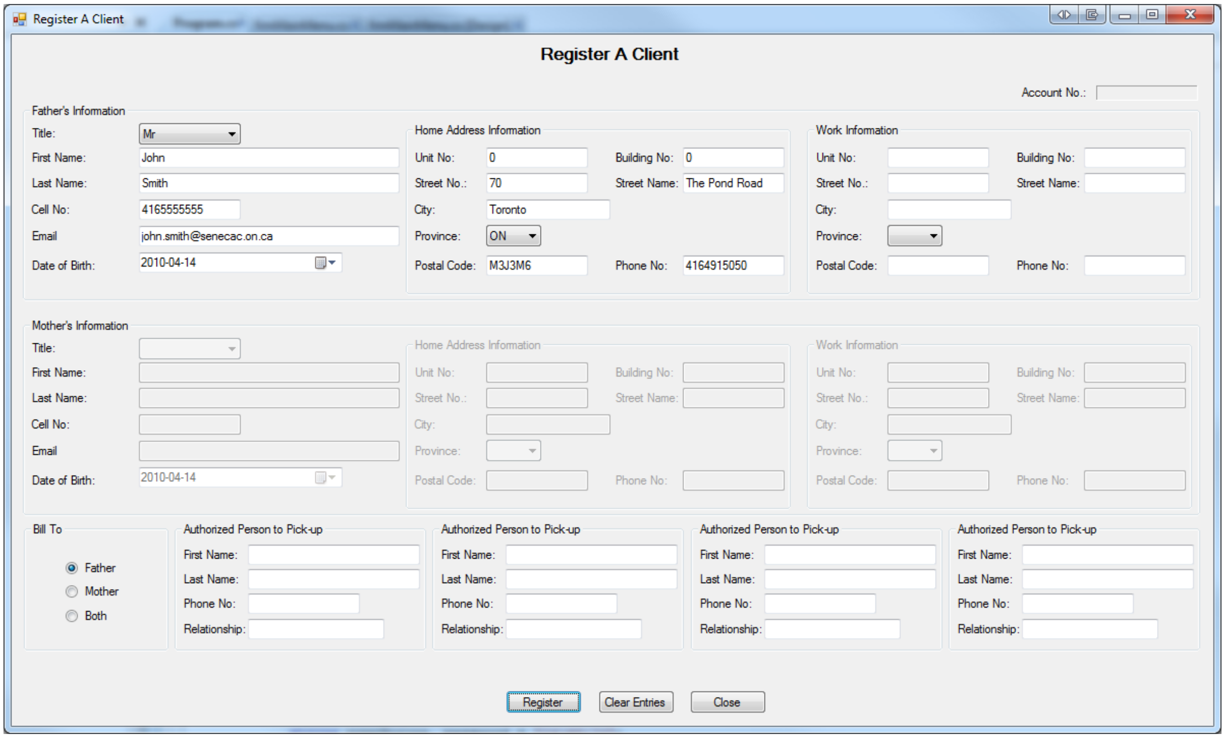
10. After all data entry is entered, for their respective radio buttons (i.e. Father's Information when Bill To Father is selected, Mother's information when Bill To Mother is selected, etc), then you may complete and record the information by clicking the "Register" button, located at the bottom of the screen. After the "Register" button is clicked, the saving of the data will either be successful or unsuccessful, unsuccessful only if the data entered is not valid data and a message box will inform you what information needs to be rechecked, and successful data saving otherwise:

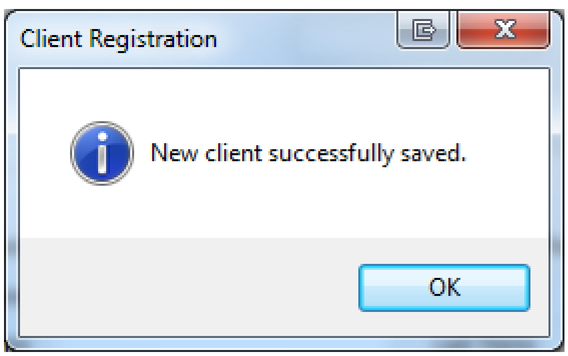
First screen has error in email and postal code:





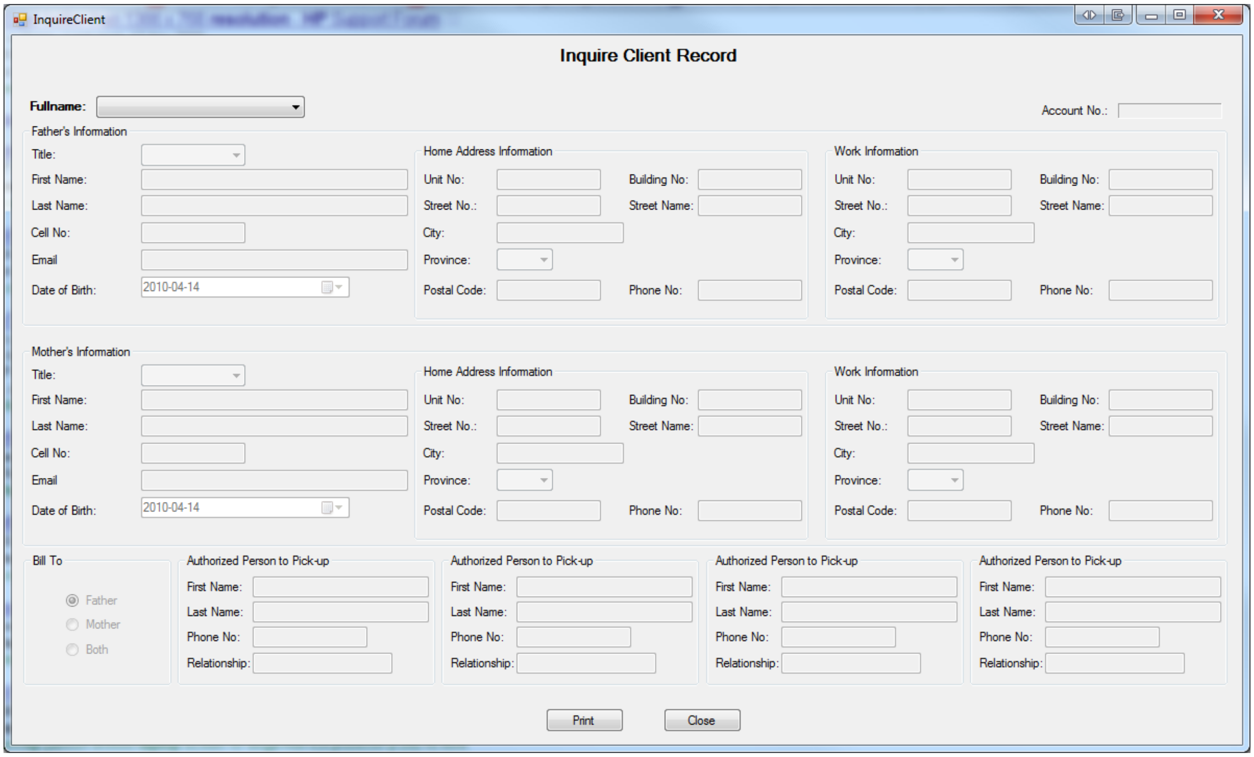
Screen below has valid information entered (remember, Work Information is optional):





11. When you are complete or satisfied, you may exit the Registration window by clicking the "Close" button at the bottom of the screen.

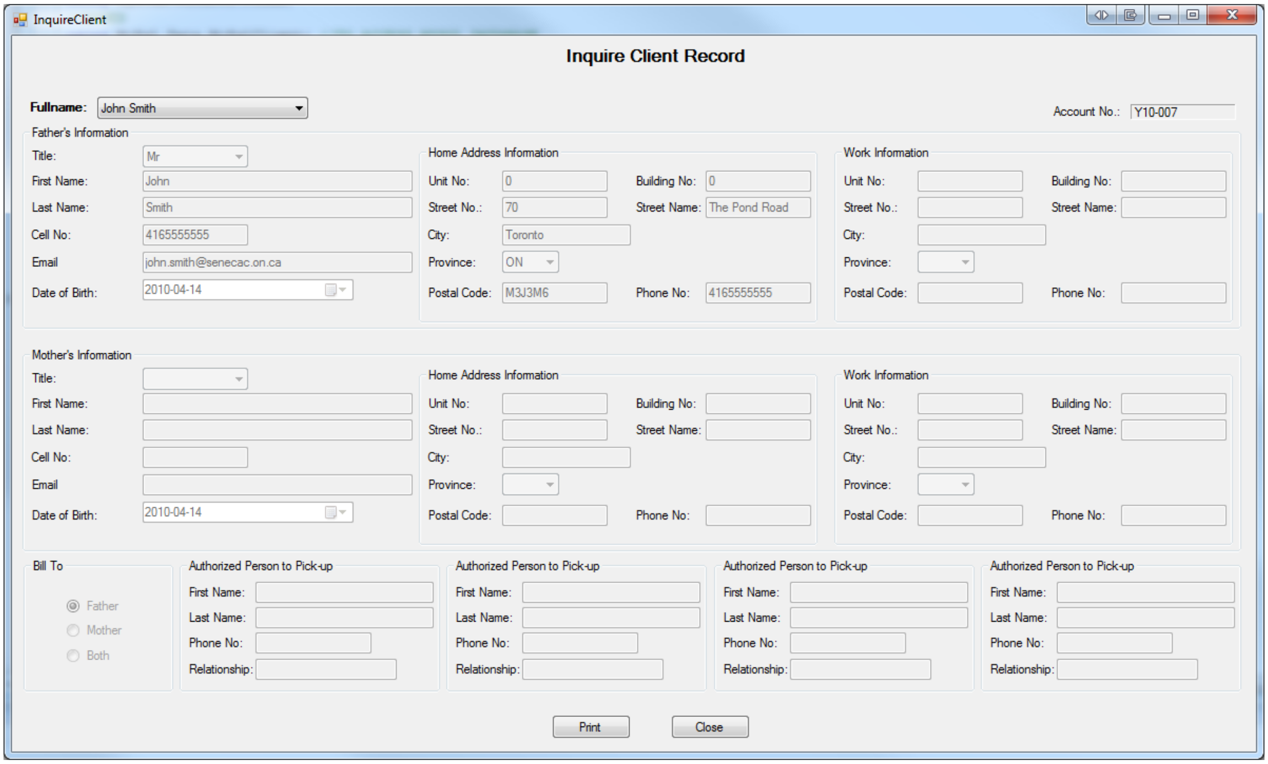
Inquire Client Record

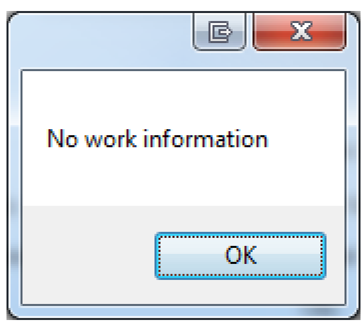


The "Inquire Client Record" screen is used to extract/view information about ALREADY REGISTERED clients.

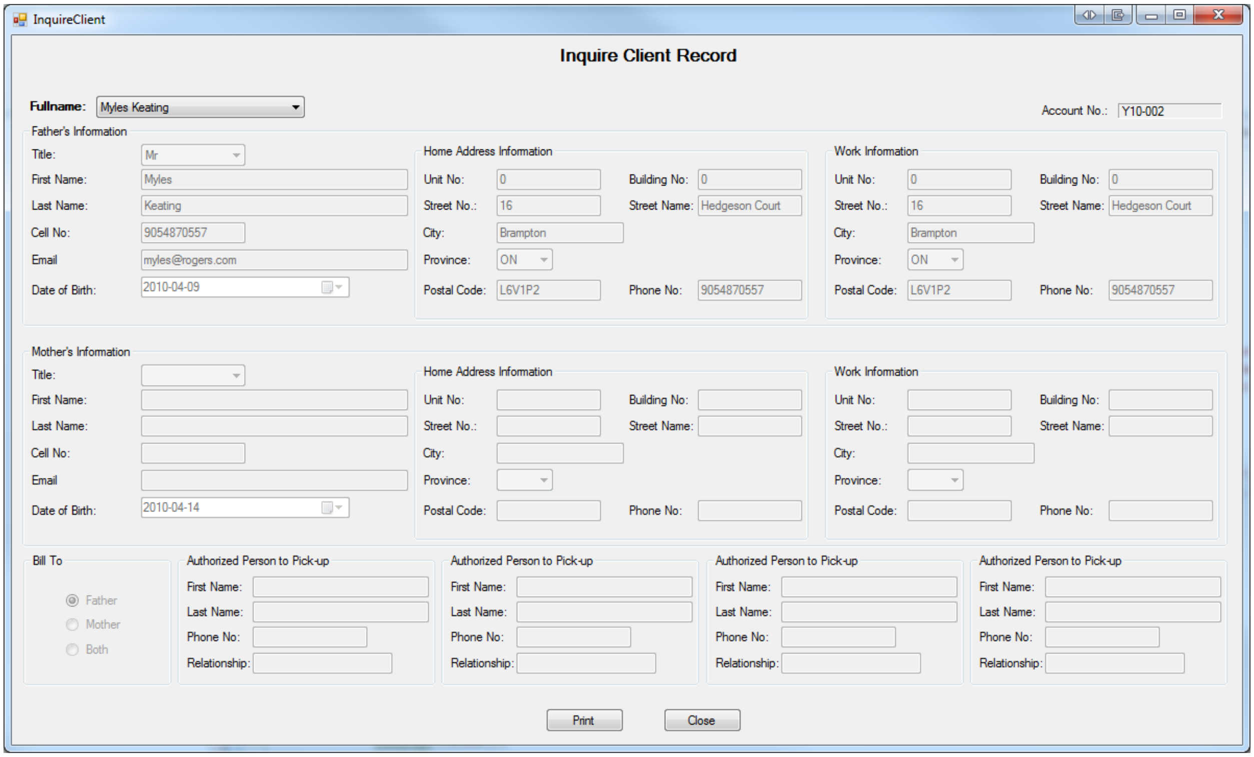
1. Select a client from the "Fullname" dropdown box:

*Note: if there is not yet any "Work Information" recorded for the selected client, you will be notified that there is no work information entered:

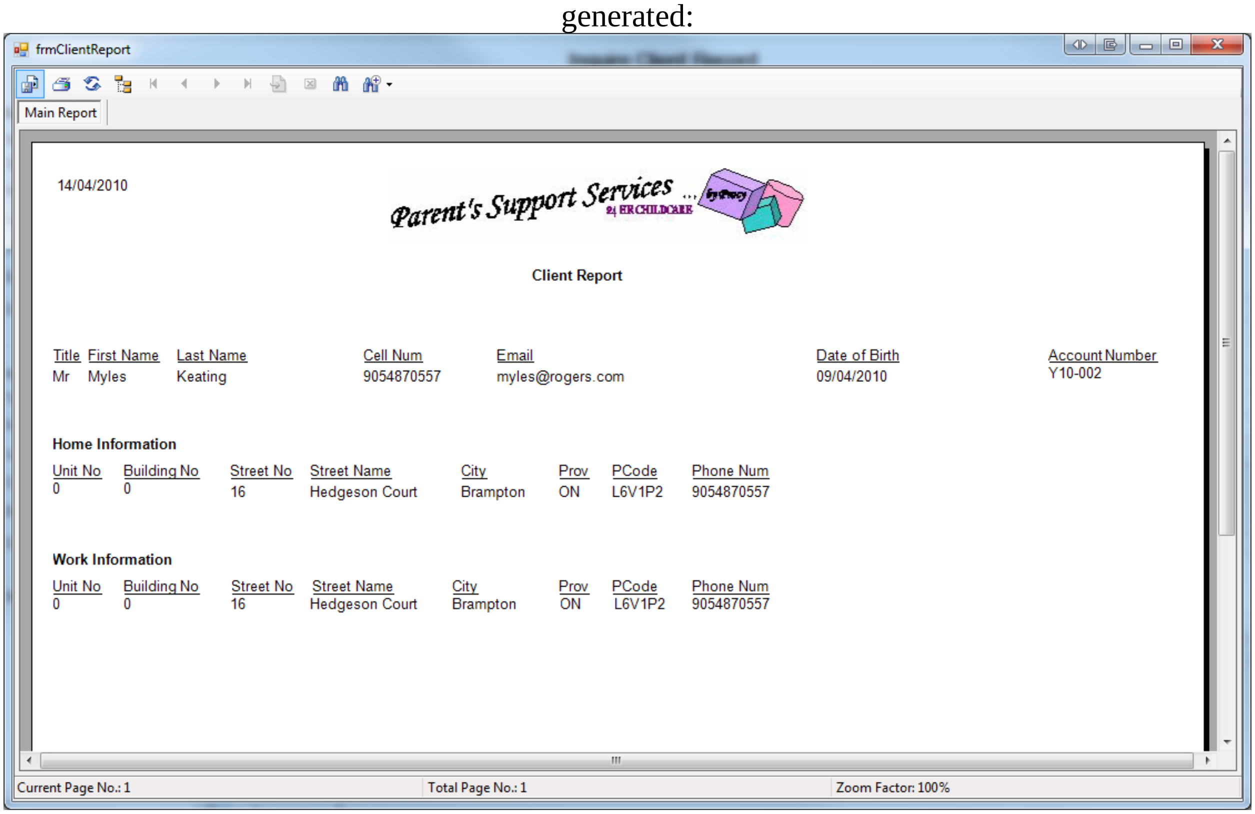




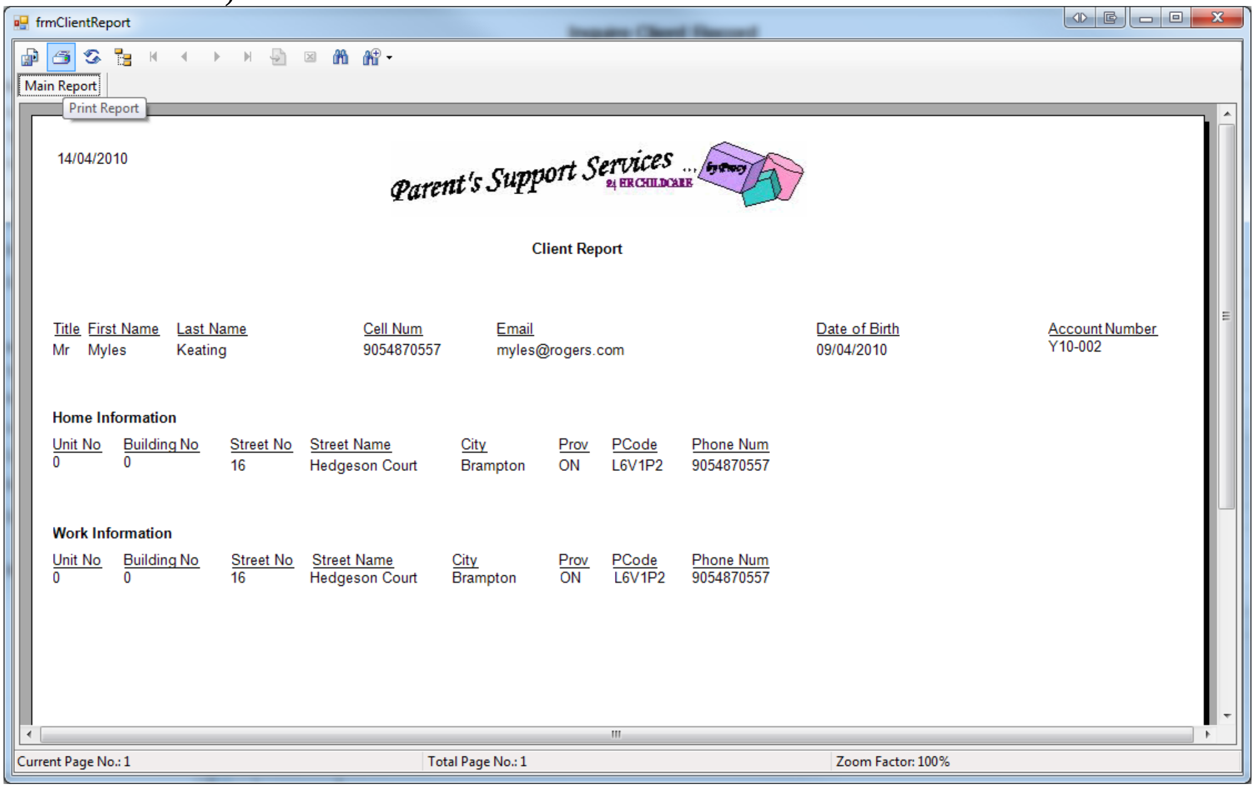
Otherwise, all information will be available/shown about the client:



2. To print, click the "Print" button on the bottom of the screen and a printable report will be generated:

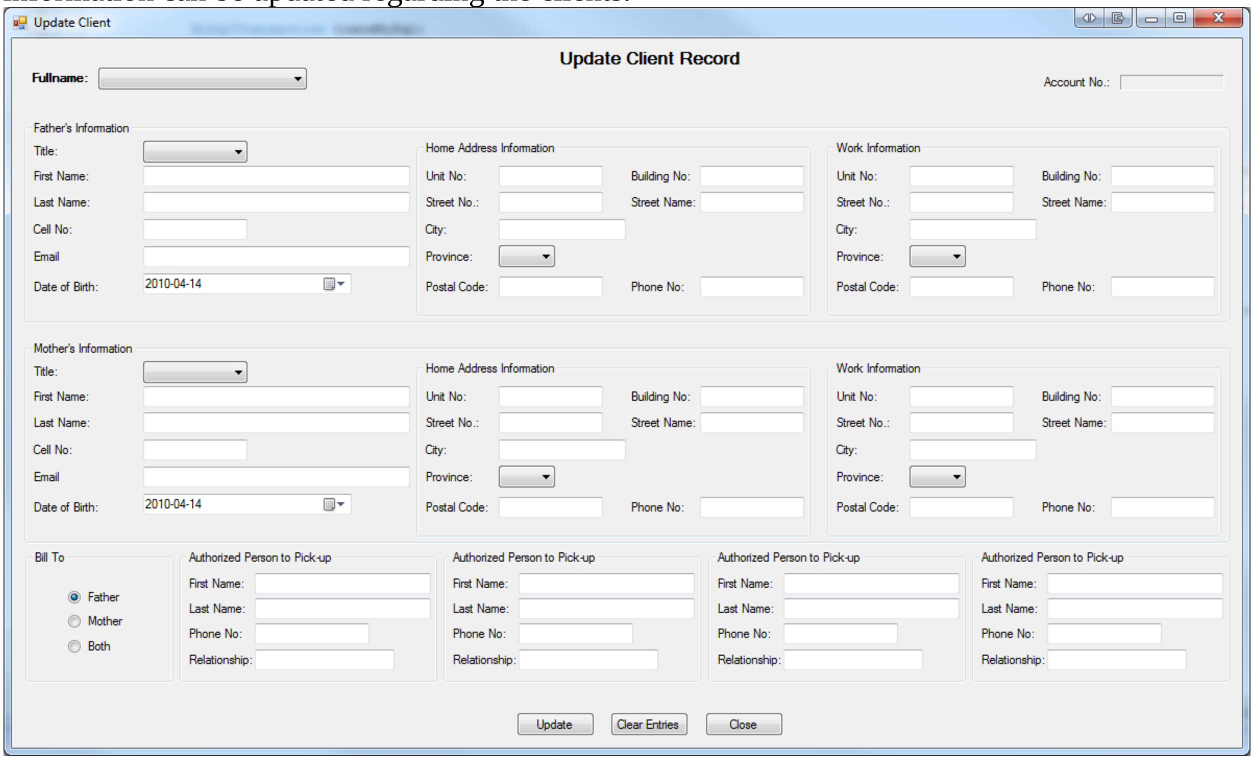


*NOTE: After clicking "Print", the Client Report screen will be able to interface with your printer and print if you choose to (it is the second button from the top left, as highlighted in the screenshot below)

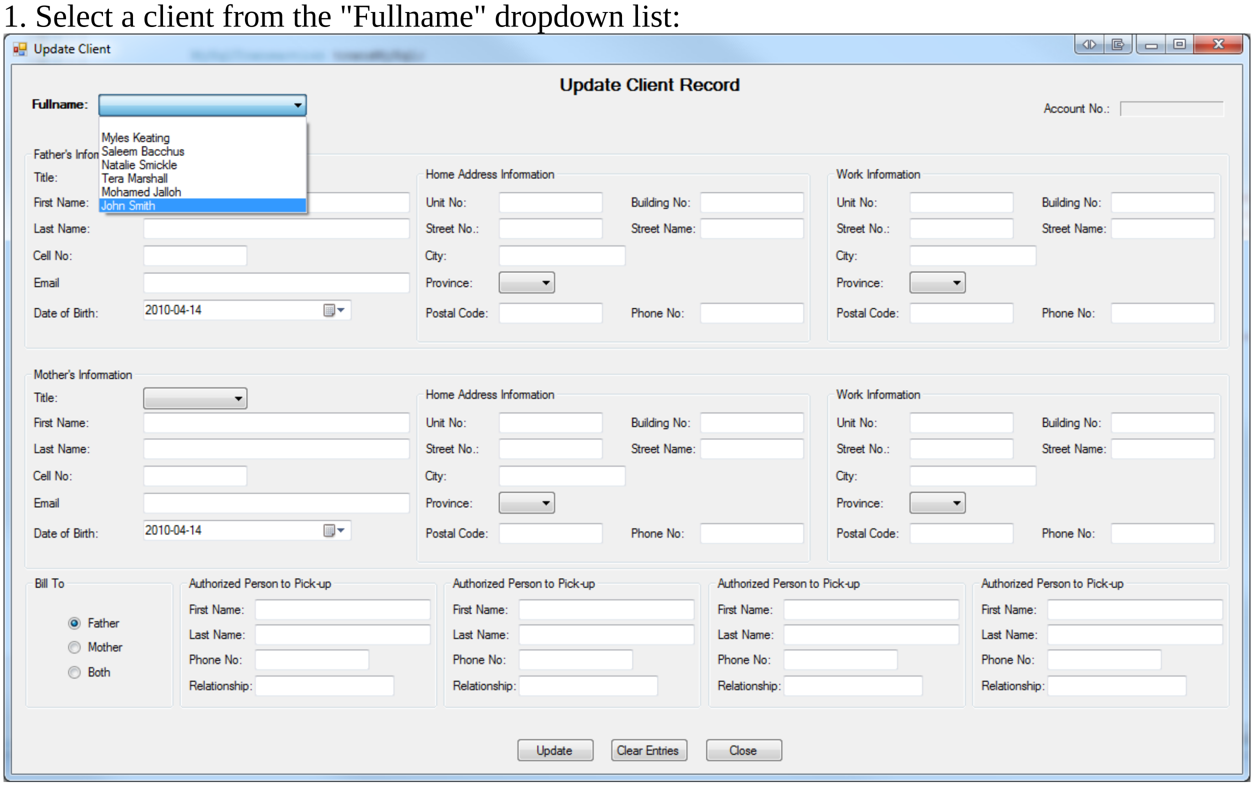


Update Client Record

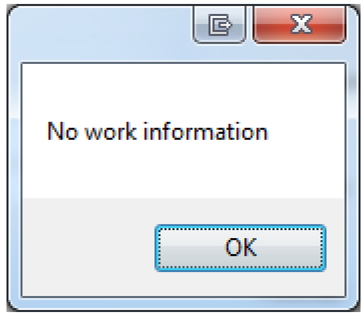
The Update Client Record screen allows you to update already Registered clients. All information can be updated regarding the clients.

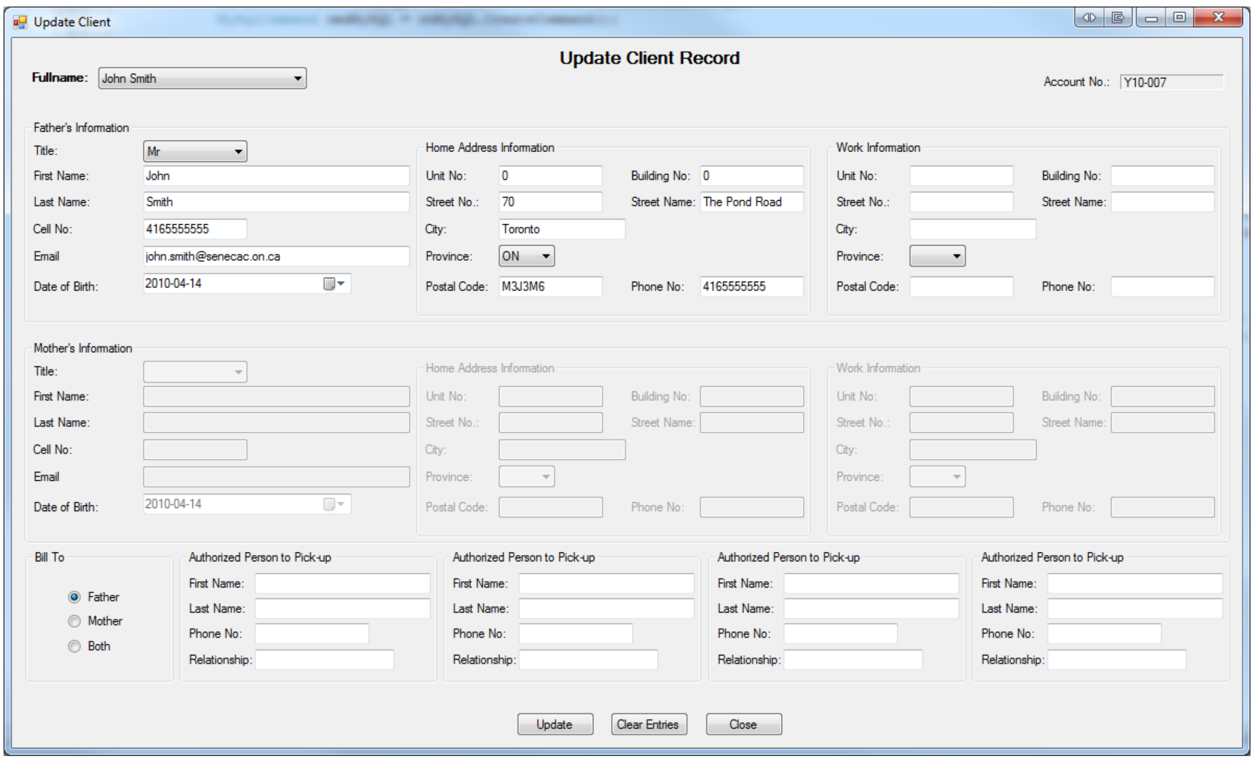


1. Select a client from the "Fullname" dropdown list:

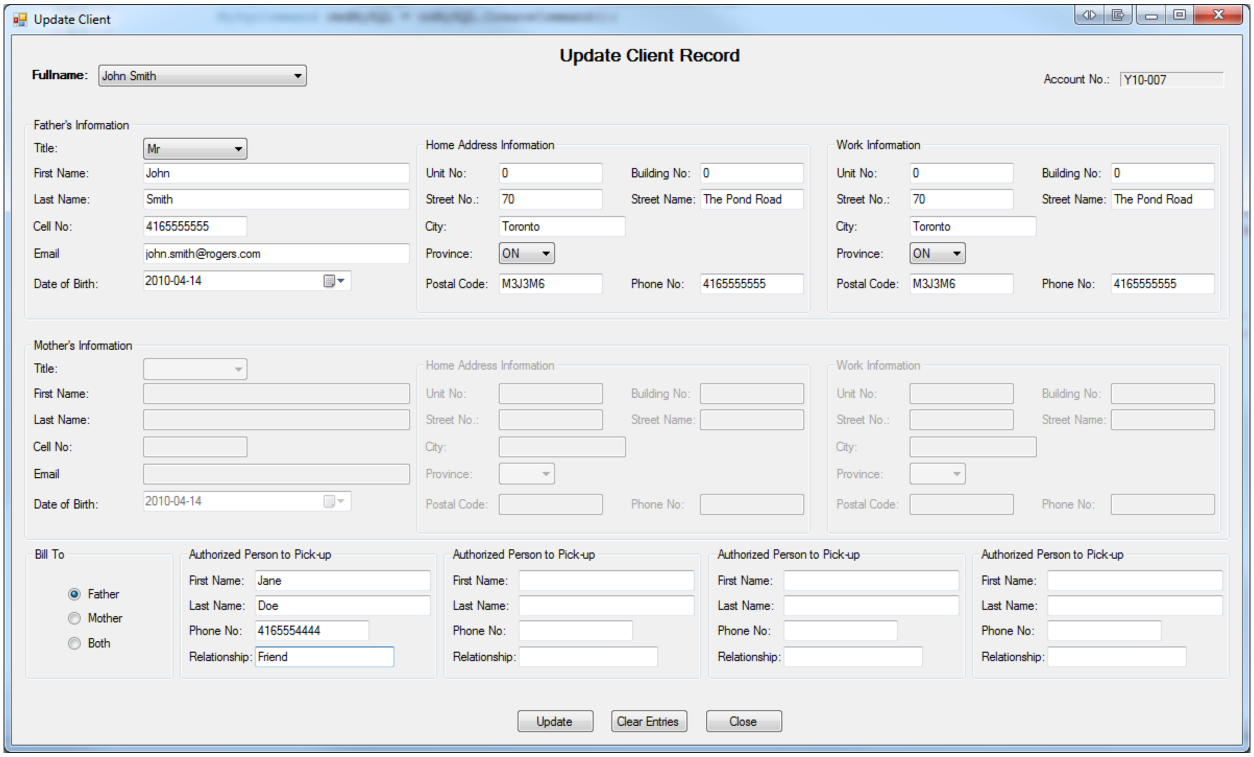


*NOTE: as with all clients, if there is missing/not entered work information, a message box will alert you telling you thusly:

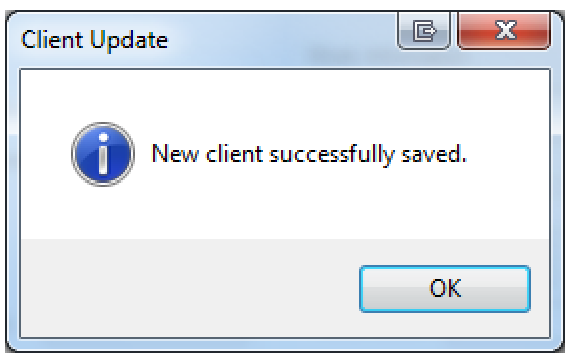


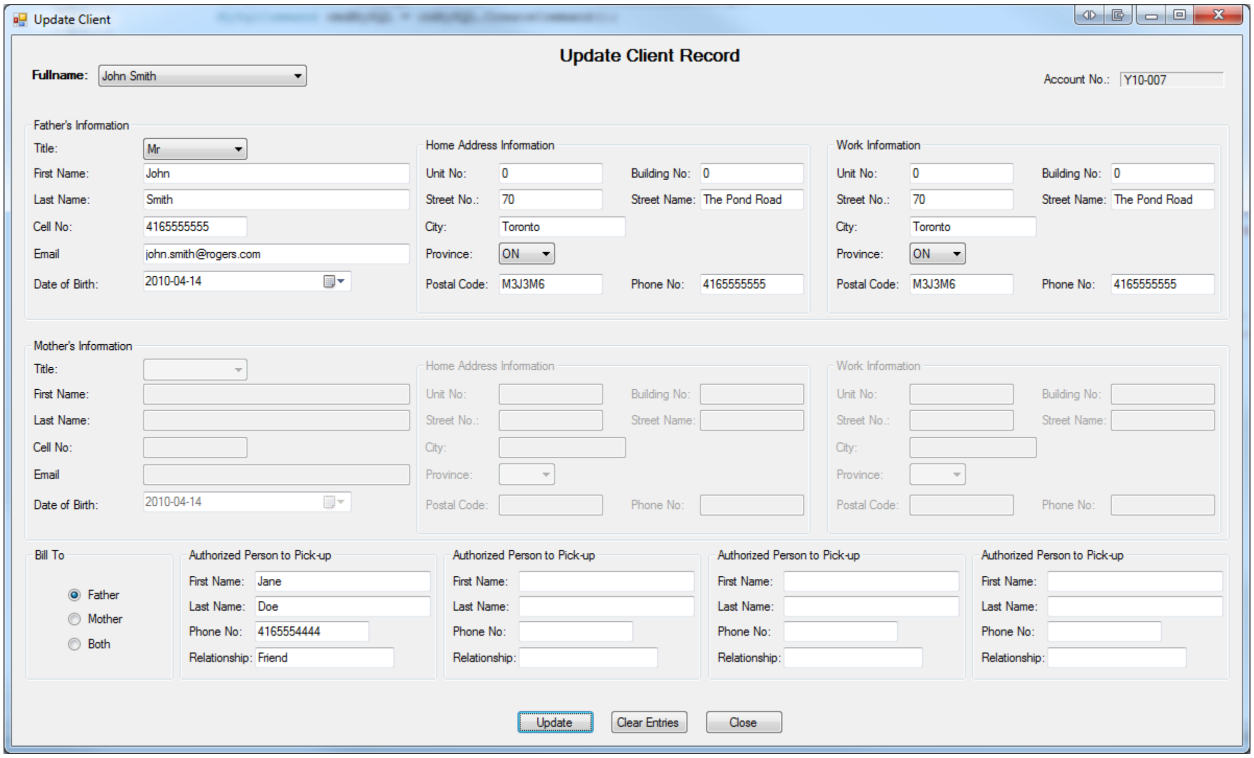


2. Add/edit any information about the client (we will add work information, which MUST be completed in full or not at all in order to update successfully). We will also change his email address and add an authorized person to pick-up:



3. Click the "Update" button, located at the bottom of the screen and a message will show either what needs to be corrected, or if it is successful (we have entered valid data in the screen above, so no error will occur):

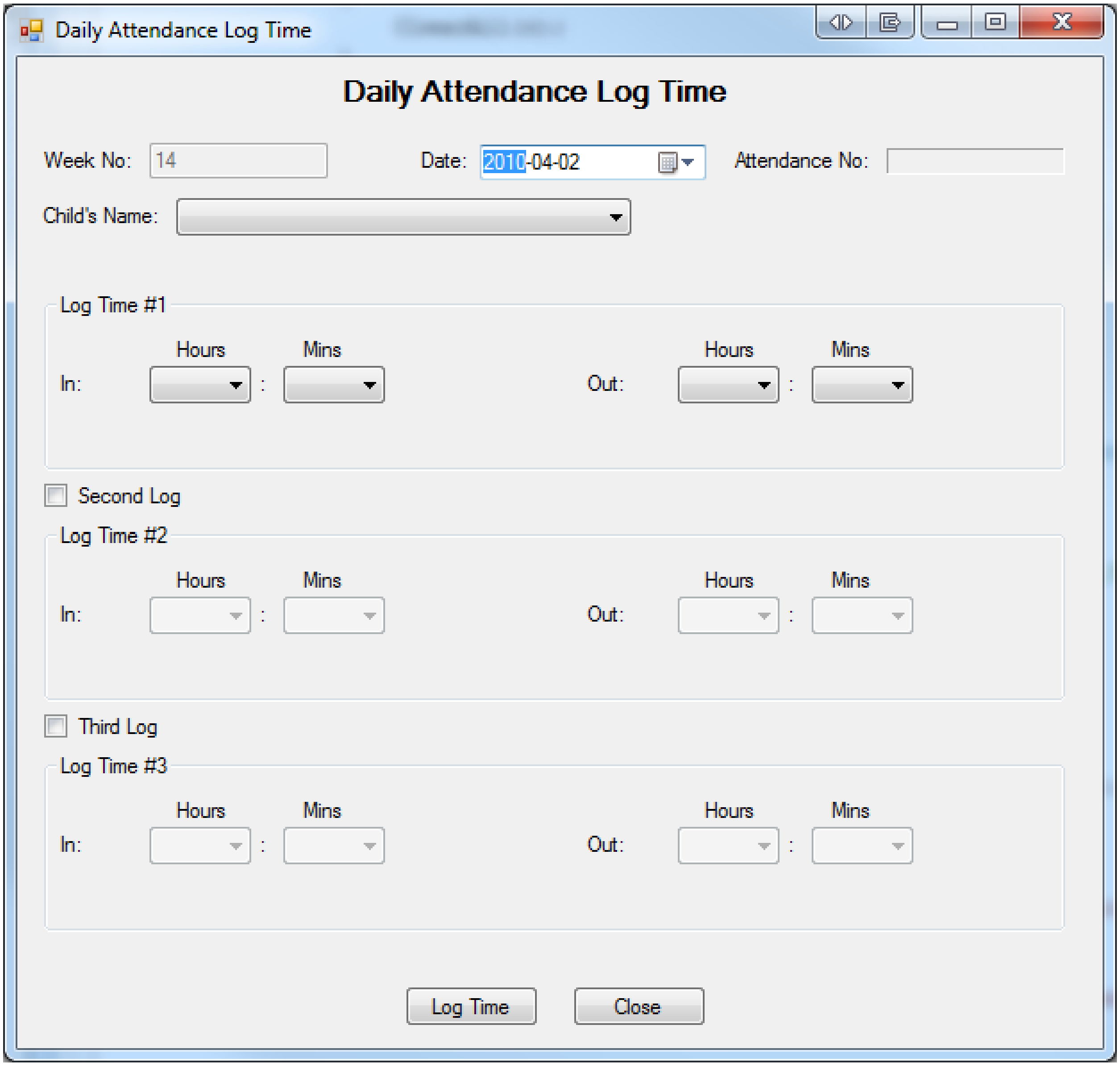




*NOTE: There is no limit to the number of updates, so if you wish to update any client, whether first or 100th time, it will allow you to add/update a client.

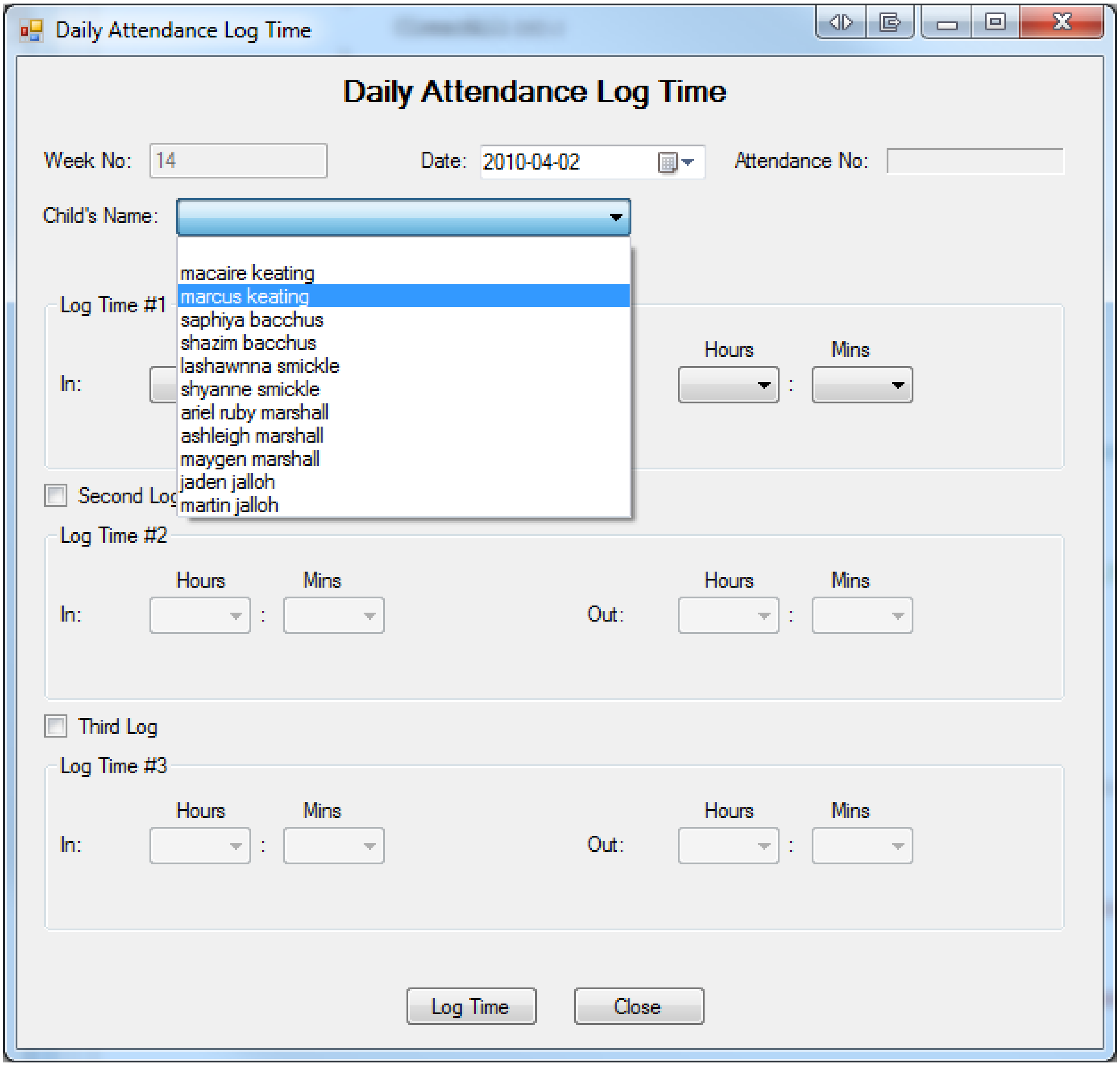
5. When complete, click the "Close" button located at the bottom of the screen.

Daily Attendance Log Time

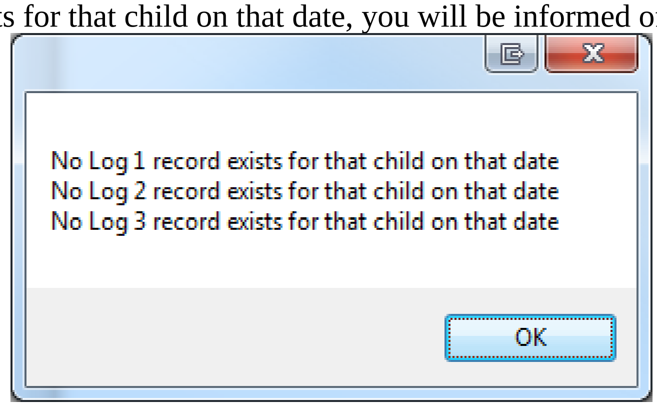


This screen is used for logging the time periods when a child is in your care.

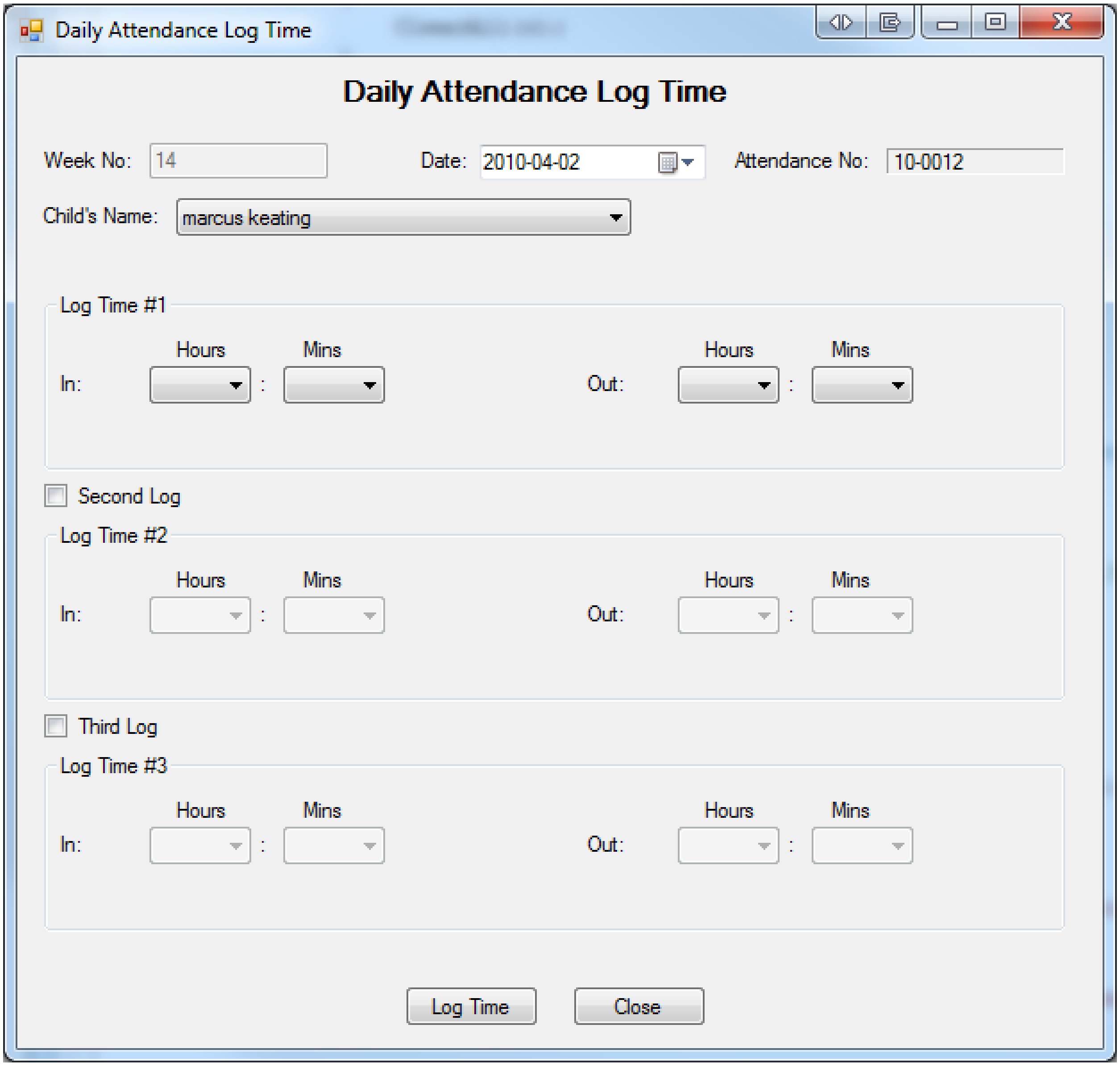
1. Choose a child from the "Child's Name" dropdown box:



*NOTE: if no log exists for that child on that date, you will be informed of such:



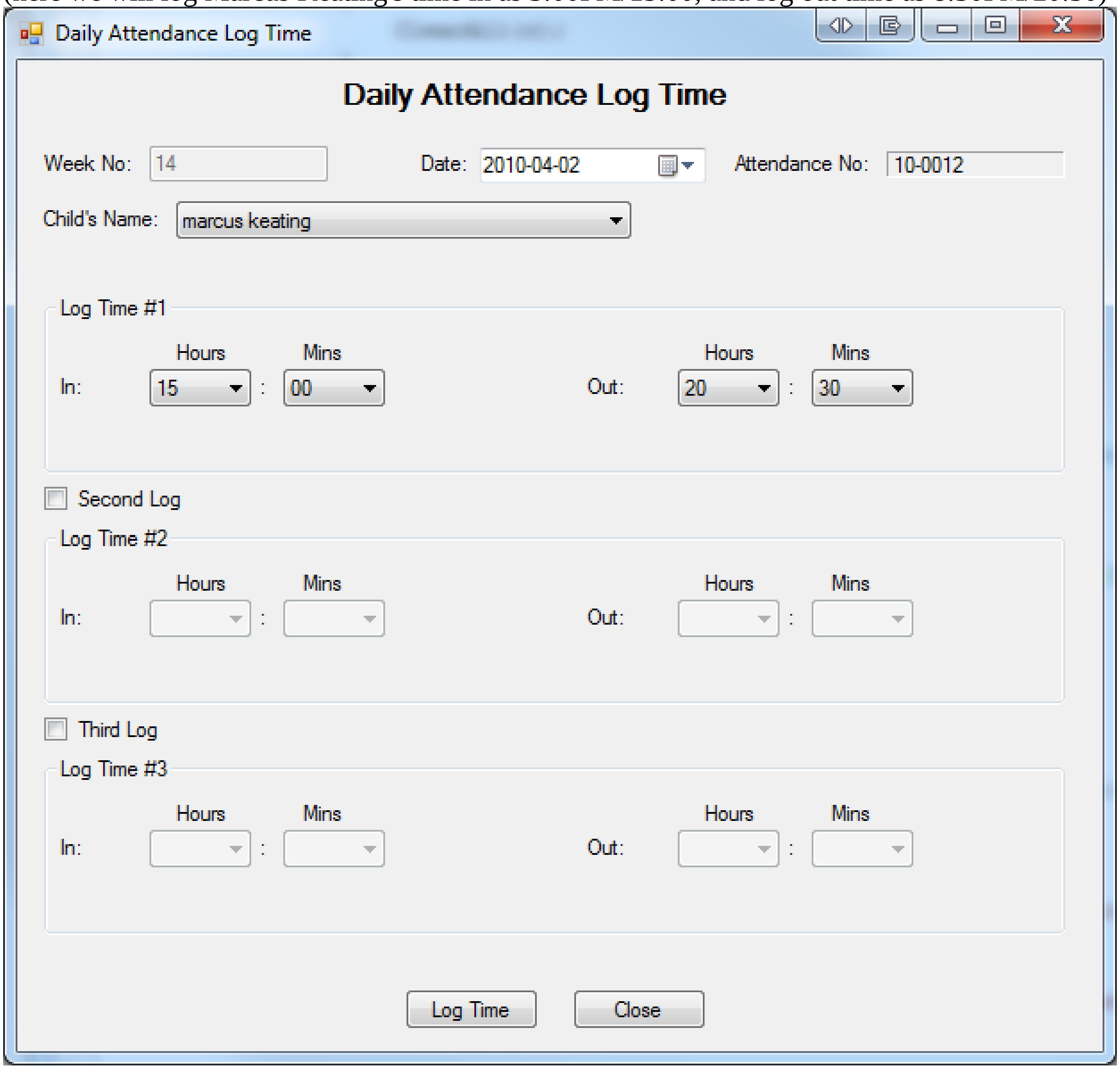
2. Select the date you wish to edit/log time on (we will use the default date in our example which has NO log times yet):



Daily Attendance Log Time
Daily Attendance Log Time
Week No: 14
Date: 2010-04-02
Attendance No: 10-0012
Child's Name: marcus keating
Log Time #1
Hours
Mins
In:
Out:
Second Log
Log Time #2
Third Log
Log Time #3
Log Time
Close

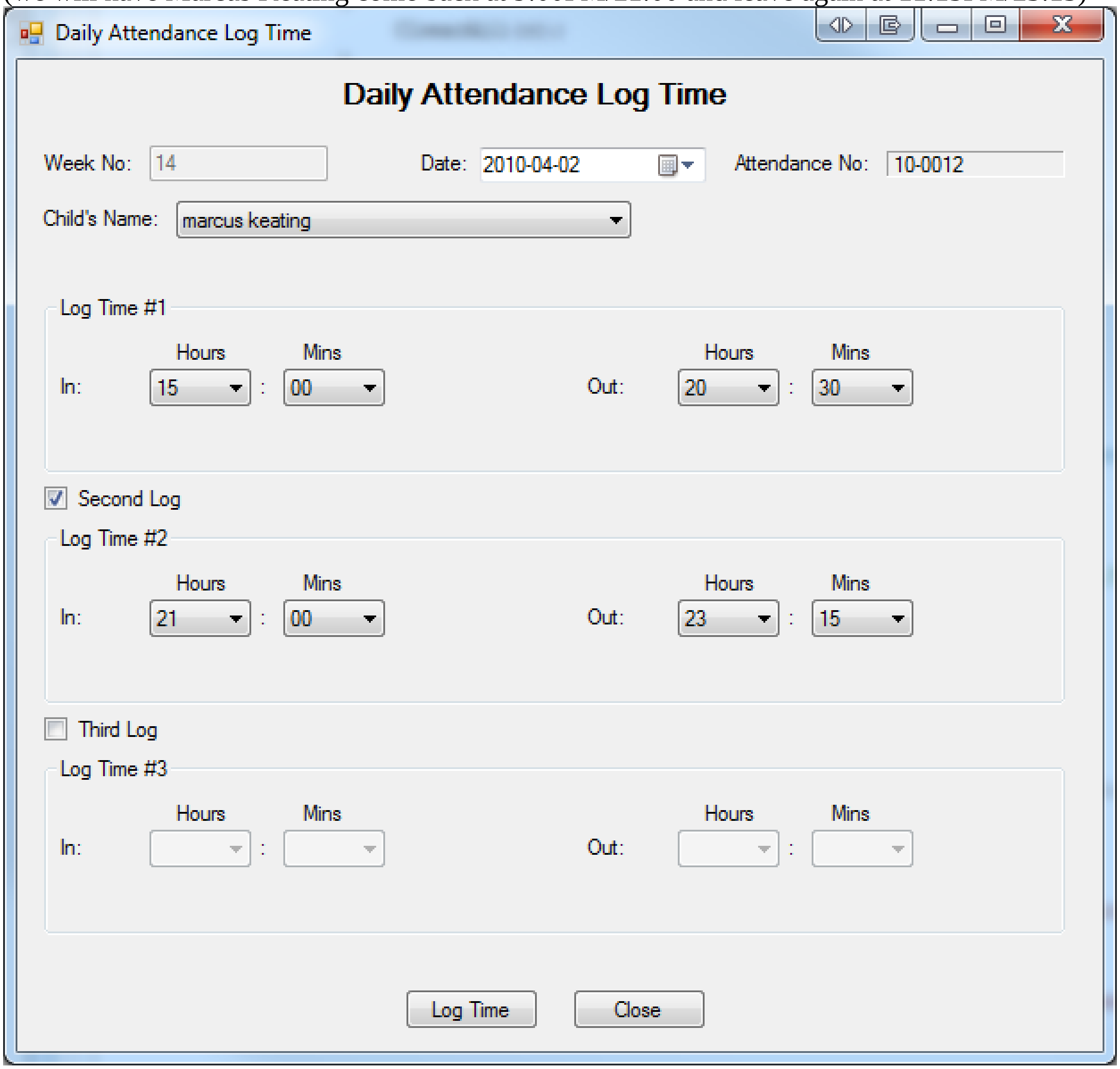
3. In the "Log Time #1" group, select the time in (In - Hours: Mins) and the time out (Out - Hours:Mins). The dropdown box options will be in international/army/24 hour time. For example, the for 3:00pm, choose the "Hours" as "15". Essentially, you subtract 12 from the "Hours" value to get the time in am/pm standard, where if the "Hours" option exceeds 12, then the time will be in the PM - 00:00 is midnight:

(here we will log Marcus Keating's time in as 3:00PM/15:00, and log out time as 8:30PM/20:30)

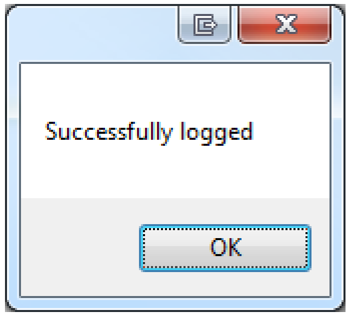


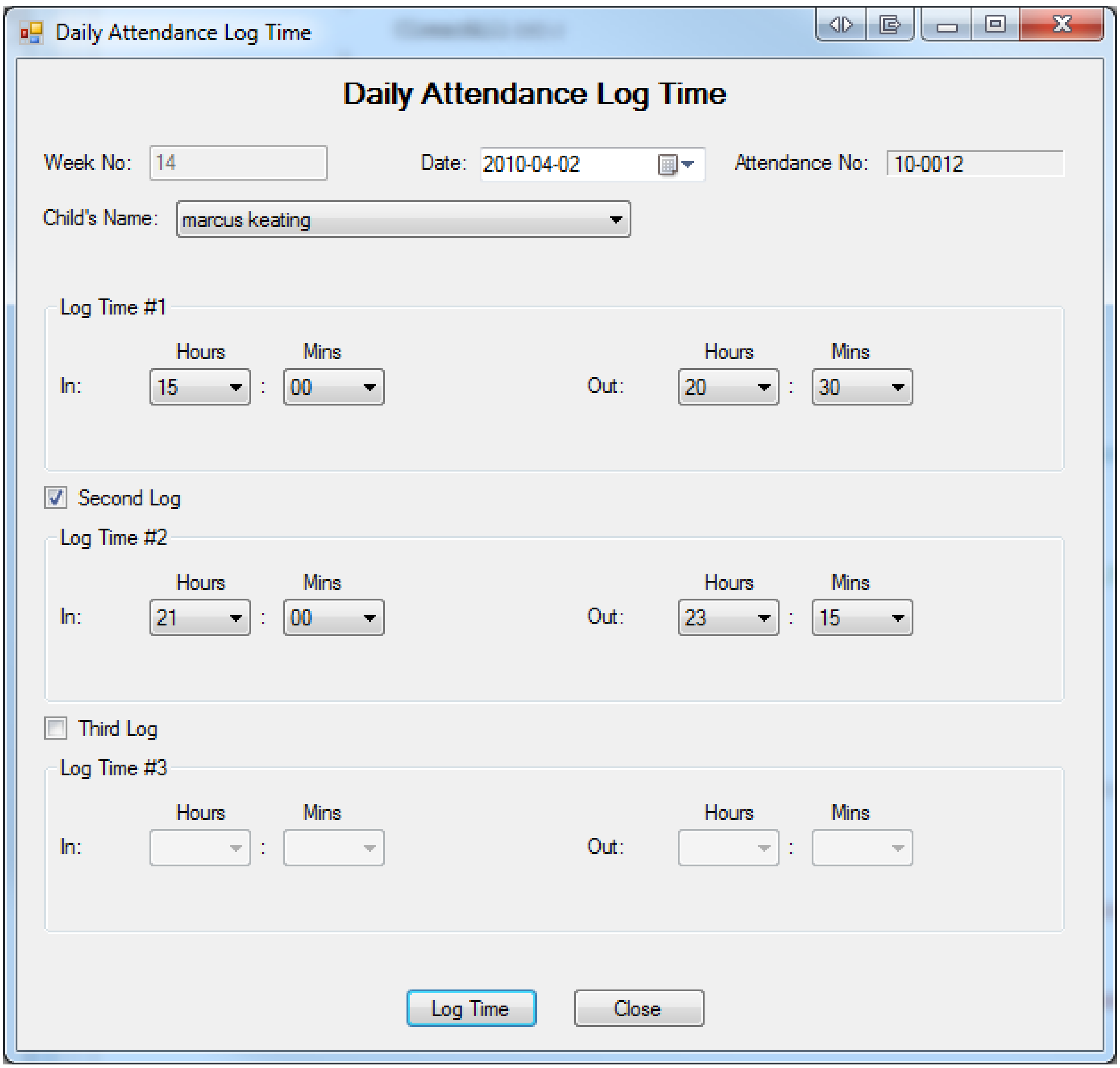
4. If there is a "Second Log" or "Third Log" time, i.e. the child leaves and comes back, then you may check their respective check boxes to enable logging of the respective times/logs:

(we will have Marcus Keating come back at 9:00PM/21:00 and leave again at 11:15PM/23:15)

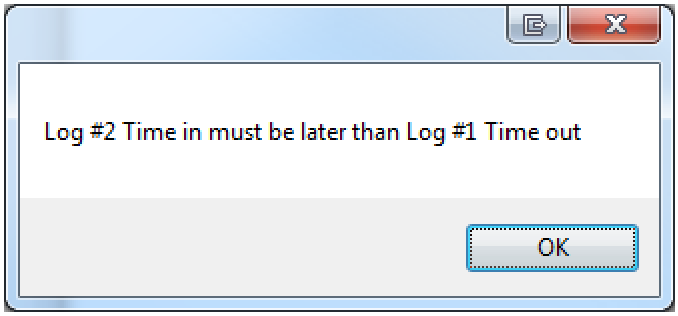


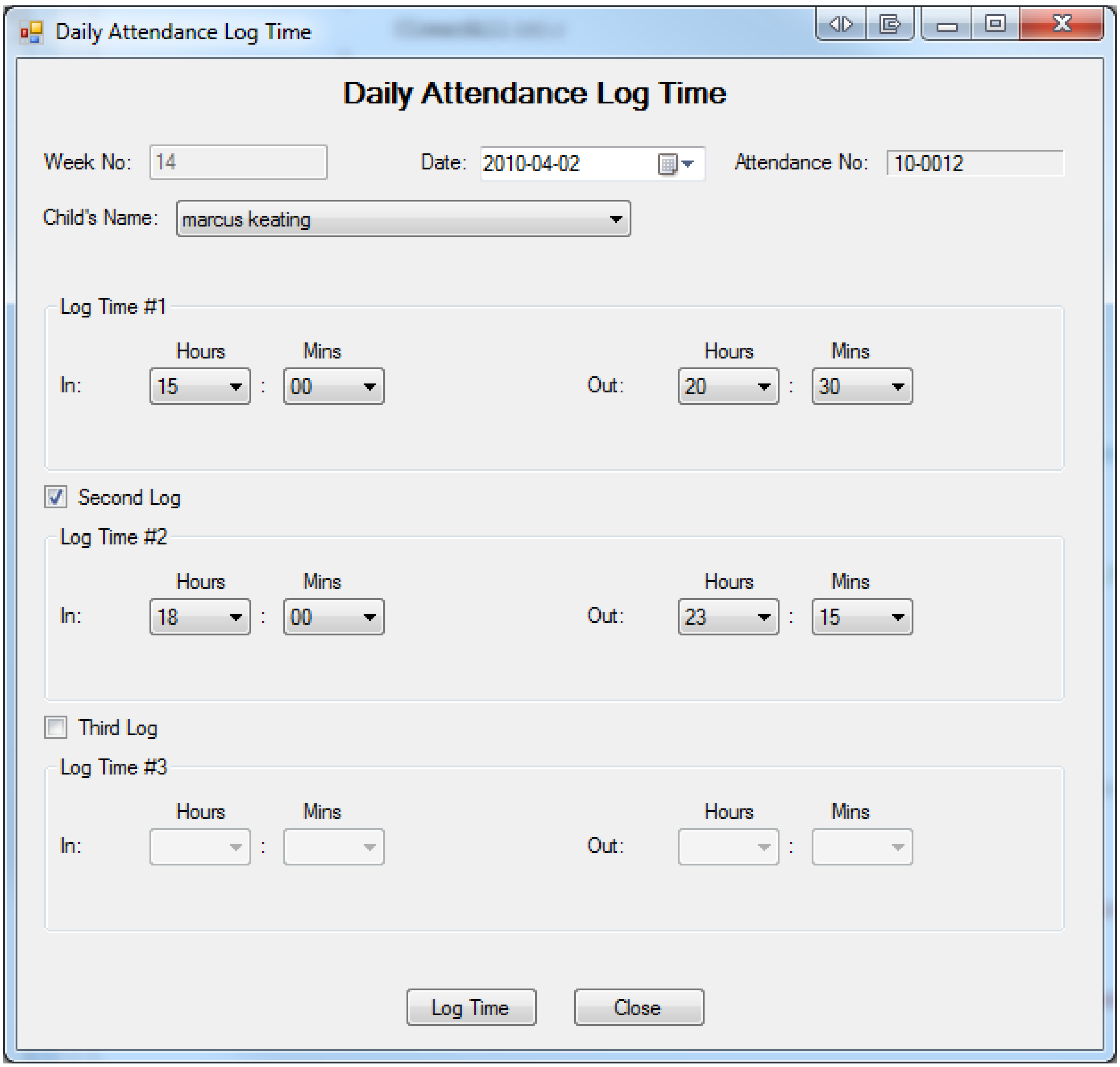
5. Once complete, you may click the "Log Time" button. If no errors exist, then attendance will be successfully logged:





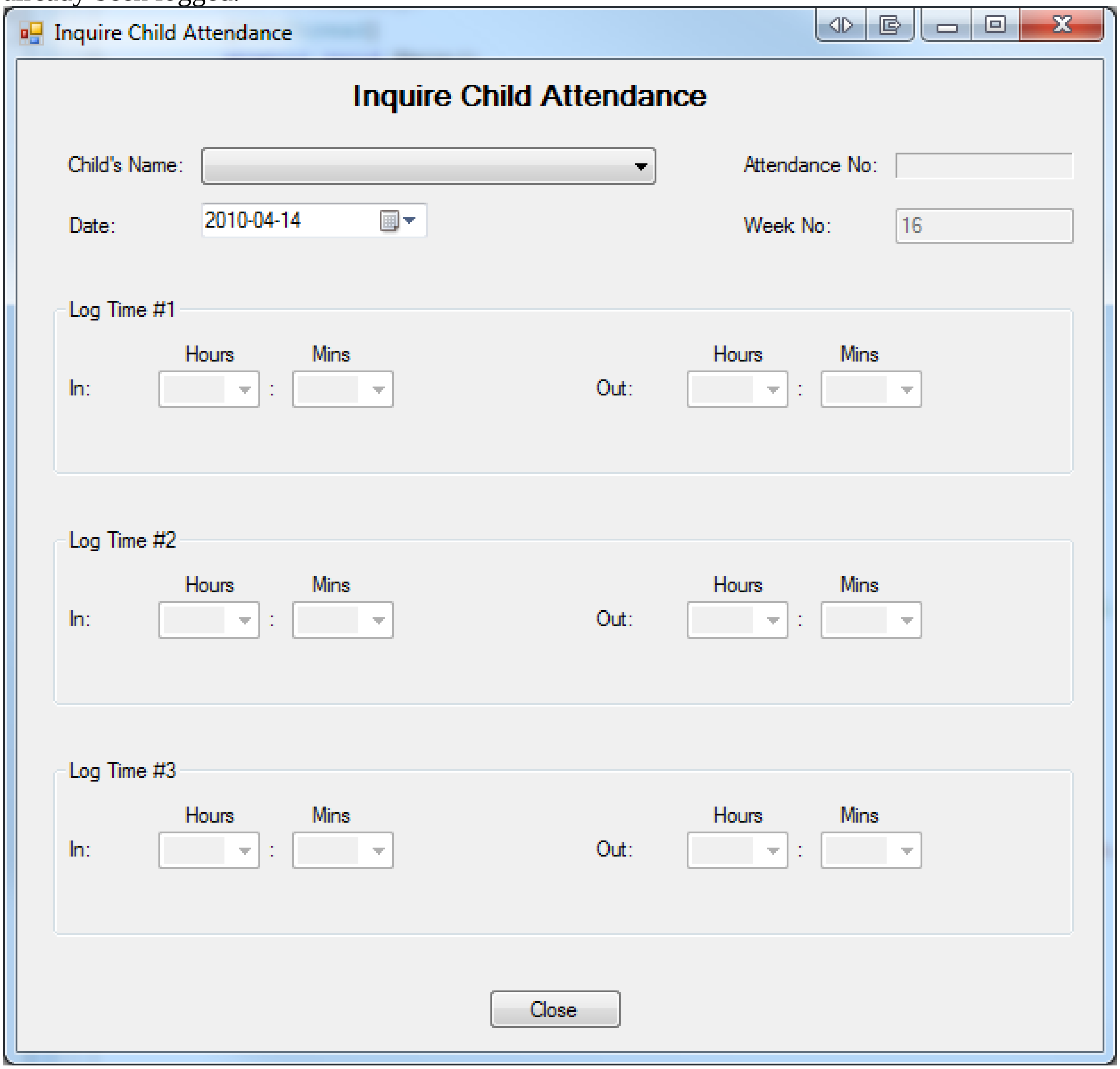
*NOTE: if you accidentally enter a time which does not make sense, i.e. Log 2 Time in is earlier than Log 1 Time out, you will be notified of such, and will be required to correct the error before successful attendance logging can occur (the error below is shown when Log 2 Time in is 5:00PM):



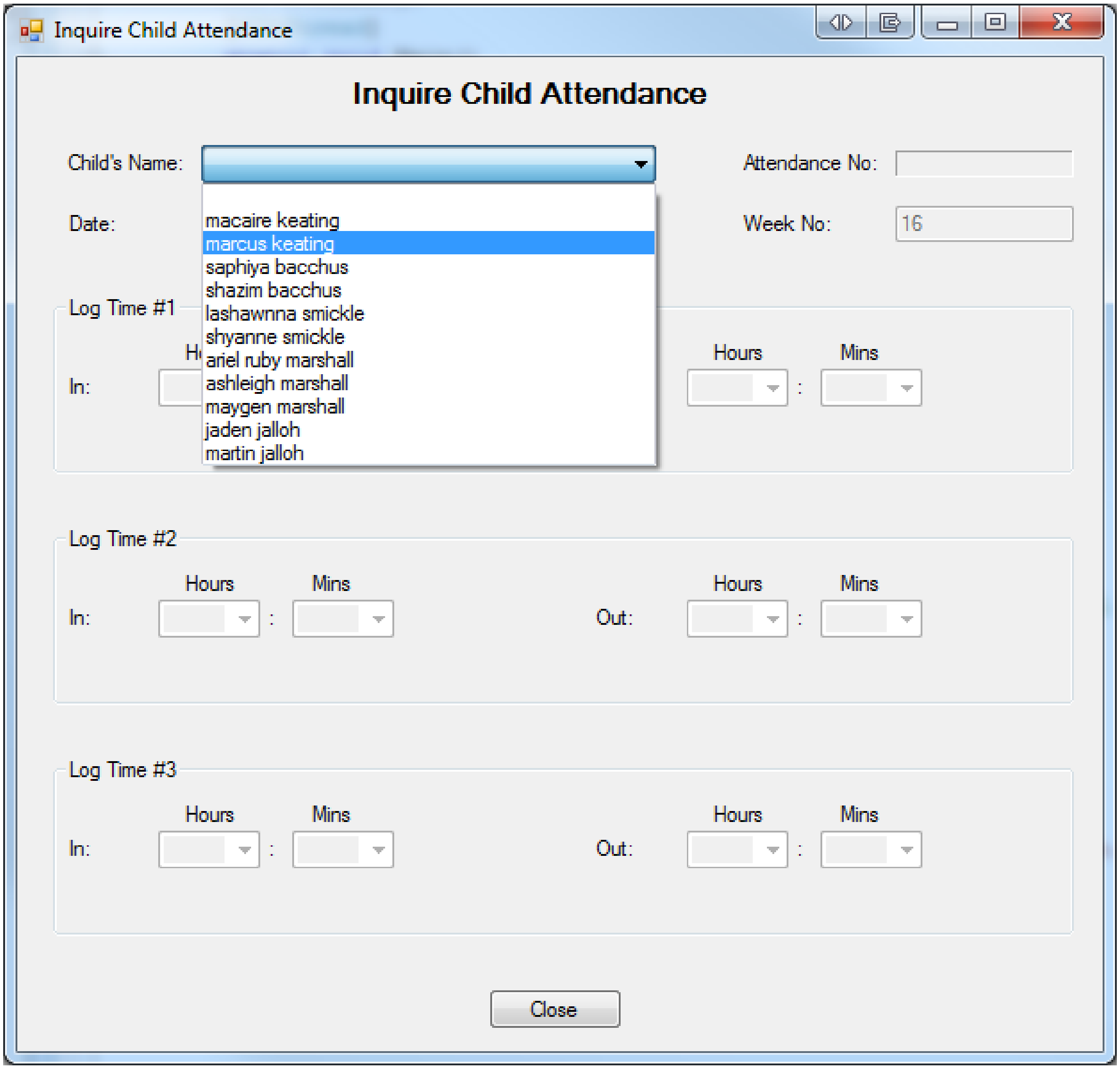


Inquire Child Attendance

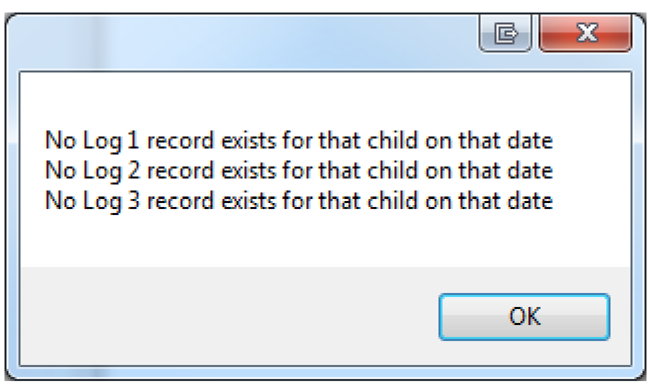
The "Inquire Child Attendance" screen allows you to view Log times of children that have already been logged.



1. Select a "Child's Name" from the dropdown box:

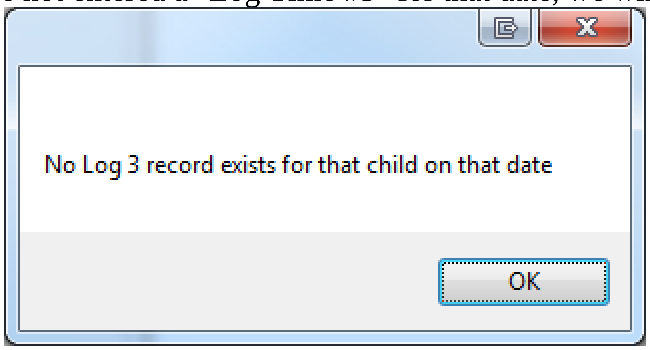


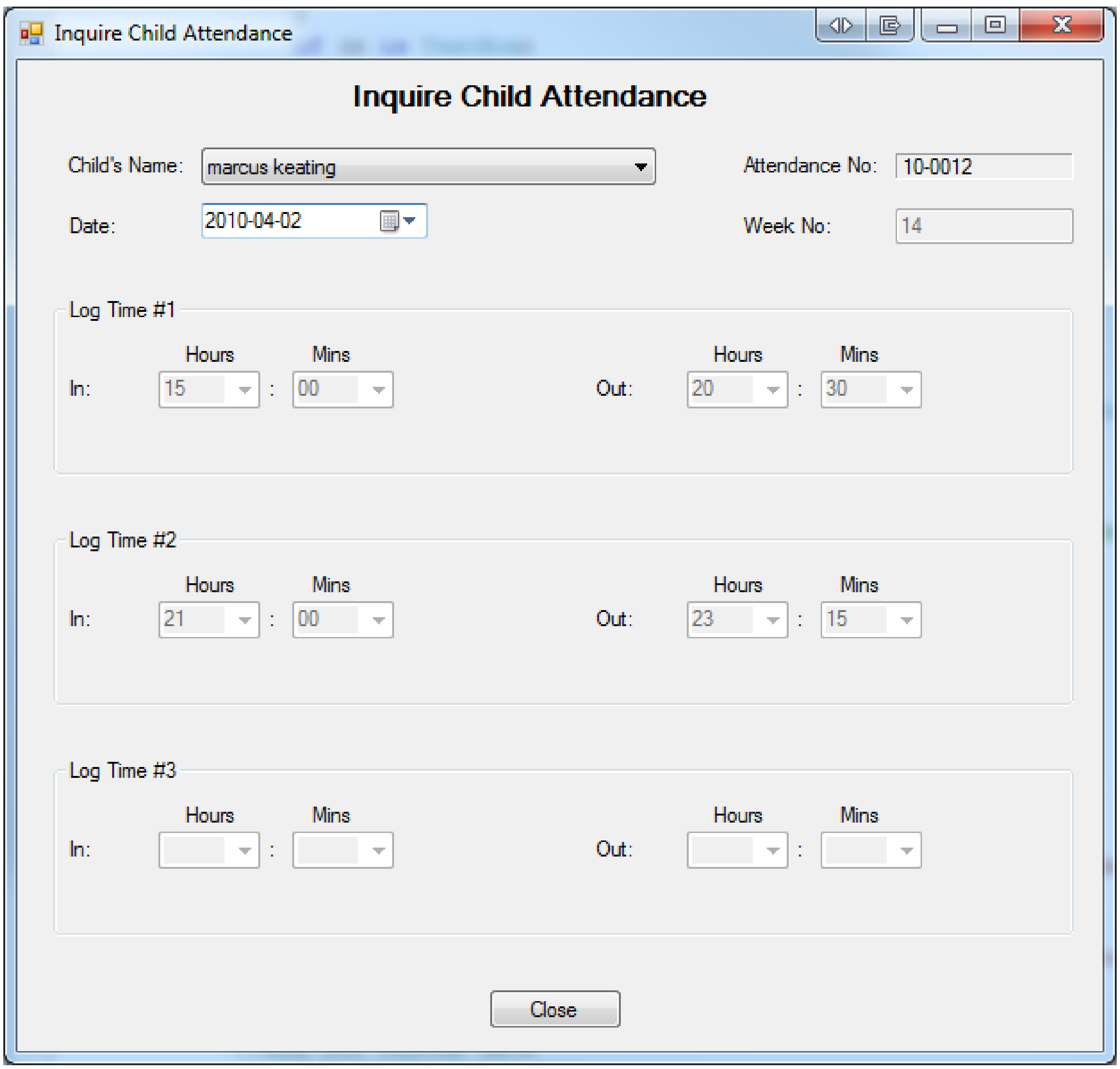
*NOTE: if no record exists for the selected child on the selected date, you will be notified of such:



2. Select the date you wish to view the attendance for:

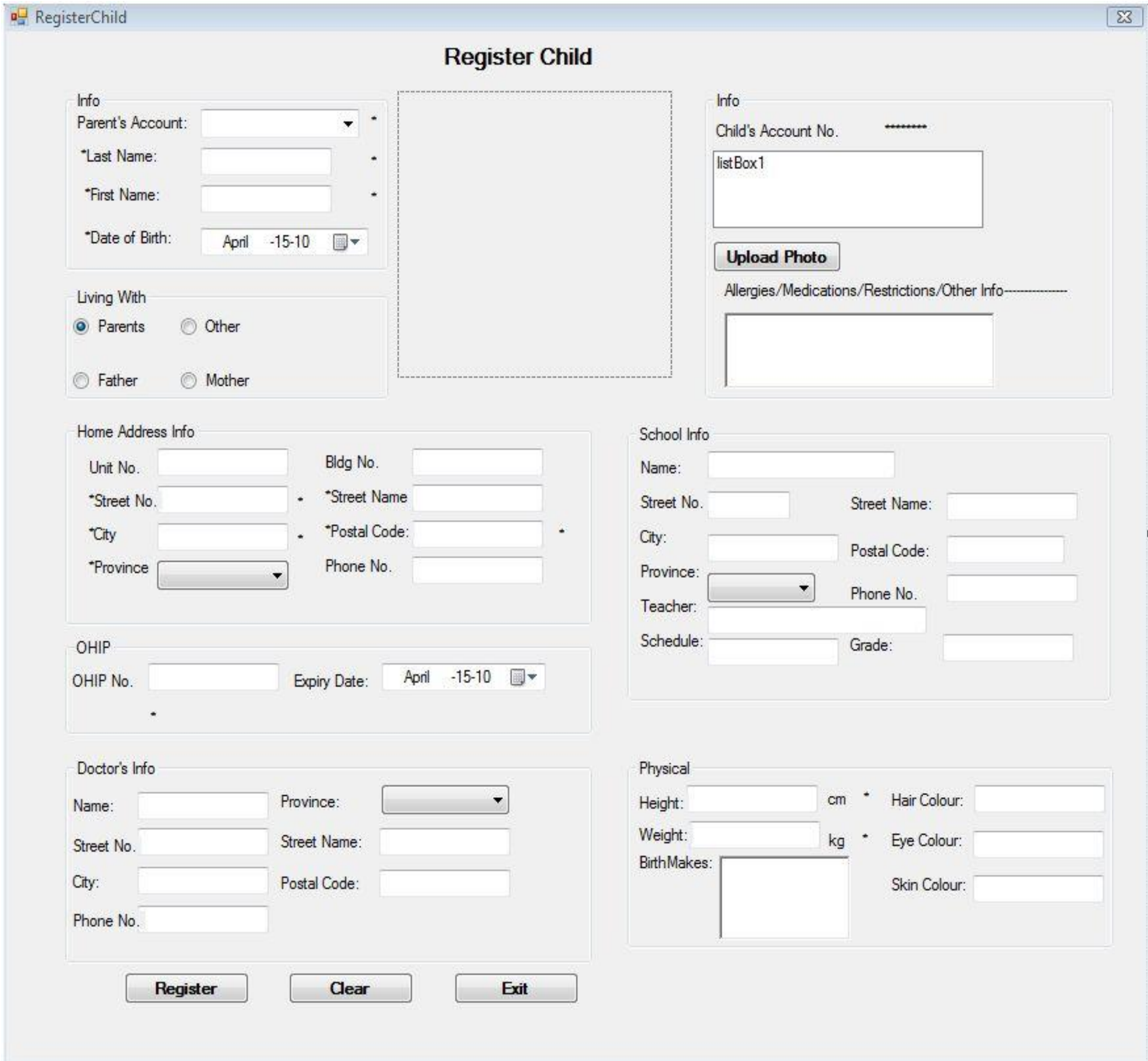
(we have chosen the date which was just entered in the previous date logging example - April 2 2010, and since we have not entered a "Log Time #3" for that date, we will be notified of such)





3.When complete, you may end by clicking the "Close" button at the bottom of the screen.

Register Child



How to use register child screen?

Step1:

Firstly, you should pick up one client from the top drop down list which is beside the parent's account. It's because if you want to register a child, you should be register a client first.

Step2:

Secondly, you should fill up all mandatory fields which are last name, first name, date of Birthday, OHIP number, expiry date of OHIP , Height and weight.

Step3:

In home address info, you don't have to input anything because all home info will retrieve from client's address info.

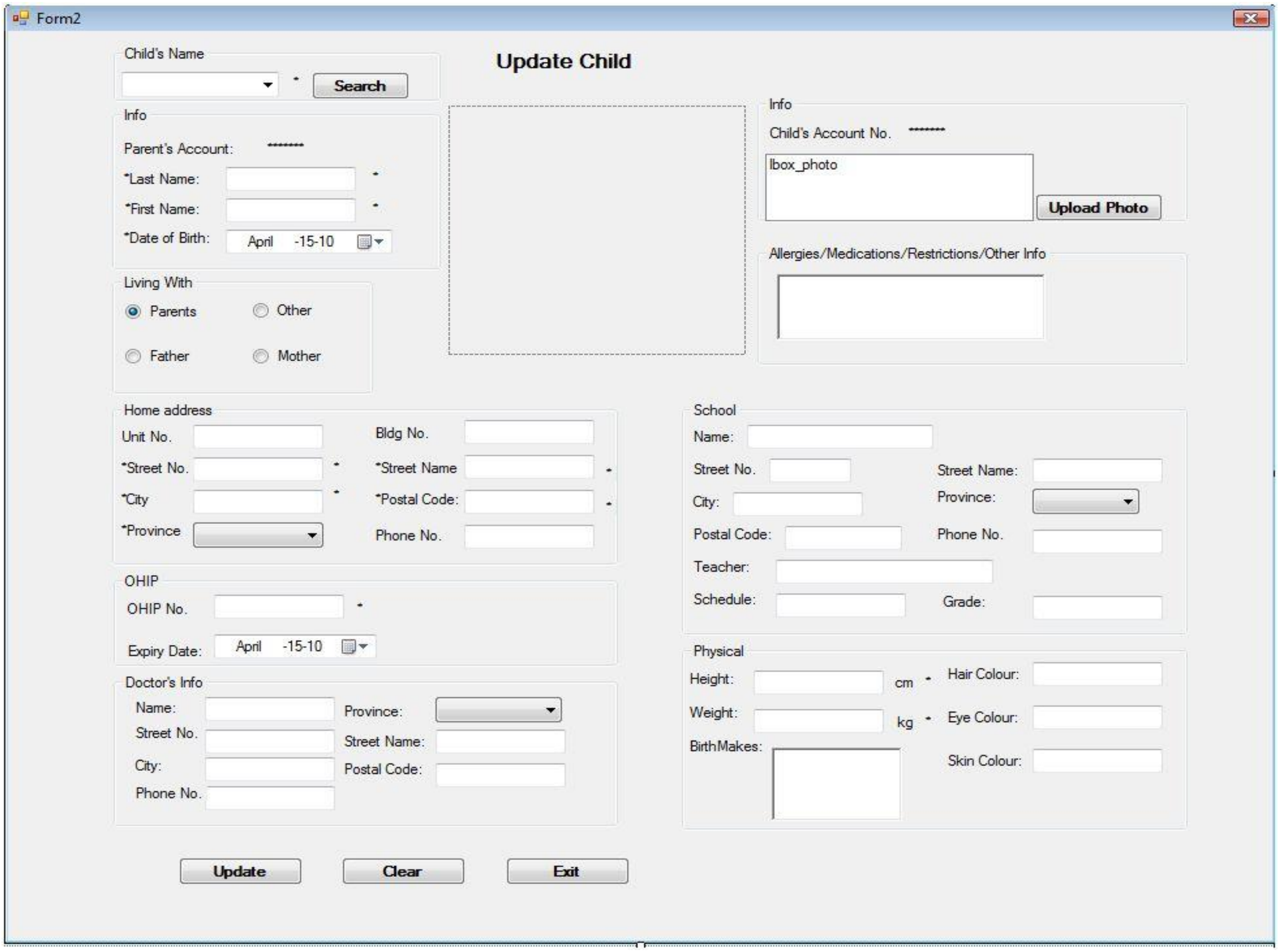
Step4:

We assume that at least doctor's name and phone number entered will create new doctor record, otherwise, there is no doctor record generated.

Step5:

We assume that at least school's name, teacher's name and phone number entered will create new school record, otherwise, there is no school record generated.

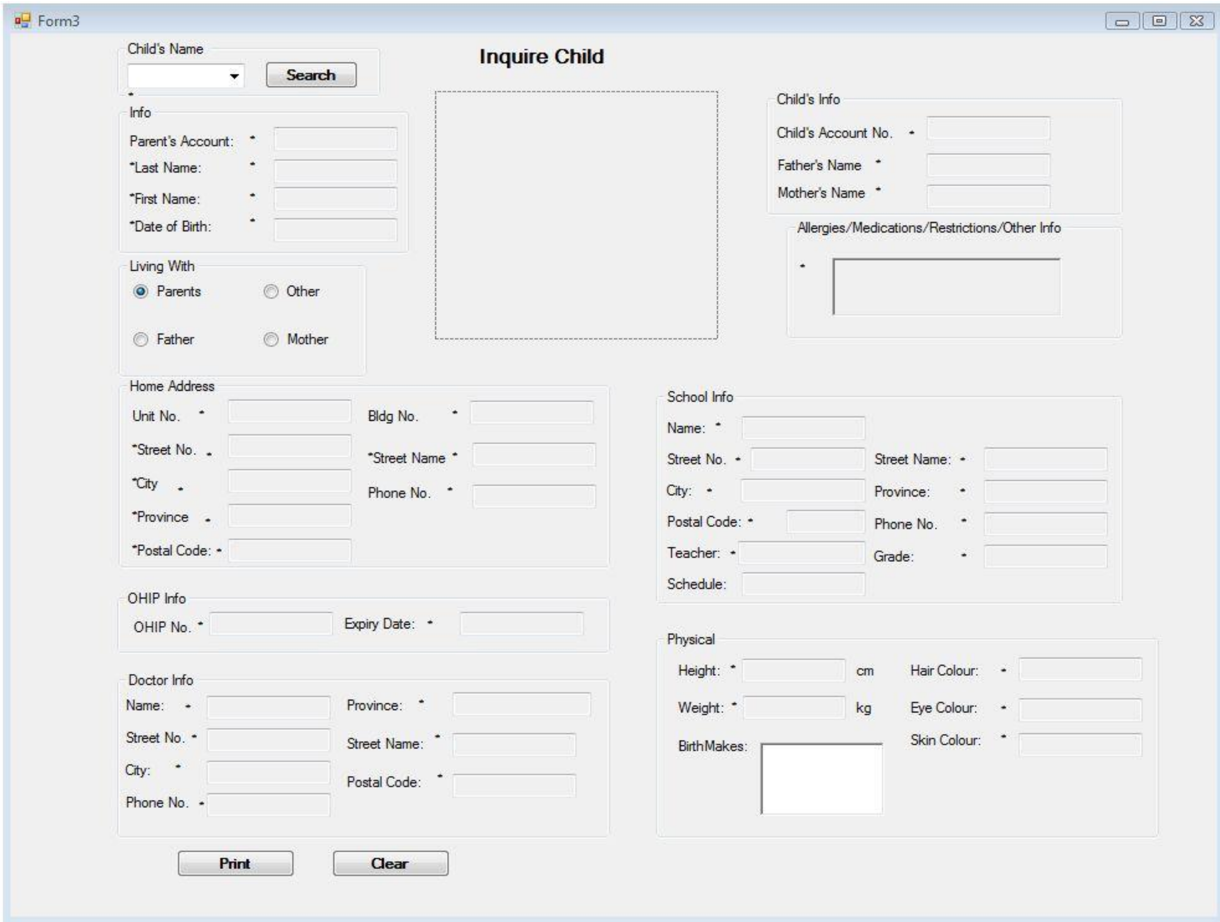
Update Child Record



How to use update child screen?
Step1:
Firstly, you should select one child name which you want to update from top drop down list.
Step2:
Secondly, you should click search button and then all information of that child will show on the screen.
Step3:
Thirdly, you can modify any fields but you can't leave mandatory field blank* or put invalid value into field.

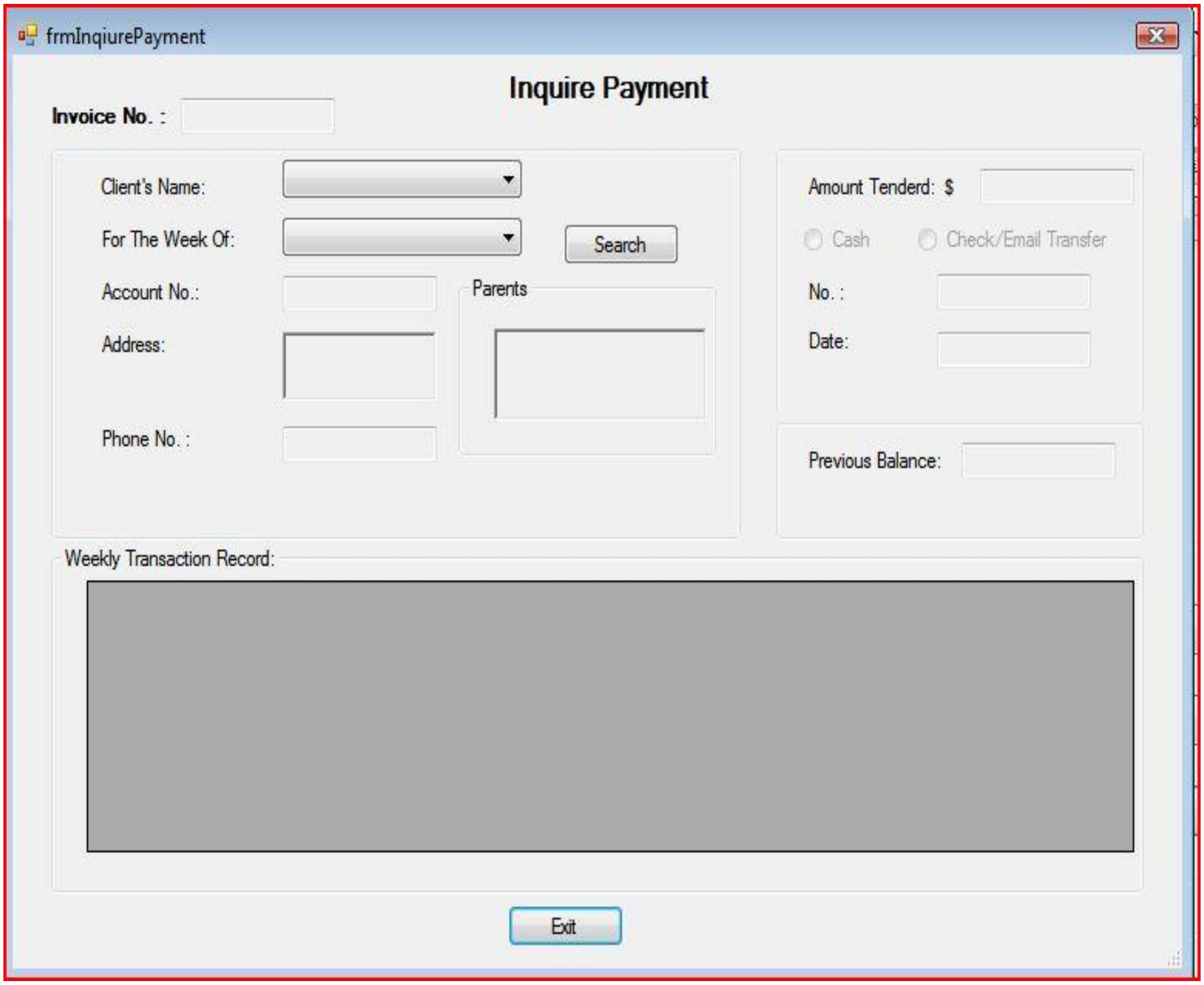
- Those fields are mentioned in how to use register child

Inquire Child Record



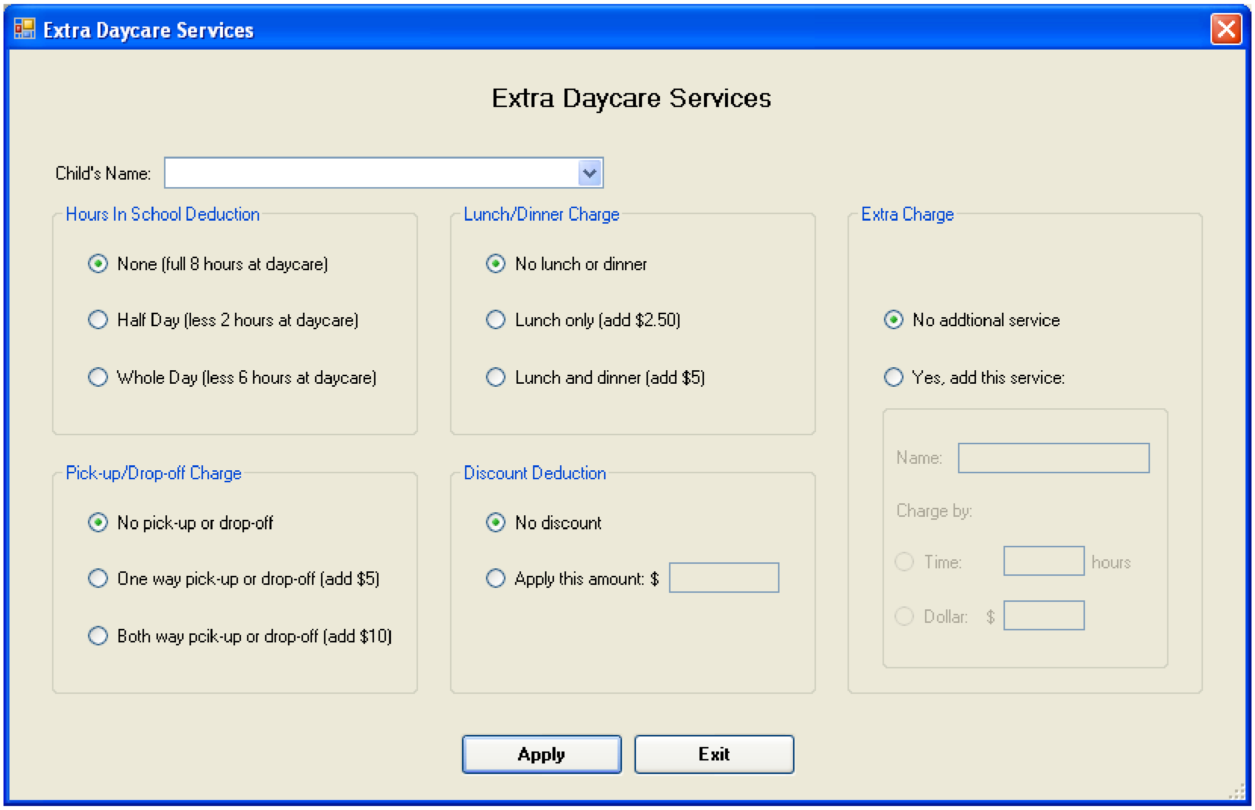
How to use inquire child screen:
Step1:
You should pick up one child name, click search button and then all information of that child will show on the screen.

Inquire Payment



How to use inquire payment:
Step1:
Firstly, you should pick up one child who you want to see the information of payment and then all basic information for that child will show on the screen.
Step2:
You should select the number of week that child attended from the second drop down list and then the daily transactions will display in the bottom grid view for that particular week.
Step3:
All the information of payment will display on the right side.

Register Extra Daycare Services

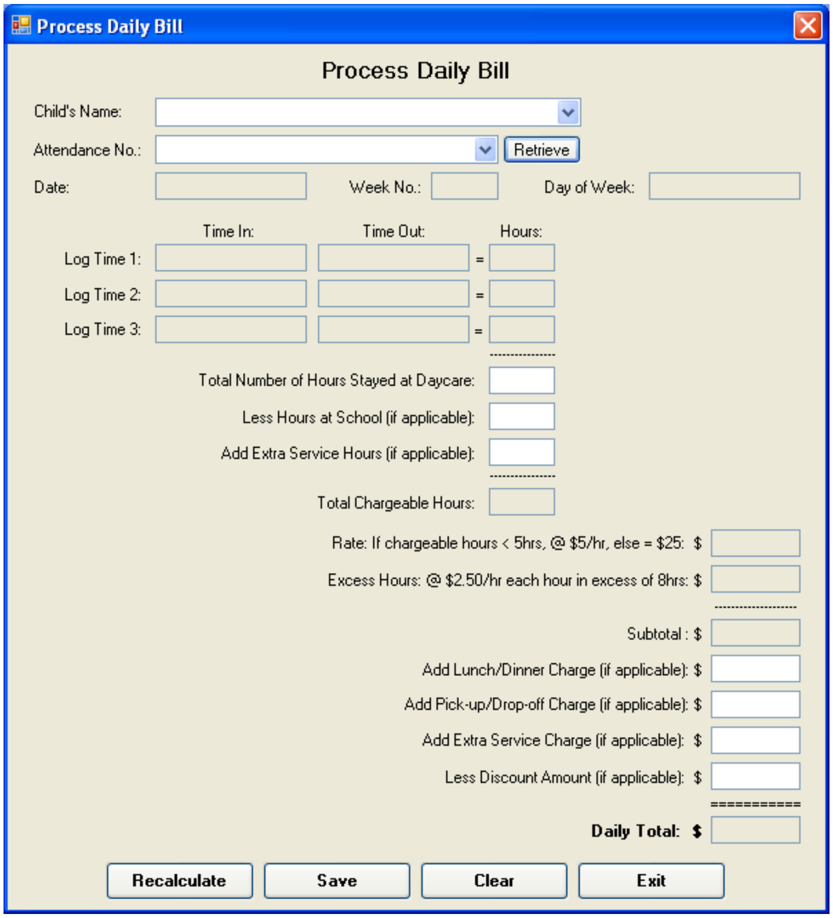


Description: The extra daycare services are additional services that the user can charge to a child automatically. This module allows the user to register services to be automatically applied whenever a child is billed per day. This module also allows the user to customize what service and either charge that particular service by hour or by dollar amount.

Steps:

1. On the main menu, click Extra Daycare Service. The Extra Daycare Service screen will show up.
2. From the Child's Name drop down box, select the child that the extra services will be automatically applied.
3. Select what particular service(s) will be applied to the child, either school hours, pick-up or drop-off dollar amount, lunch or dinner dollar amount, discount amount, or miscellaneous service not listed that can be charged either by the hour or by the dollar amount.
4. Click the Apply button.

Process Daily Bill (calculate daily invoice)

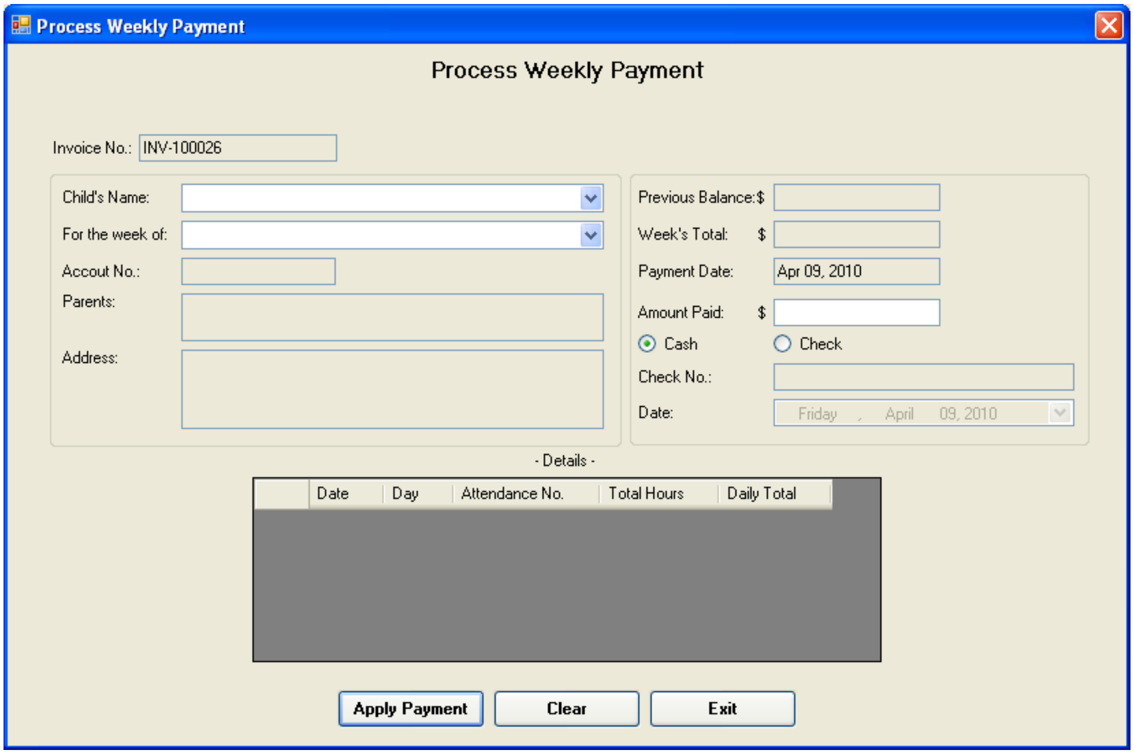


Description: This module calculates the invoice that would be charged for the services rendered to a child per day. This module automatically calculates the number of hours spent by a child in the daycare, adds any registered extra daycare services, and determines the applicable rate and overtime charges. This module also allows the user the flexibility to change some default values displayed by the system such as eliminating extra daycare services from the calculation or adjusting the value of any hours or dollar amount where it is allowed. Until a particular date has been paid, it can be recalculated for an indefinite number of times.

Steps:

1. On the main menu, click Process Daily Bill. The Process Daily Bill screen will show up.
2. From the Child's Name drop down list, select the child that the invoice will be charged upon.
3. From the Attendance No. drop down list, select the particular attendance number (date) to be calculated.
4. Click Retrieve button.
5. Adjust any value that may want to change.
6. Click the Save button; or click Recalculate button to recalculate all values based on original records. Click the Save button to save entries.

Process Weekly Payments (accept weekly payments)

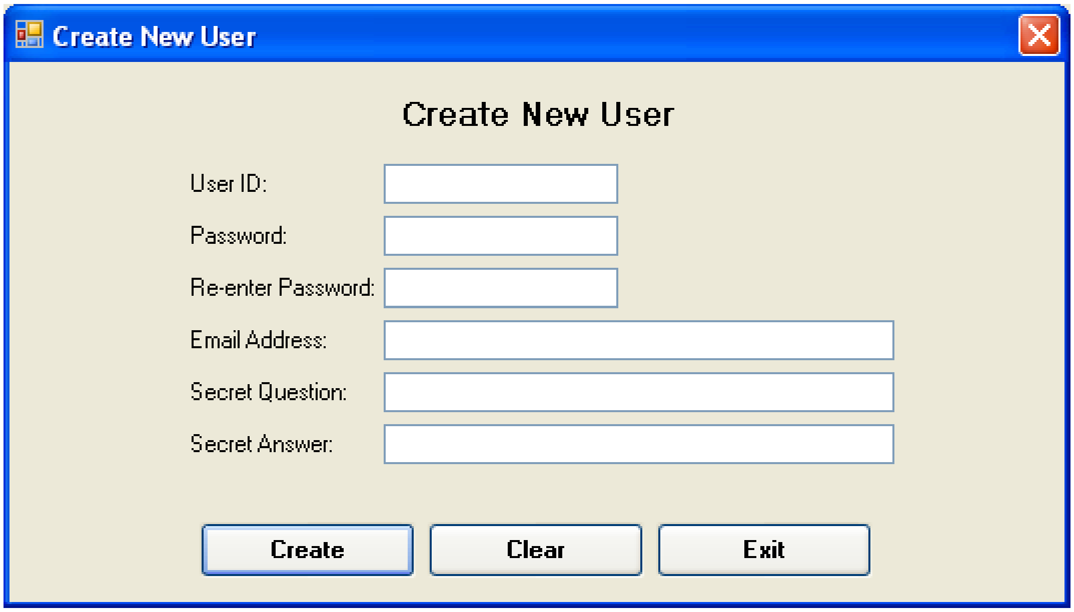


Description: Payments are accepted on a weekly basis and are applied on daily attendances accumulated per week. This module accepts payments made either by cash or check only. It displays a client's accumulated balance separately, but defaults to display the week's total charges only.

Steps:

2. On the main menu, click Process Weekly Payment. The Process Weekly Payment screen will show up.
3. From the Child's Name drop down list, select the child that the payment has to be applied.
4. From the For The Week Of drop down list, select the particular week that has to be paid.
5. The system will display as the default value in the Amount Paid field the total charge for the week. Enter the amount that the client paid.
6. Click Apply Payment button.
7. A payment receipt will automatically appear which can be either printed.

Create New User

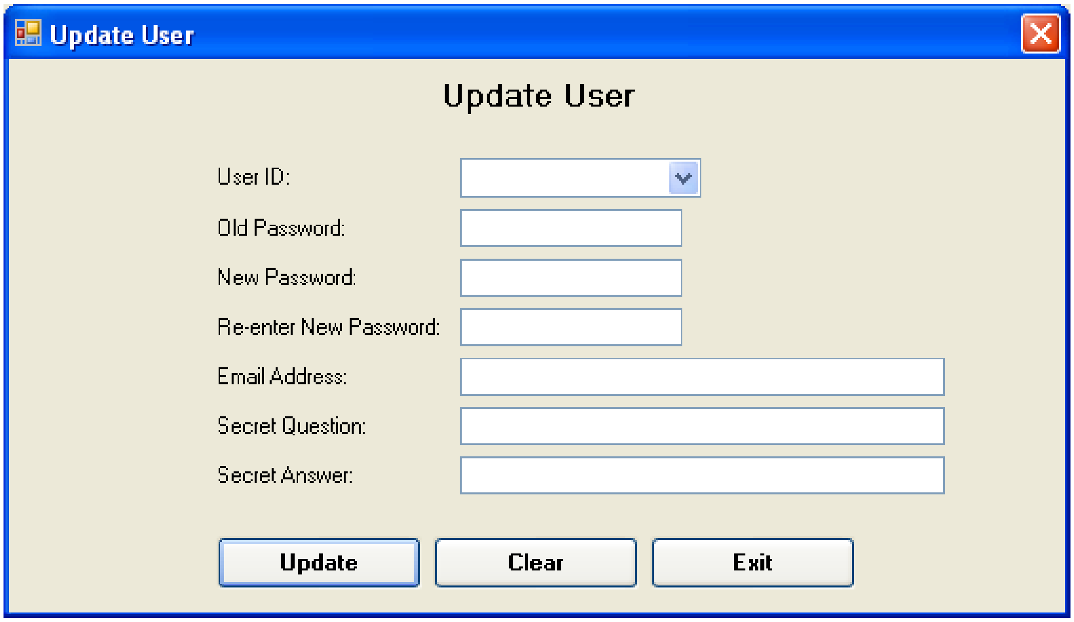


Description: This module allows the user to create additional users of the system. This module prevents duplication of user ID to be registered in the system. The system does not distinguish levels of users, but instead treats all users as "administrators".

Steps:

1. On the main menu, click Create New User. The Create New User screen will show up.
2. Fill up all the fields.
3. Click Create button.

Update User

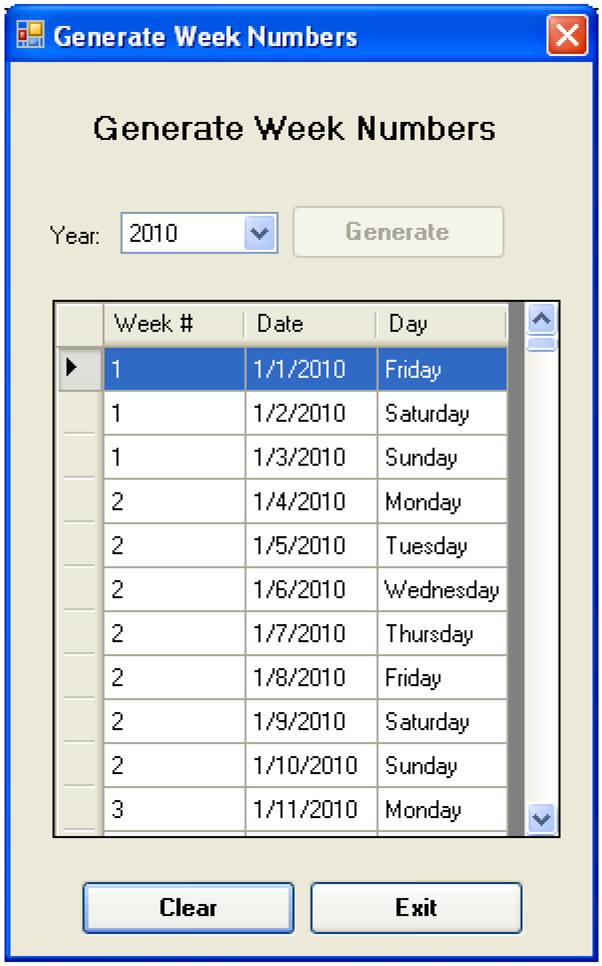


Description: Registered users can update their profiles through this module. They can, from time to time, change their password, email address, and other security measures related to their profile. However, the system does not require users to change their password after an elapsed time.

Steps:

1. On the main menu, click Update User Record. The Update User screen will show up.
2. From the User ID drop down list, select your user ID.
3. Enter your current password in the Old Password field – if the current password does not match with the selected user ID, the system does not allow the any changes to be applied to the selected user ID.
4. Change any field that needs to be updated.
5. Click the Update button.

Generate Week Numbers



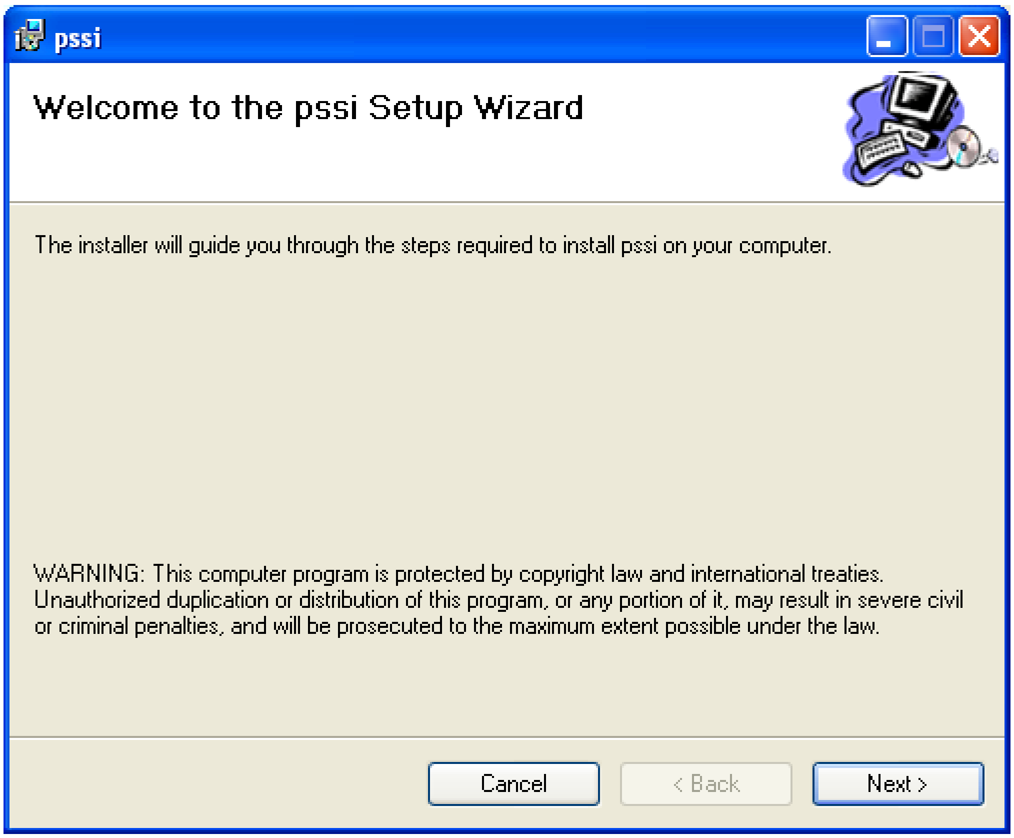
Description: Before using the system, it is required that dates be assigned to week numbers. This is imperative from logging daily attendances, processing daily bills (invoices), and processing weekly payments. Generation of week numbers is ideally done during the end of current year to generate week number for the next year. The system displays next year as the default year. Mondays always begin a new week that ends on Sundays, and January 1st always starts week #1 for the current year.

Steps:

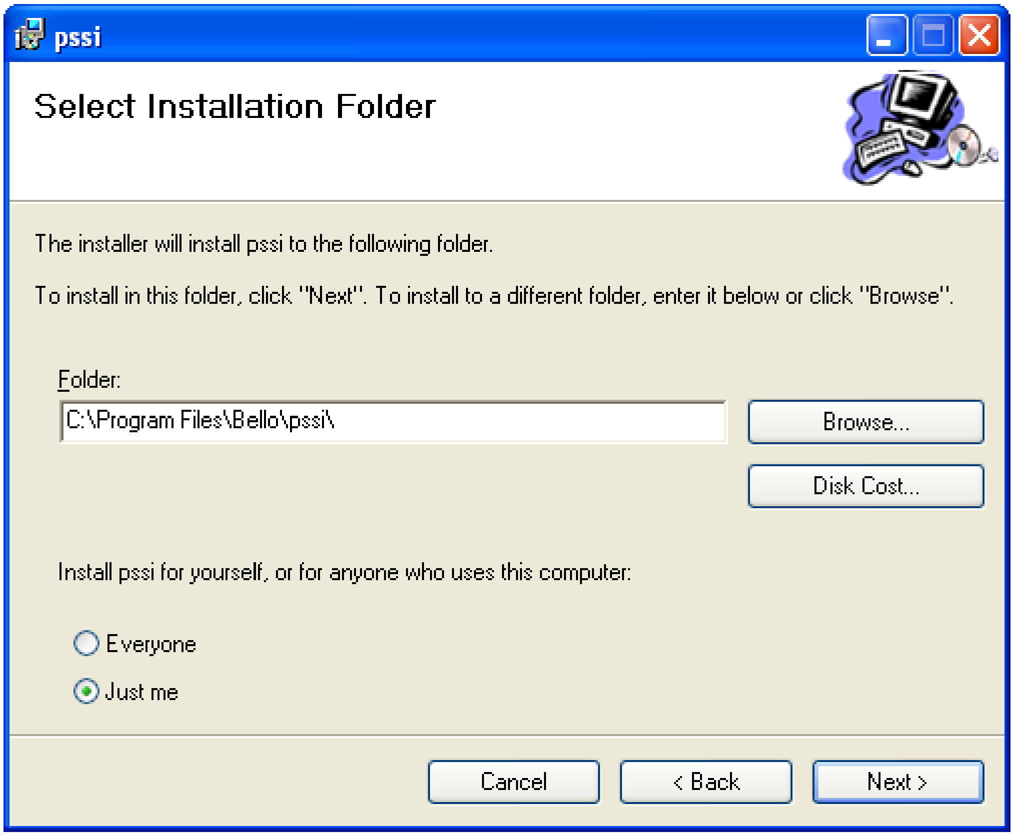
1. On the main menu, click Generate Week Numbers. The Generate Week Numbers screen will show up.
2. Leave the default year as is and click the Generate button, or select the desired year from the Year drop down list and click the Generate button.

VII. How to Install the System

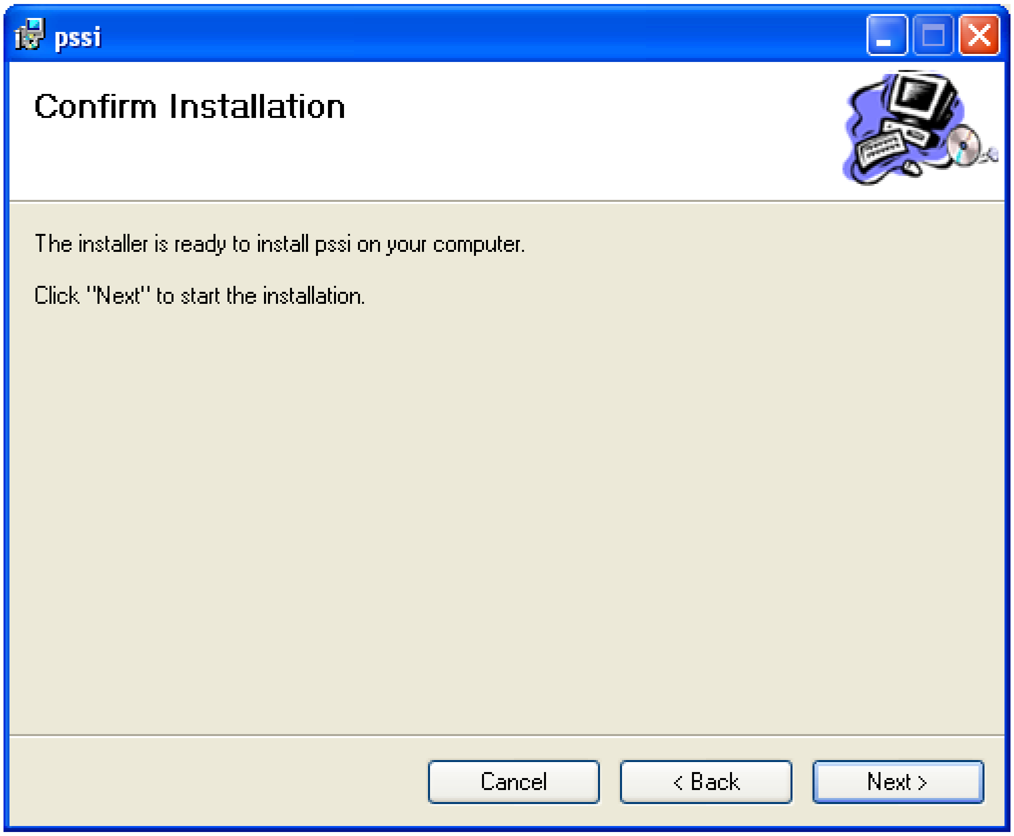
1. Insert the accompanying CD onto your CD-ROM drive.
2. Browse into System\PSSI_Installer folder on the accompanying CD.
3. Double click "pssi.msi".
4. The welcome screen will appear.



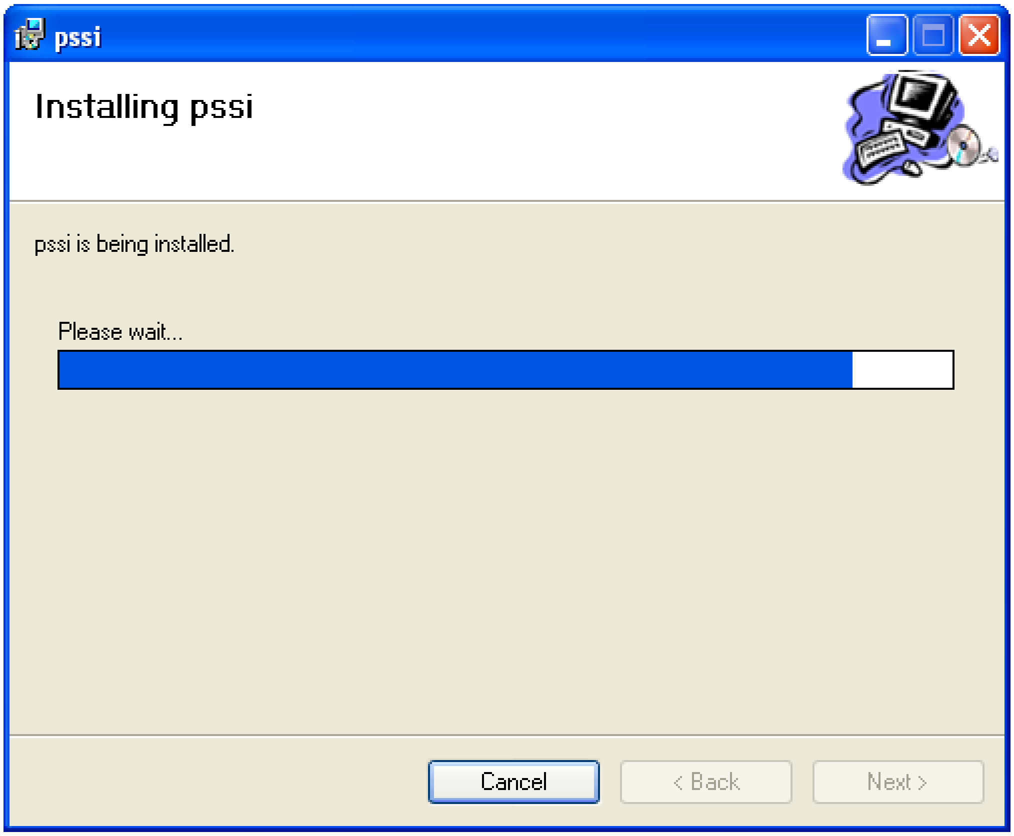
5. Click Next.
6. The select installation folder screen will appear.



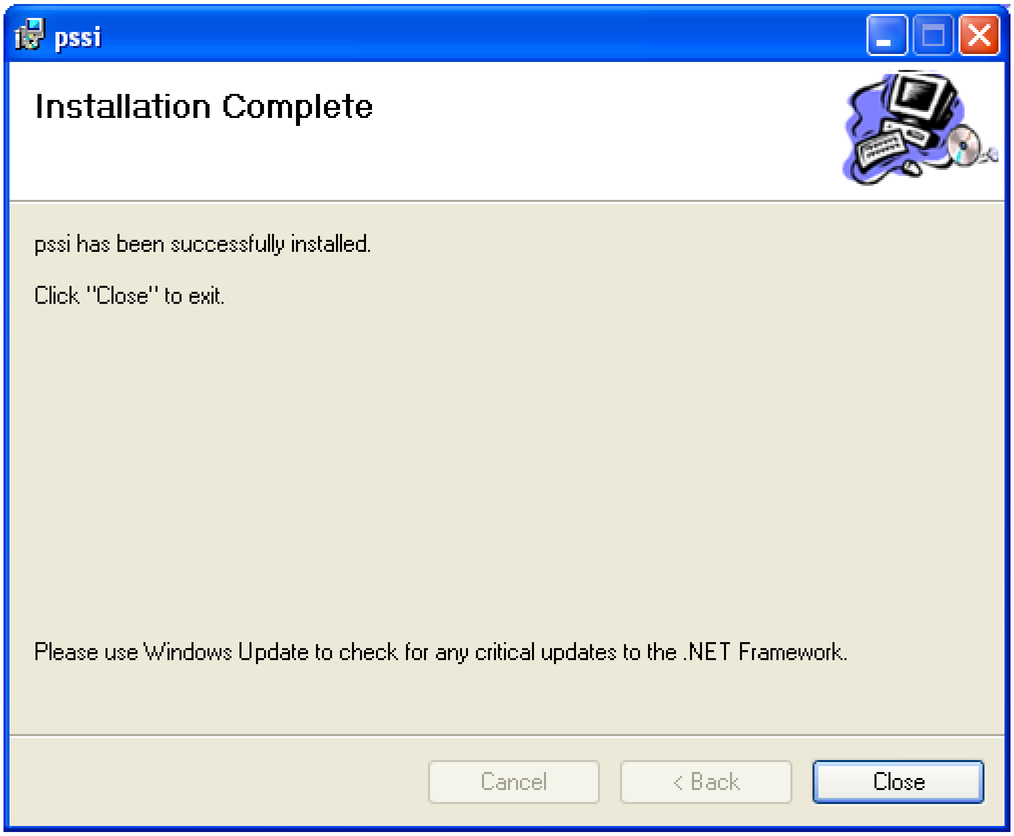
7. Click Browse and choose your desired location. Click Next.
8. The confirm installation screen will appear.



9. Click Next.
10. The installation will start.



11. After the installation, the installation complete screen will appear.



12. Click Close.

VIII. Creating a Shortcut on the Desktop

1. Browse to the location where you installed the application.
2. Right click application icon (PSSI) and select Send To.
3. Choose Desktop as the destination.

IX. Running the Application

1. After creating a shortcut on the desktop, an icon with the name "Shortcut to PSSI" will appear on the desktop. Double click this icon.
2. Supply the default user ID; see **Default User ID and Password**

X. List of Deviations

Name: Client
Kind: Database table
Deviation Type: Modification
Description: Added column “Bill_To” string(1), that will hold ‘F’, ‘M’ or ‘B’.
Date: January 30, 2010

Name: Users
Kind: Database table
Deviation Type: Creation/New
Description: A table to store user records
Date: February 6, 2010

Name: Salutation
Kind: Database table
Deviation Type: Creation/New
Description: A table to store salutation/titles values of clients, e.g., “Mr”, “Ms”, “Mrs”, etc
Date: February 6, 2010

Name: School
Kind: Database table
Deviation Type: Modification
Description: Added column ‘schedule’ varchar(10)
Date: February 23, 2010

Name: Color
Kind: Database table
Deviation Type: Modification
Description: Increased size of column ‘color’ to varchar(10)
Date: February 23, 2010

Name: Invnum
Kind: Database table
Deviation Type: Creation/New
Description: A table to store the sequence number of invoices per year
Date: February 25, 2010

Name: Attendancenum
Kind: Database table
Deviation Type: Creation/New
Description: A table to store the sequence number of daily attendances per year
Date: February 26, 2010

Name: Payment
Kind: Database table

Deviation Type: Modification
Description: Added column ‘client_acc_num’ varchar(10)
Date: February 26, 2010

Name: Attendancelog
Kind: Database table
Deviation Type: Modification
Description: Add columns: ‘child_acc_num’ varchar(10) & ‘attendance_date’ date
Date: March 3, 2010

Name: Payment
Kind: Database table
Deviation Type: Modification
Description: Changed column size: amount_tendered [numeric(10,0)) & prev_balance (numeric(10,0)] both to numeric(10,2)

Name: Rpt_yearly_invomce
Kind: Database table
Deviation Type: Creation/New
Description: A table to temporarily store data for yearly income report

```
CREATE TABLE rpt_yearly_income (
payment_date DATE,
week_num INT,
start_date DATE,
end_date DATE,
invoice_no VARCHAR(25),
amount_paid NUMERIC(10,2),
week_total NUMERIC(10,2),
first_invoice_num VARCHAR(10),
last_invoice_num VARCHAR(10));
```

Date: March 30, 2010

Name: Rpt_weekly_payment
Kind: Database table
Deviation Type: Creation/New
Description: A table to temporarily store data for weekly payment report

```
create table rpt_weekly_payment (
invoice_num varchar(10),
payment_week varchar(30),
child_name varchar(50),
payment_date date,
attend_num varchar(10),
attendance_date date,
daily_total double,
daily_total_hours double,
total_hours double,
```

```
	add_hours double,
	add_fee double,
	pudo_fee double,
	food_fee double,
	subtotal double,
	discount double,
	amount_due double,
	amount_paid double,
	balance double);
```
Date: April 2, 2010

XI. List of Known Bugs

1. System terminates if the database or any one of its tables being used or will be used by a module becomes offline or unavailable, this could happen if the whole database or any tables is dropped.
2. Register Client - Cannot enter an apostrophe as valid data.
3. Update Client - Cannot enter an apostrophe as valid data.
4. Create New User – system does not validate for correctness of format for email address.
5. Generate Week Numbers – system prompts a database error but also prompts that it successfully generates week numbers for the selected year even though it does not.
6. Log Daily Attendance – system terminates if user tries to log attendances without first generating week numbers for the current year.
7.