

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
Uploaded/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
Uploaded/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 screen 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 without 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 Inquire payment screen	1	C#
Implement inquire 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 inquire 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://zenit.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.

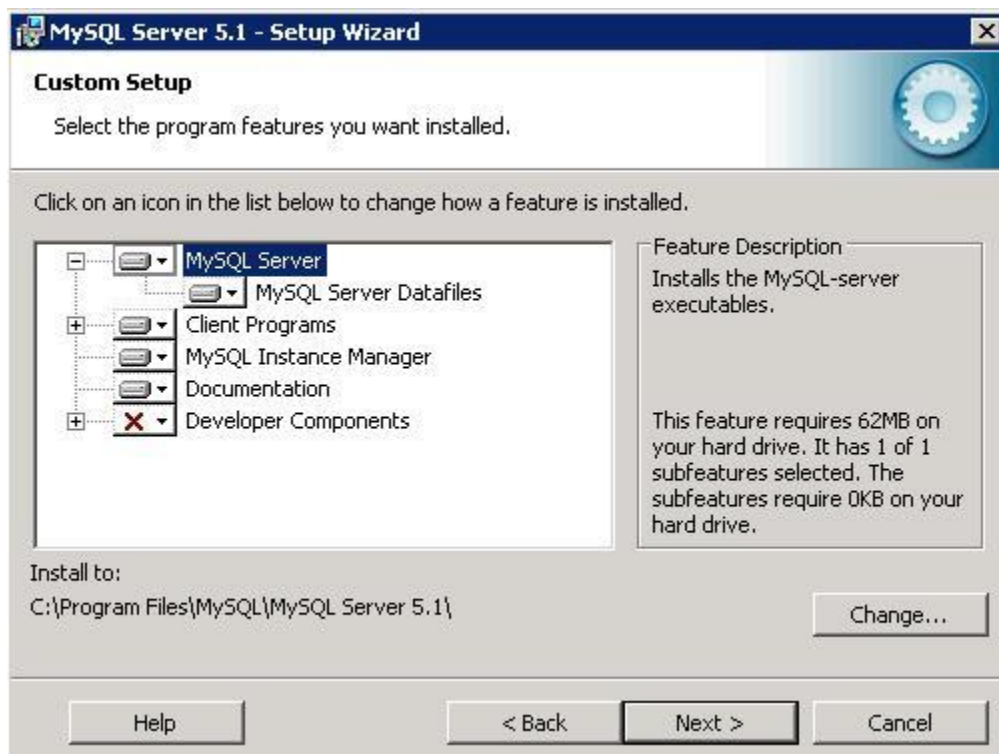
Steps:



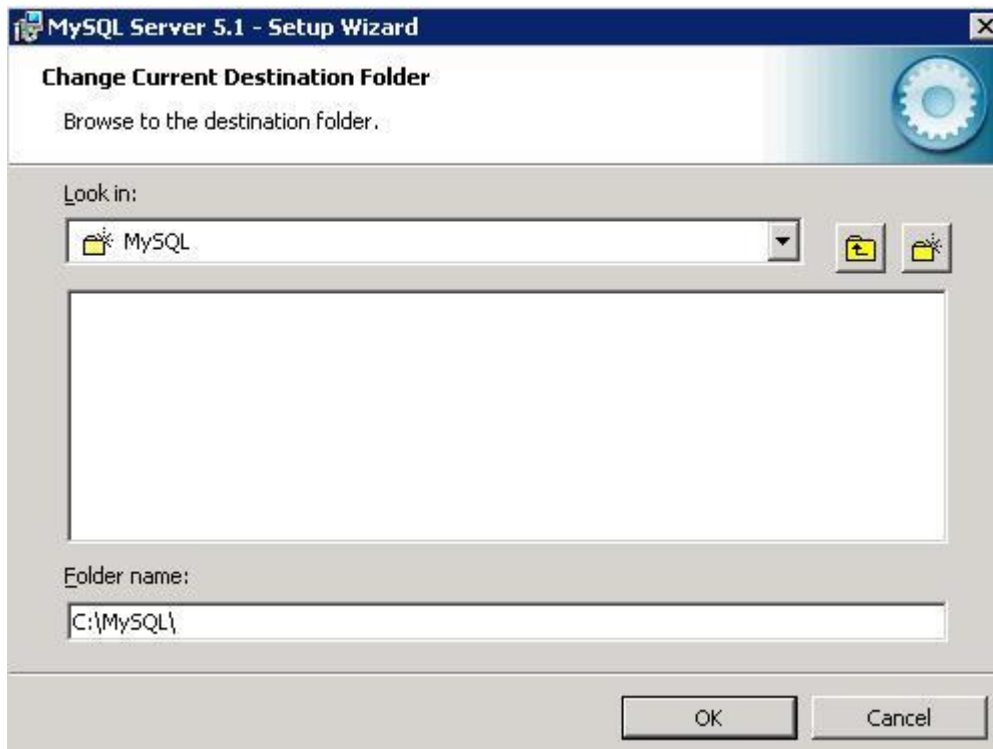
- a. Click Next



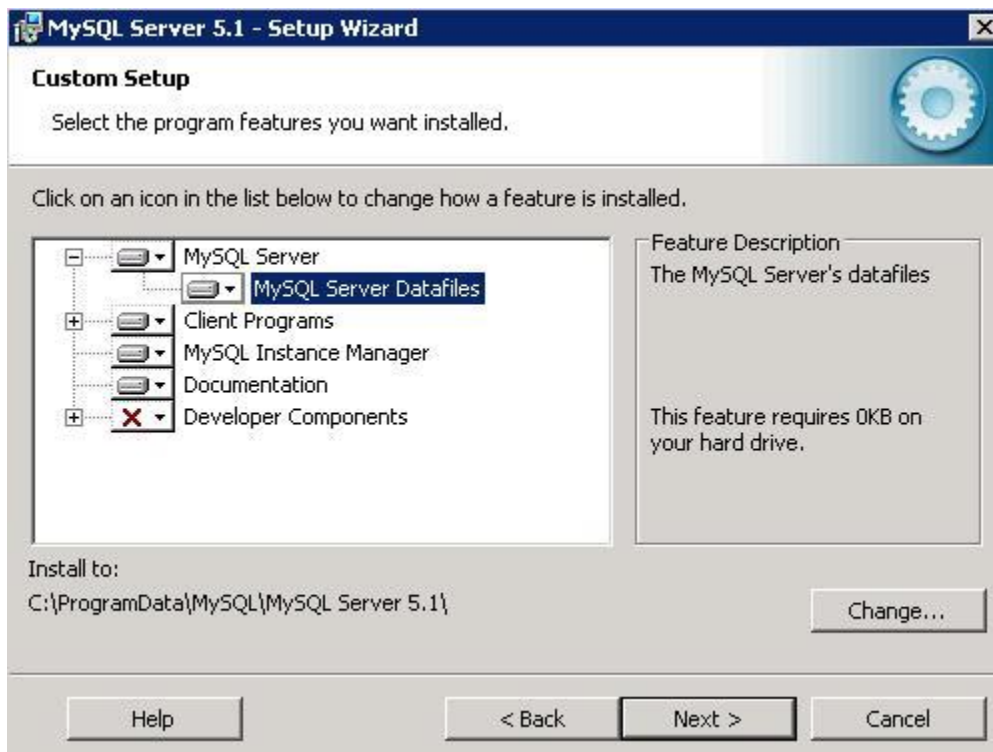
b. Select Custom, click Next



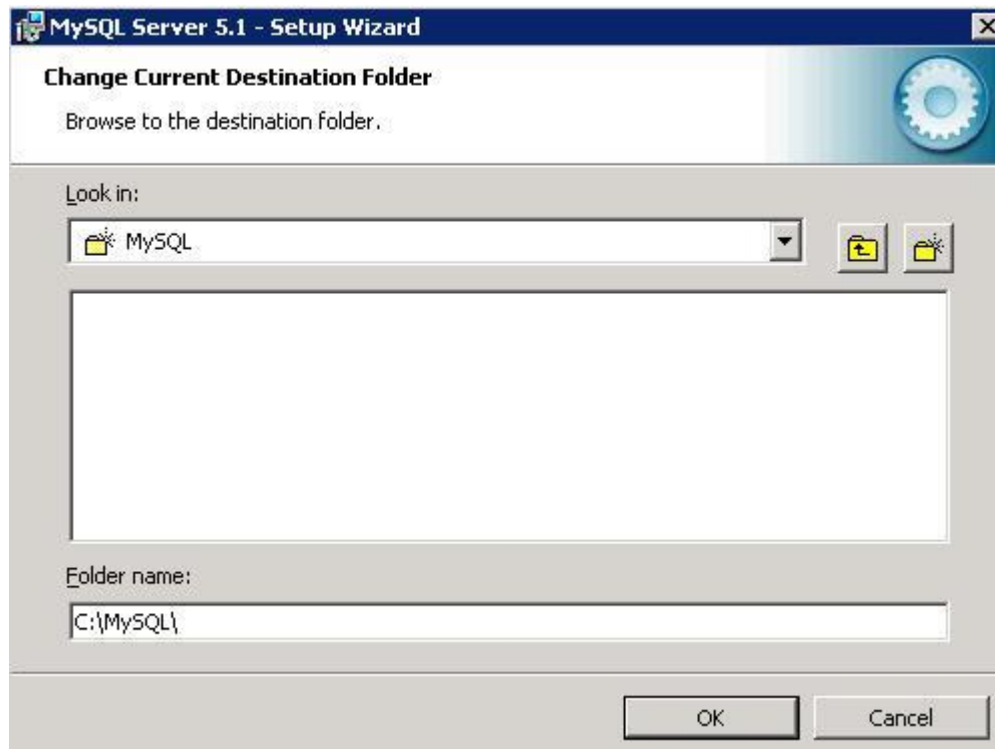
c. Select MySQL Server and click Change



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



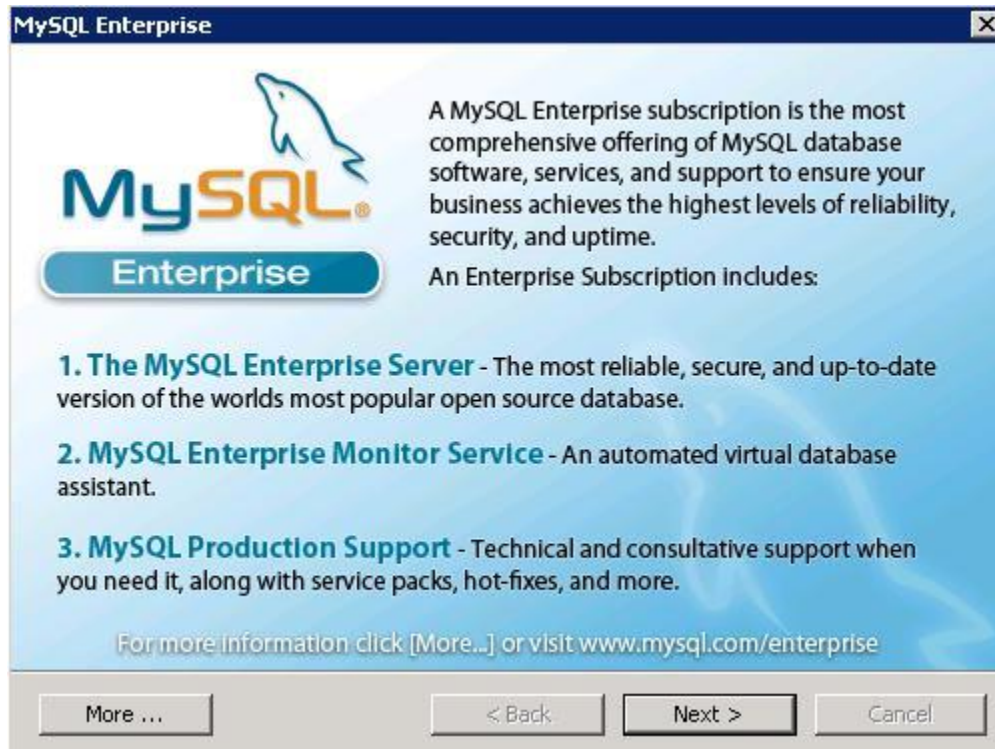
- e. Select MySQL Server Datafiles and click Change



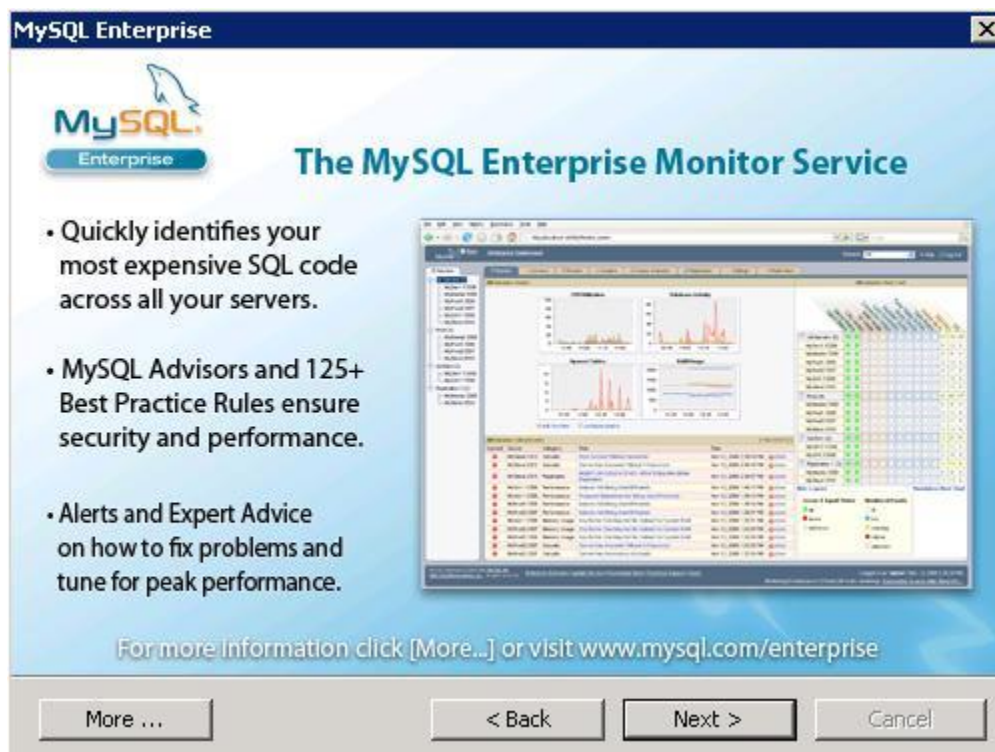
- f. Select C:\MySQL and click OK



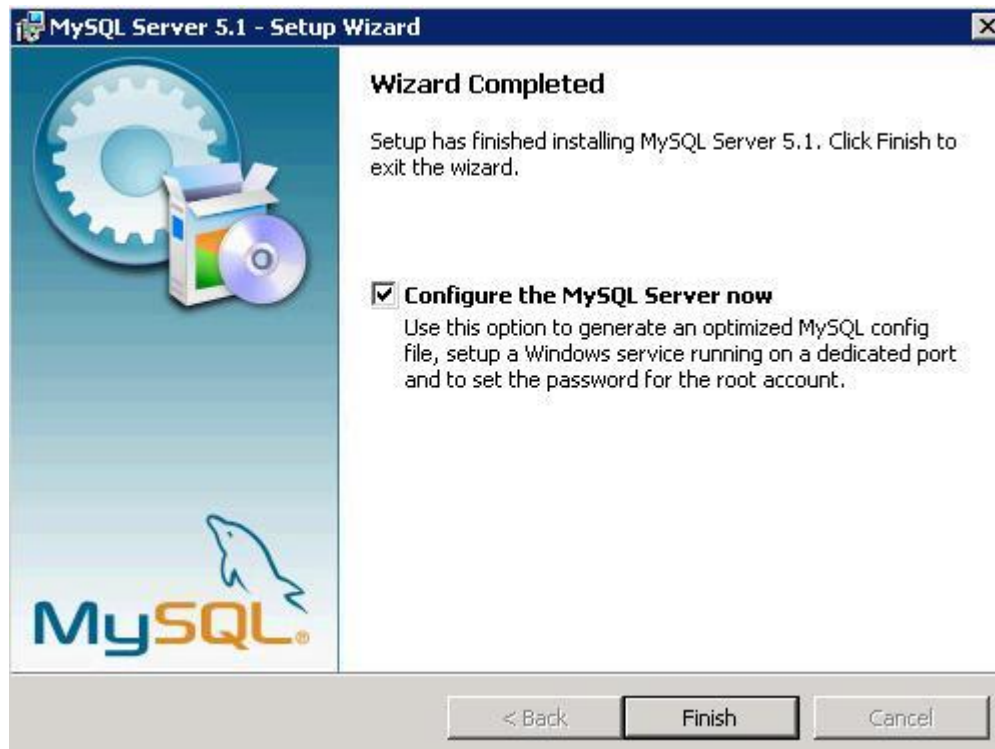
- g. Click Next



h. Click Next



i. Click Next



j. Click Finish



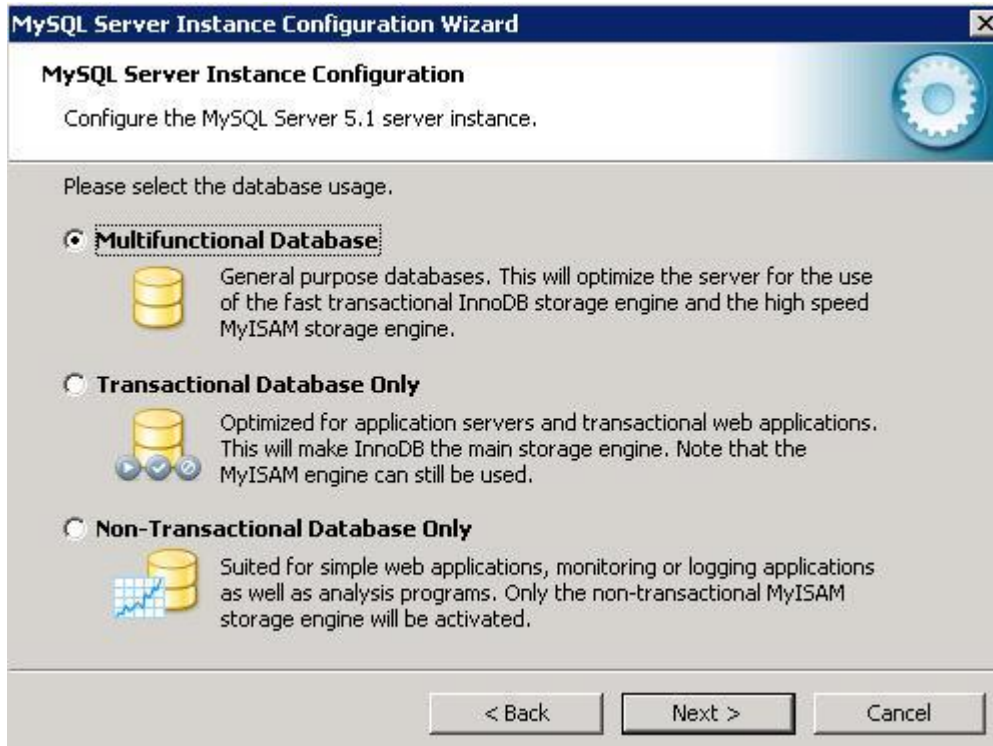
k. Click Next



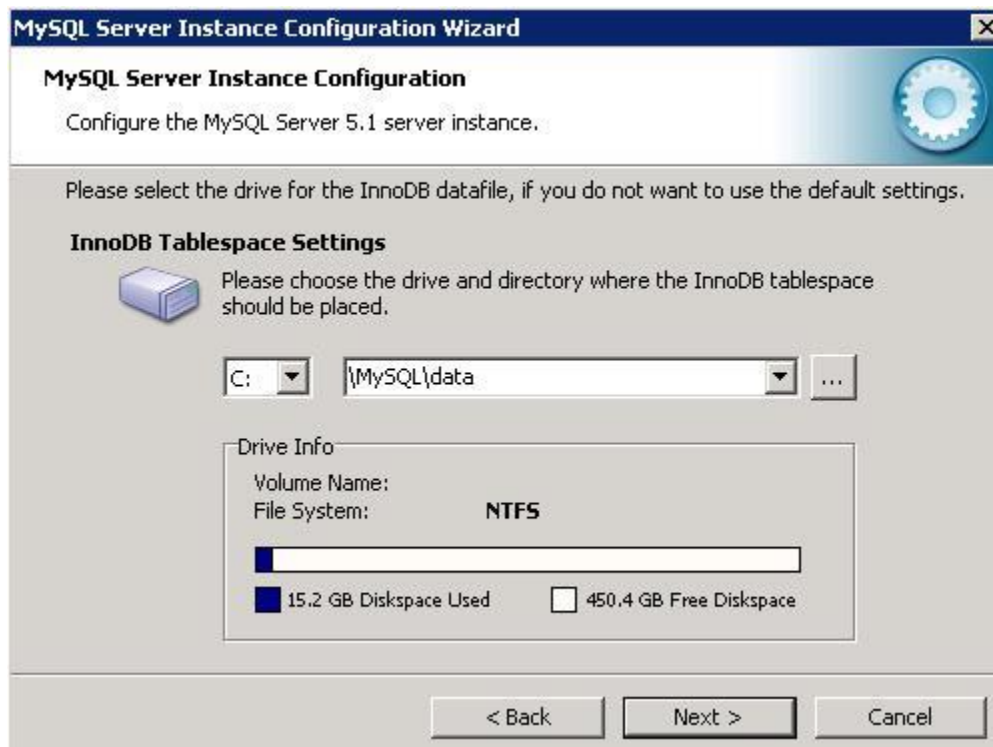
l. Select Detailed Configuration, click Next



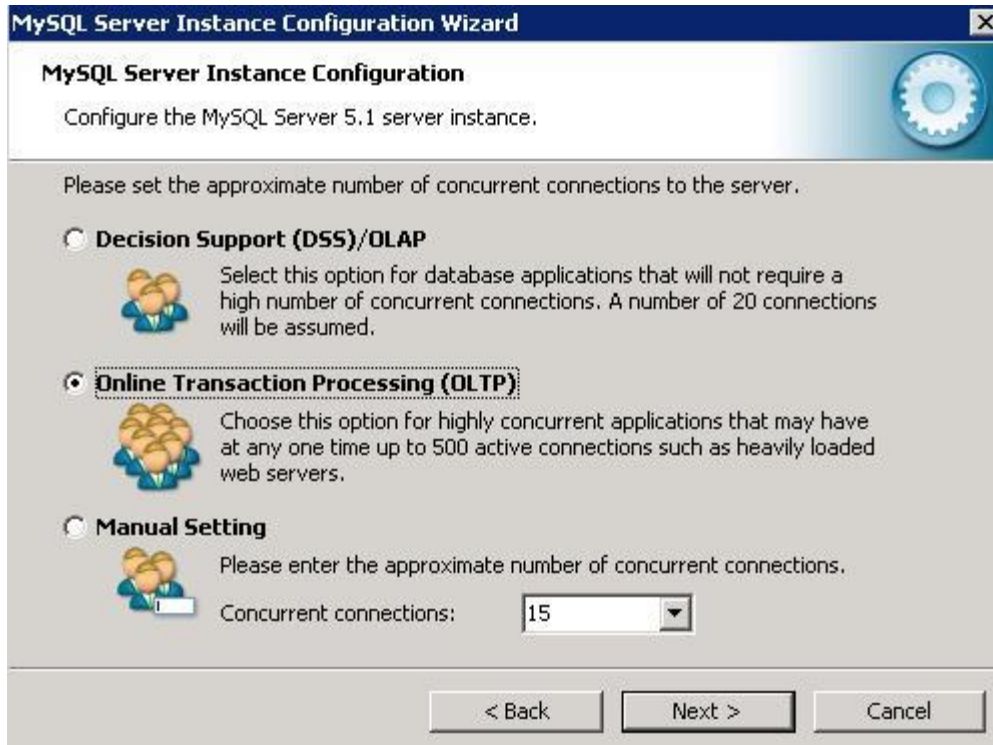
m. Select Server Machine, click Next



n. Select Multifunctional Database, click Next



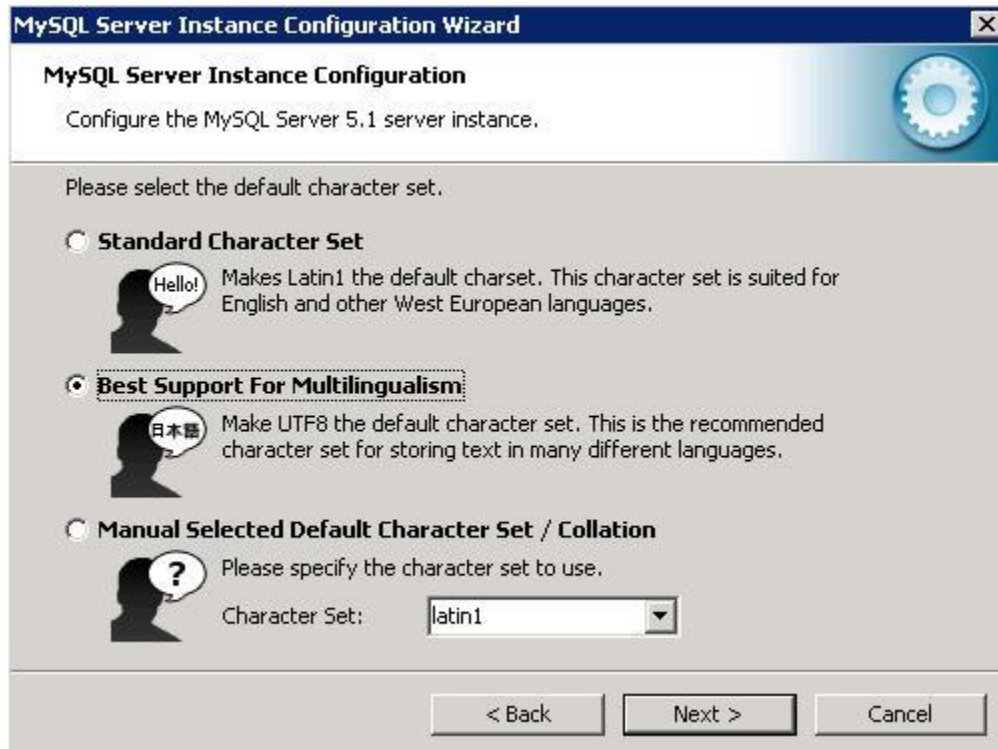
o. Type \MySQL\data, click Next



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



MySQL Server Instance Configuration Wizard

MySQL Server Instance Configuration
Configure the MySQL Server 5.1 server instance.

Please set the security options.

☒ **Modify Security Settings**

 Current root password: Enter the current password.

 New root password: Enter the root password.

Confirm: Retype the password.

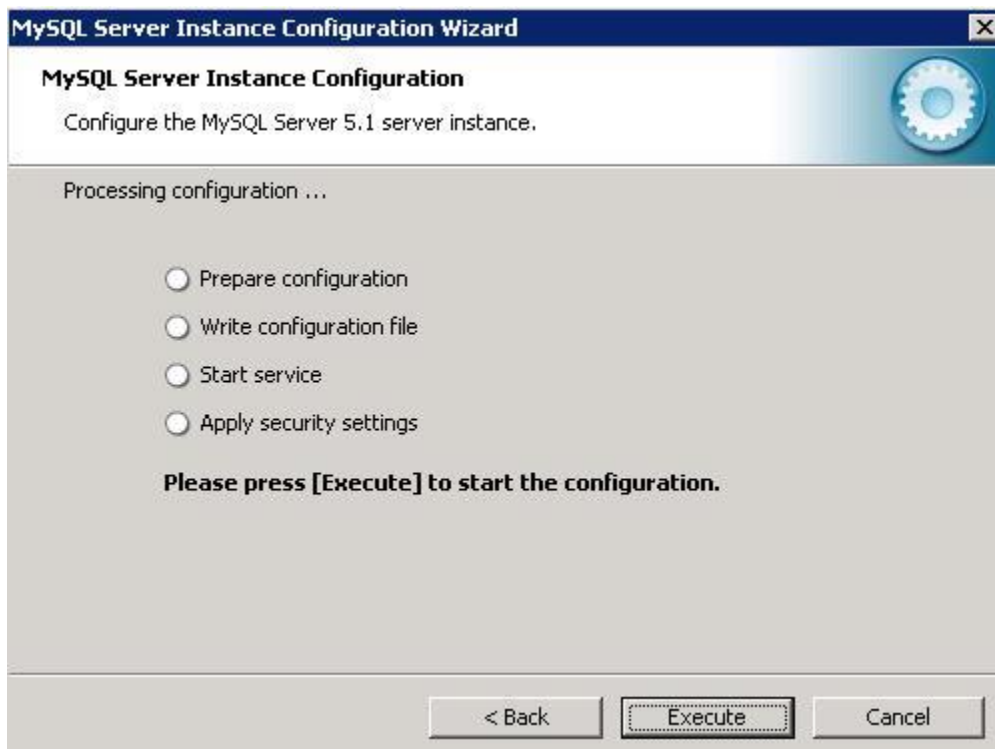
☐ Enable root access from remote machines

☐ Create An Anonymous Account

 This option will create an anonymous account on this server. Please note that this can lead to an insecure system.

< Back Next > Cancel

t. Enter whatever password you like, click Next



MySQL Server Instance Configuration Wizard

MySQL Server Instance Configuration
Configure the MySQL Server 5.1 server instance.

Processing configuration ...

☐ Prepare configuration

☐ Write configuration file

☐ Start service

☐ Apply security settings

Please press [Execute] to start the configuration.

< Back Execute Cancel

u. Click Execute

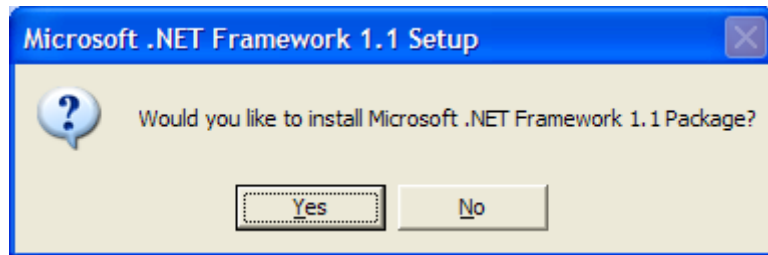


v. Select Finish

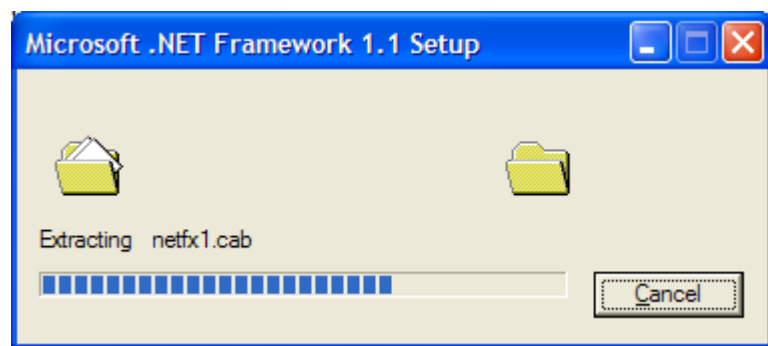
2. Microsoft .NET Framework 1.1

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

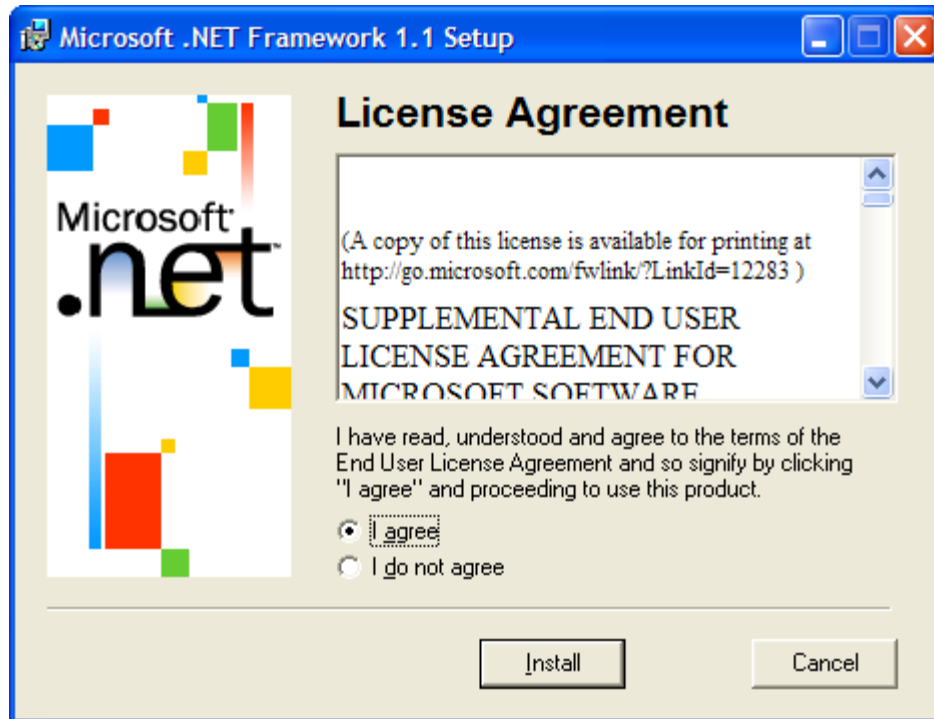
Steps:



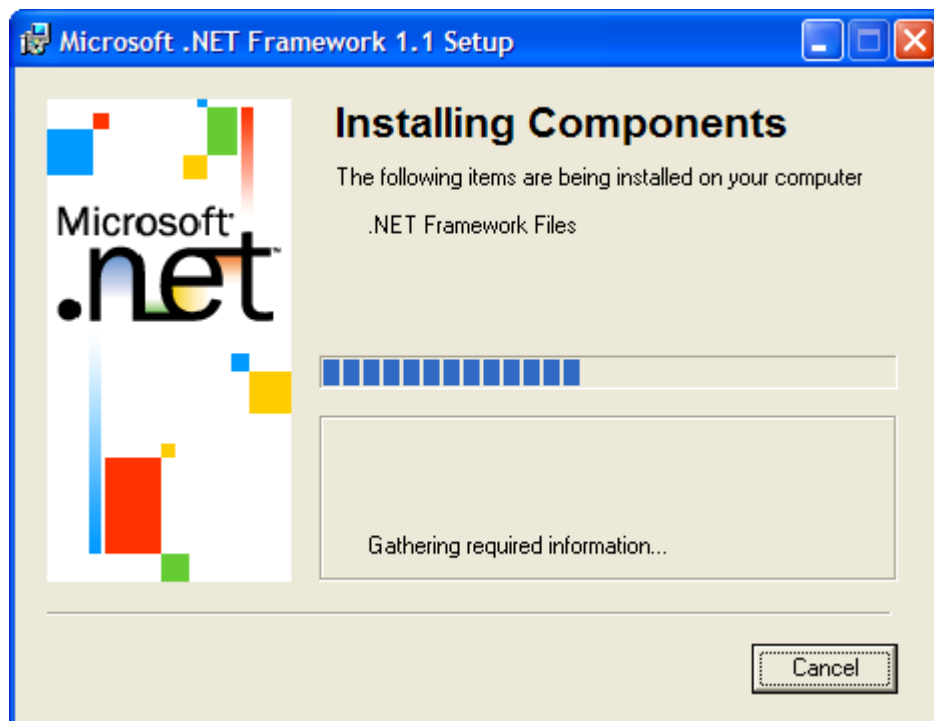
- a. Click Yes to install



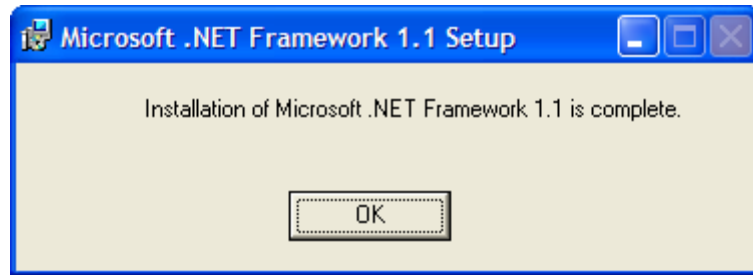
- b. Files will be extracted.



c. Select I agree and click Install



d. Components will be installed



- e. Click OK

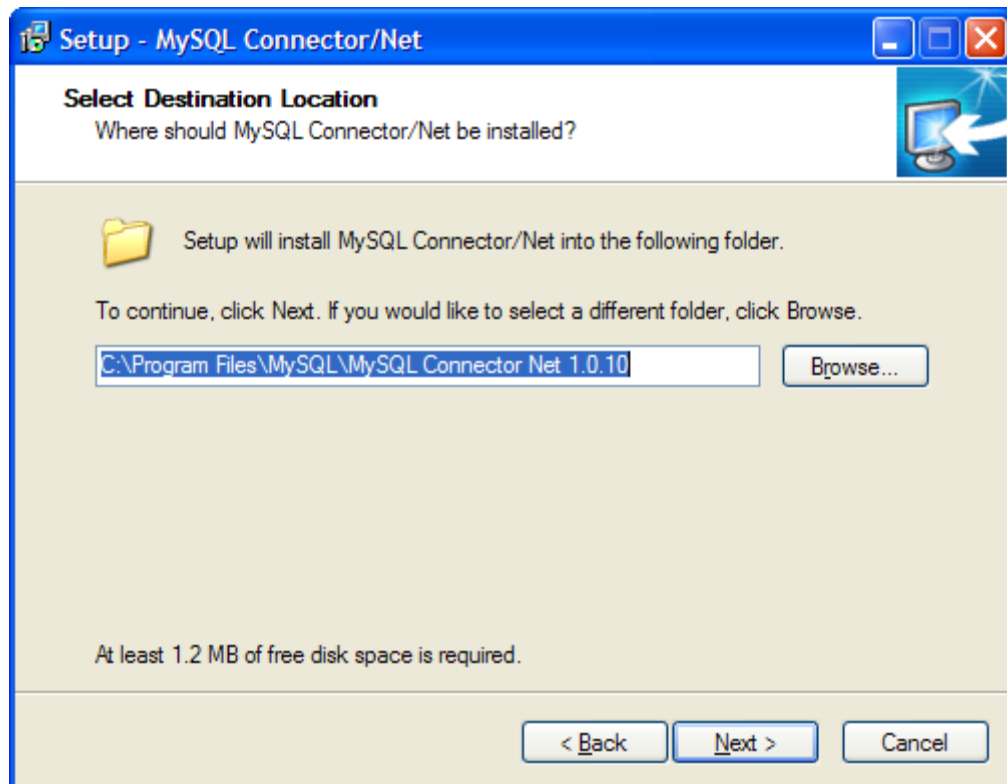
3. MySQL Connector/.NET

Download and install MySQL Connector/.Net (mysql-connector-net-1.0.10.exe) found in http://zenit.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.

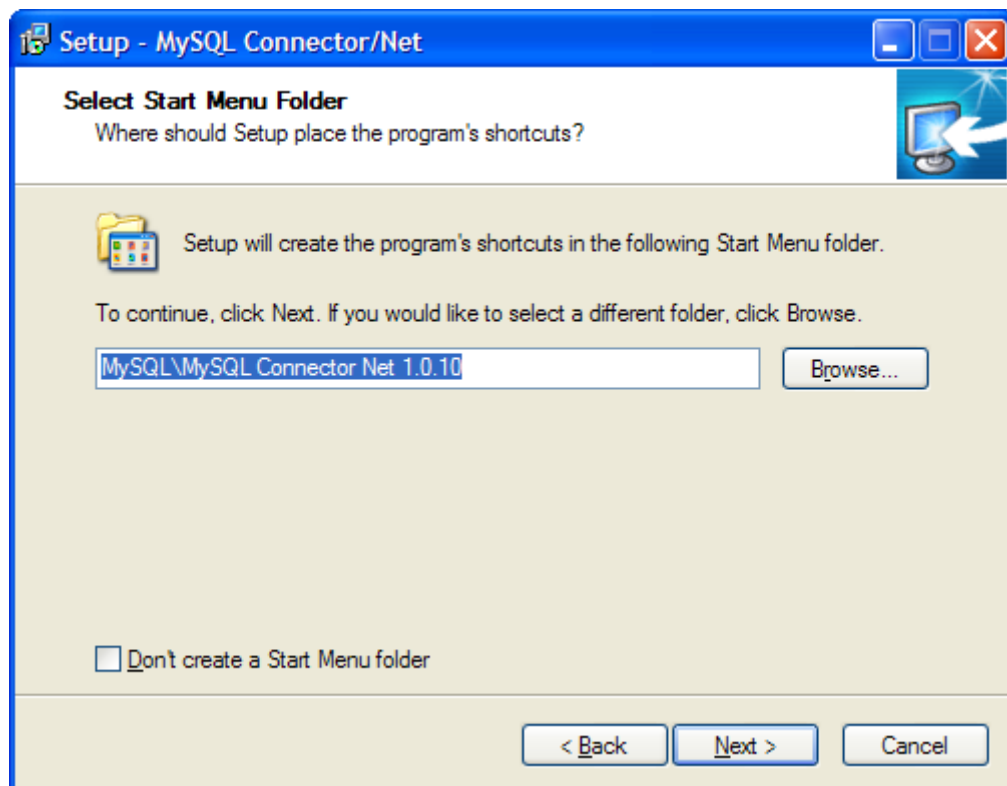
Steps:



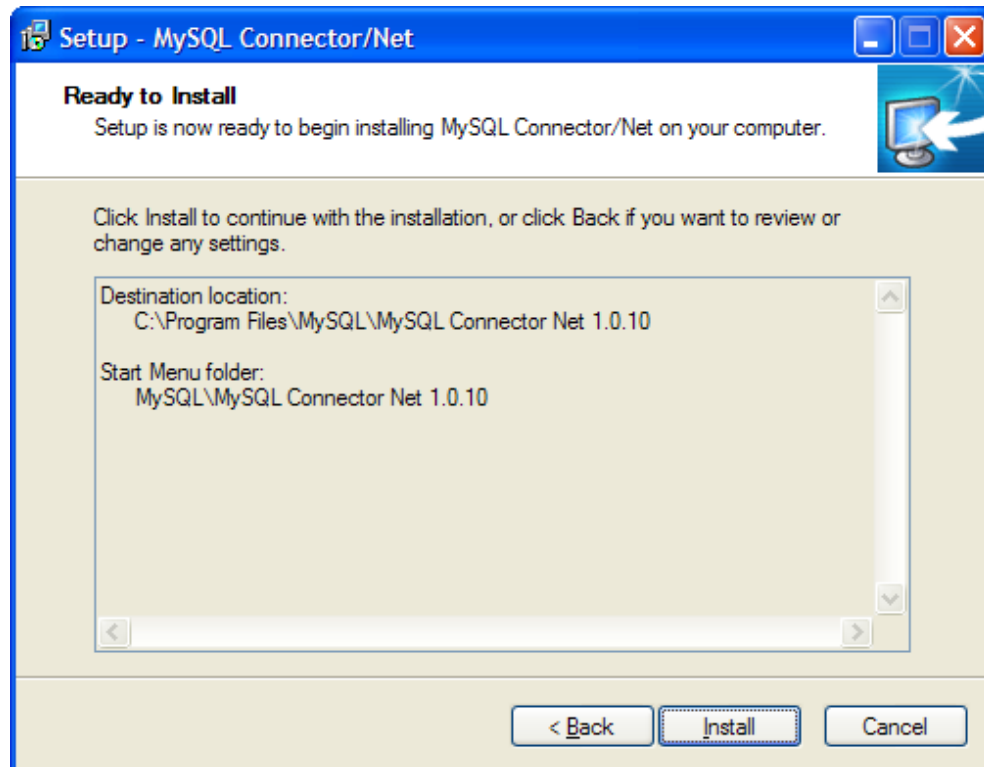
- a. Click Next



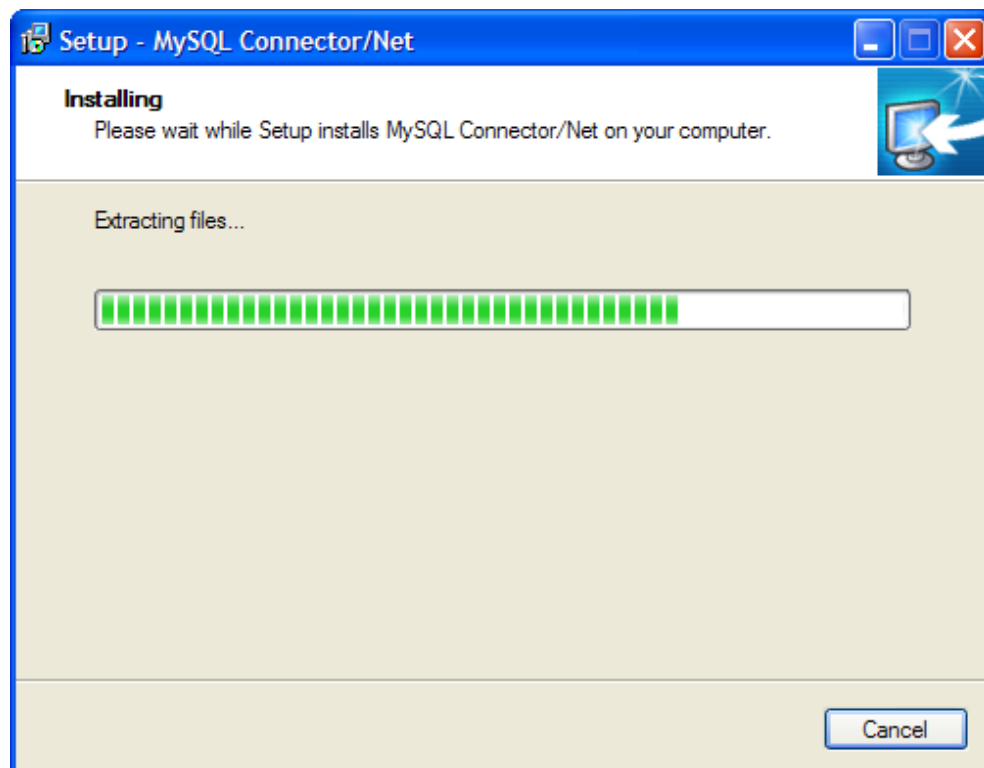
b. Click Next



- c. Click Next



- d. Click Install



- e. Files will be installed



- f. Click Finish

4. MySQL ODBC Driver

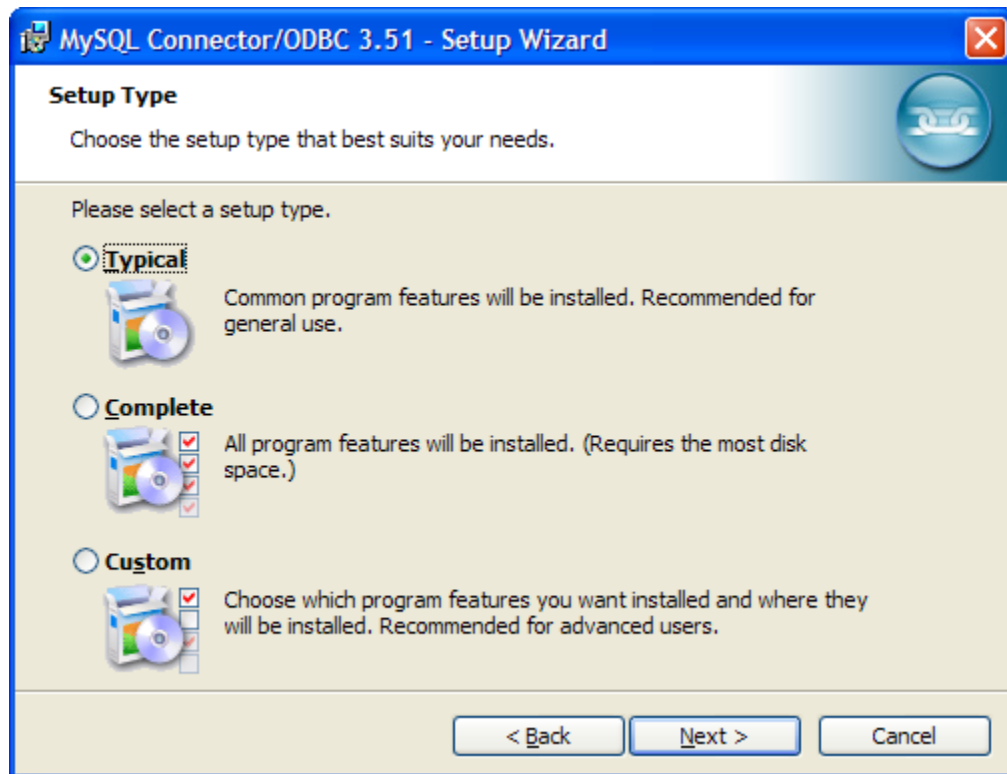
Install MySQL ODBC driver found in

http://zenit.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.

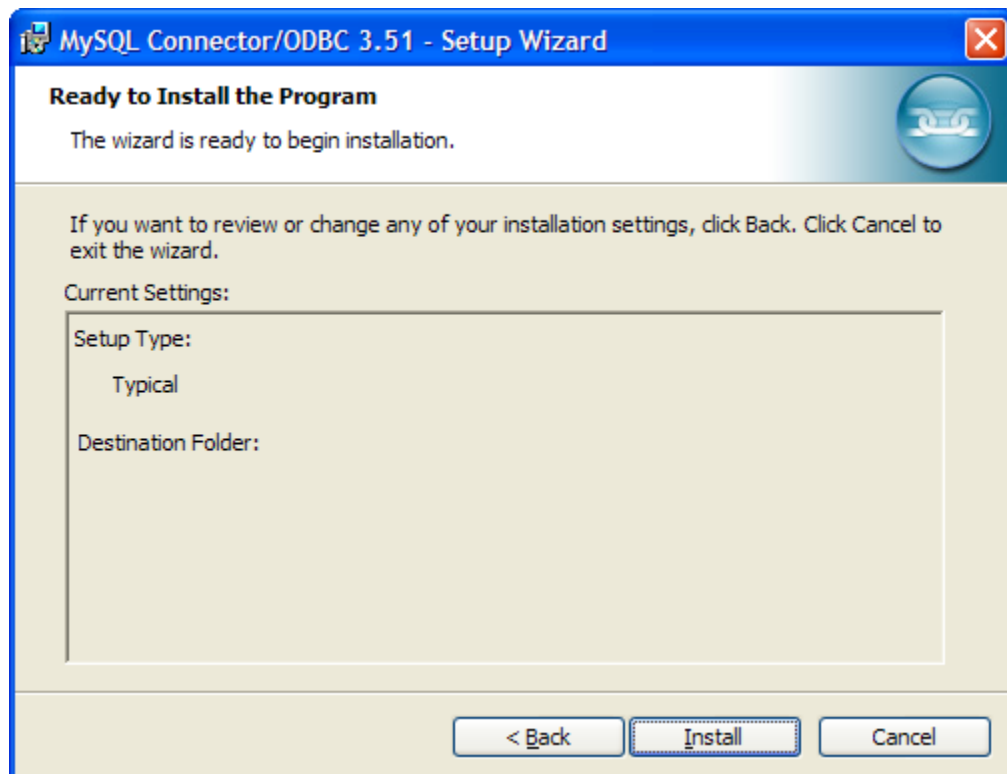
Steps:



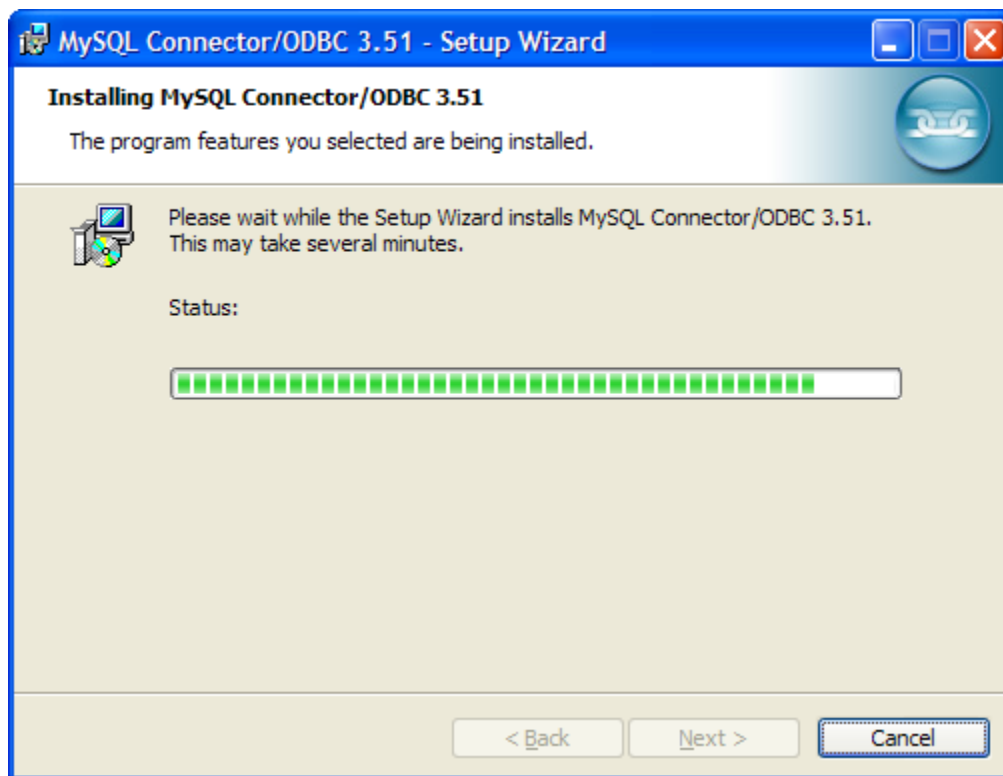
- a. Click Next



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 MySQL.

```
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 MySQL 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

Register A Client

Account No.:

Father's Information

Title:

First Name:

Last Name:

Cell No:

Email:

Date of Birth: 2010-04-14

Home Address Information

Unit No: Building No:

Street No.: Street Name:

City:

Province:

Postal Code: Phone No:

Work Information

Unit No: Building No:

Street No.: Street Name:

City:

Province:

Postal Code: Phone No:

Mother's Information

Title:

First Name:

Last Name:

Cell No:

Email:

Date of Birth: 2010-04-14

Home Address Information

Unit No: Building No:

Street No.: Street Name:

City:

Province:

Postal Code: Phone No:

Work Information

Unit No: Building No:

Street No.: Street Name:

City:

Province:

Postal Code: Phone No:

Bill To

☒ Father
☐ Mother
☐ Both

Authorized Person to Pick-up

First Name: Last Name:

Phone No: Relationship:

Authorized Person to Pick-up

First Name: Last Name:

Phone No: Relationship:

Authorized Person to Pick-up

First Name: Last Name:

Phone No: Relationship:

Authorized Person to Pick-up

First Name: Last Name:

Phone No: Relationship:

Authorized Person to Pick-up

First Name: Last Name:

Phone No: Relationship:

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)

Register A Client

Account No.:

Father's Information

Title:

First Name:

Last Name:

Cell No:

Email:

Date of Birth: 2010-04-14

Home Address Information

Unit No: Building No:

Street No.: 70 Street Name: The Pond Road

City: Toronto

Province: ON

Postal Code: M3J3M6 Phone No: 4164915060

Work Information

Unit No: Building No:

Street No.: Street Name:

City:

Province:

Postal Code: Phone No:

Mother's Information

Title:

First Name:

Last Name:

Cell No:

Email:

Date of Birth: 2010-04-14

Home Address Information

Unit No: Building No:

Street No.: Street Name:

City:

Province:

Postal Code: Phone No:

Work Information

Unit No: Building No:

Street No.: Street Name:

City:

Province:

Postal Code: Phone No:

Bill To

☒ Father ☐ Mother ☐ Both

Authorized Person to Pick-up

First Name: Last Name: Phone No: Relationship:

First Name: Last Name: Phone No: Relationship:

First Name: Last Name: Phone No: Relationship:

First Name: Last Name: Phone No: Relationship:

Register Clear Entries Close

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):

The screenshot shows a software window titled "Register A Client". The form is divided into several sections. At the top right, there is an "Account No.:" field. The main form is organized into three rows. The first row is for "Father's Information", the second for "Mother's Information", and the third for "Authorized Person to Pick-up". Each of these rows contains three sub-sections: "Father's Information", "Home Address Information", and "Work Information". The "Father's Information" section includes fields for Title, First Name, Last Name, Cell No., Email, and Date of Birth. The "Home Address Information" section includes fields for Unit No., Building No., Street No., Street Name, City, Province, Postal Code, and Phone No. The "Work Information" section includes fields for Unit No., Building No., Street No., Street Name, City, Province, Postal Code, and Phone No. The "Mother's Information" section is currently visible and contains the same set of fields as the Father's section. The "Authorized Person to Pick-up" section is repeated four times and contains fields for First Name, Last Name, Phone No., and Relationship. At the bottom of the form, there are three buttons: "Register", "Clear Entries", and "Close".

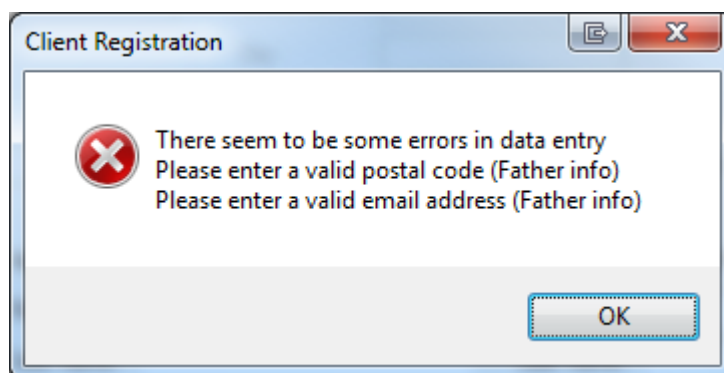
*NOTE: If "Father's Information" is first entered, but you wish to switch to "Mother's Information", you may do so without affecting record keeping, but it is advised that the "Clear Entries" button (located at the bottom of the screen) be first pressed to Clear all the entries.

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:

The screenshot shows a software window titled "Register A Client". The window contains two main sections for "Father's Information" and "Mother's Information", each with fields for Title, First Name, Last Name, Cell No., Email, Date of Birth, Home Address Information (Unit No., Building No., Street No., Street Name, City, Province, Postal Code, Phone No.), and Work Information (Unit No., Building No., Street No., Street Name, City, Province, Postal Code, Phone No.). At the bottom left, under the heading "Bill To", there are three radio buttons: "Father", "Mother", and "Both". The "Both" radio button is selected. To the right of the "Bill To" section are four identical "Authorized Person to Pick-up" forms, each with fields for First Name, Last Name, Phone No., and Relationship. At the bottom of the window are three buttons: "Register", "Clear Entries", and "Close".

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:

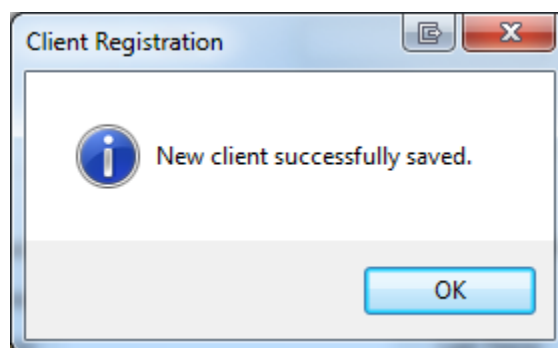


Screen below has valid information entered (remember, Work Information is optional):

The screenshot shows a window titled "Register A Client" with a form containing the following sections:

- Father's Information:** Title (Mr), First Name (John), Last Name (Smith), Cell No (4165555555), Email (john.smith@senecac.on.ca), Date of Birth (2010-04-14).
- Home Address Information:** Unit No (0), Building No (0), Street No (70), Street Name (The Pond Road), City (Toronto), Province (ON), Postal Code (M3J3M6), Phone No (4164915050).
- Work Information:** Unit No, Building No, Street No, Street Name, City, Province, Postal Code, Phone No (all empty).
- Mother's Information:** Title, First Name, Last Name, Cell No, Email, Date of Birth (2010-04-14).
- Home Address Information:** Unit No, Building No, Street No, Street Name, City, Province, Postal Code, Phone No (all empty).
- Work Information:** Unit No, Building No, Street No, Street Name, City, Province, Postal Code, Phone No (all empty).
- Bill To:** Radio buttons for Father (selected), Mother, and Both.
- Authorized Person to Pick-up:** Four identical sections, each with First Name, Last Name, Phone No, and Relationship fields.

At the bottom of the window are three buttons: "Register", "Clear Entries", and "Close".



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

Inquire Client Record

Fullname: Account No.:

Father's Information

Title: Home Address Information: Unit No: Building No: Work Information: Unit No: Building No:
 First Name: Street No.: Street Name: Street No.: Street Name:
 Last Name: City: City:
 Cell No: Province: Province:
 Email: Postal Code: Phone No: Postal Code: Phone No:
 Date of Birth: Date of Birth:

Mother's Information

Title: Home Address Information: Unit No: Building No: Work Information: Unit No: Building No:
 First Name: Street No.: Street Name: Street No.: Street Name:
 Last Name: City: City:
 Cell No: Province: Province:
 Email: Postal Code: Phone No: Postal Code: Phone No:
 Date of Birth: Date of Birth:

Bill To

☒ Father ☐ Mother ☐ Both

Authorized Person to Pick-up

First Name: First Name: First Name: First Name:
 Last Name: Last Name: Last Name: Last Name:
 Phone No: Phone No: Phone No: Phone No:
 Relationship: Relationship: Relationship: Relationship:

Print Close

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:

Inquire Client Record

Fullname: John Smith Account No.: Y10-007

Father's Information

Title: Mr. First Name: John Last Name: Smith Cell No: 4165555555 Email: john.smith@senecac.on.ca Date of Birth: 2010-04-14

Home Address Information

Unit No: 0 Building No: 0 Street No: 70 Street Name: The Pond Road City: Toronto Province: ON Postal Code: M3J3M6 Phone No: 4165555555

Work Information

Unit No: Building No: Street No: Street Name: City: Province: Postal Code: Phone No:

Mother's Information

Title: First Name: Last Name: Cell No: Email: Date of Birth: 2010-04-14

Home Address Information

Unit No: Building No: Street No: Street Name: City: Province: Postal Code: Phone No:

Work Information

Unit No: Building No: Street No: Street Name: City: Province: Postal Code: Phone No:

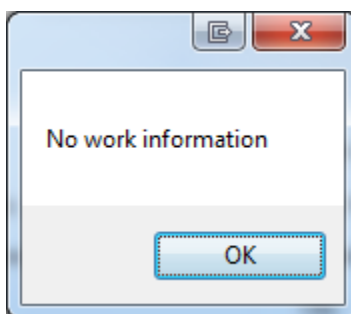
Bill To

☒ Father ☐ Mother ☐ Both

Authorized Person to Pick-up

First Name: Last Name: Phone No: Relationship:

Print **Close**



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

Inquire Client Record

Fullname: Myles Keating Account No.: Y10-002

Father's Information

Title: Mr

First Name: Myles Unit No.: 0 Building No.: 0

Last Name: Keating Street No.: 16 Street Name: Hedgeson Court

Cell No.: 9054870557 City: Brampton

Email: myles@rogers.com Province: ON

Date of Birth: 2010-04-09 Postal Code: L6V1P2 Phone No.: 9054870557

Mother's Information

Title:

First Name: Unit No.: Building No.:

Last Name: Street No.: Street Name:

Cell No.: City:

Email: Province:

Date of Birth: 2010-04-14 Postal Code: Phone No.:

Authorized Person to Pick-up

Bill To: ☒ Father ☐ Mother ☐ Both

First Name: Last Name: Phone No.: Relationship:

First Name: Last Name: Phone No.: Relationship:

First Name: Last Name: Phone No.: Relationship:

First Name: Last Name: Phone No.: Relationship:

Print Close

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

14/04/2010

Parent's Support Services ...

Client Report

Title	First Name	Last Name	Cell Num	Email	Date of Birth	Account Number
Mr	Myles	Keating	9054870557	myles@rogers.com	09/04/2010	Y10-002

Home Information

Unit No	Building No	Street No	Street Name	City	Prov	PCode	Phone Num
0	0	16	Hedgeson Court	Brampton	ON	L6V1P2	9054870557

Work Information

Unit No	Building No	Street No	Street Name	City	Prov	PCode	Phone Num
0	0	16	Hedgeson Court	Brampton	ON	L6V1P2	9054870557

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

*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)

14/04/2010

Parent's Support Services ...

Client Report

Title	First Name	Last Name	Cell Num	Email	Date of Birth	Account Number
Mr	Myles	Keating	9054870557	myles@rogers.com	09/04/2010	Y10-002

Home Information

Unit No	Building No	Street No	Street Name	City	Prov	PCode	Phone Num
0	0	16	Hedgeson Court	Brampton	ON	L6V1P2	9054870557

Work Information

Unit No	Building No	Street No	Street Name	City	Prov	PCode	Phone Num
0	0	16	Hedgeson Court	Brampton	ON	L6V1P2	9054870557

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

Update Client Record

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

Update Client Record

Fullname:

Account No.:

Father's Information

Title:

First Name:

Last Name:

Cell No:

Email:

Date of Birth: 2010-04-14

Home Address Information

Unit No: Building No:

Street No.: Street Name:

City:

Province:

Postal Code: Phone No:

Work Information

Unit No: Building No:

Street No.: Street Name:

City:

Province:

Postal Code: Phone No:

Mother's Information

Title:

First Name:

Last Name:

Cell No:

Email:

Date of Birth: 2010-04-14

Home Address Information

Unit No: Building No:

Street No.: Street Name:

City:

Province:

Postal Code: Phone No:

Work Information

Unit No: Building No:

Street No.: Street Name:

City:

Province:

Postal Code: Phone No:

Bill To

☒ Father
☐ Mother
☐ Both

Authorized Person to Pick-up

First Name: Last Name: Phone No: Relationship:

Authorized Person to Pick-up

First Name: Last Name: Phone No: Relationship:

Authorized Person to Pick-up

First Name: Last Name: Phone No: Relationship:

Authorized Person to Pick-up

First Name: Last Name: Phone No: Relationship:

Authorized Person to Pick-up

First Name: Last Name: Phone No: Relationship:

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

Update Client Record

Fullname:

Account No.:

Father's Information

Title:

First Name:

Last Name:

Cell No:

Email:

Date of Birth: 2010-04-14

Home Address Information

Unit No: Building No:

Street No.: Street Name:

City:

Province:

Postal Code: Phone No:

Work Information

Unit No: Building No:

Street No.: Street Name:

City:

Province:

Postal Code: Phone No:

Mother's Information

Title:

First Name:

Last Name:

Cell No:

Email:

Date of Birth: 2010-04-14

Home Address Information

Unit No: Building No:

Street No.: Street Name:

City:

Province:

Postal Code: Phone No:

Work Information

Unit No: Building No:

Street No.: Street Name:

City:

Province:

Postal Code: Phone No:

Bill To

☒ Father
☐ Mother
☐ Both

Authorized Person to Pick-up

First Name: Last Name: Phone No: Relationship:

Authorized Person to Pick-up

First Name: Last Name: Phone No: Relationship:

Authorized Person to Pick-up

First Name: Last Name: Phone No: Relationship:

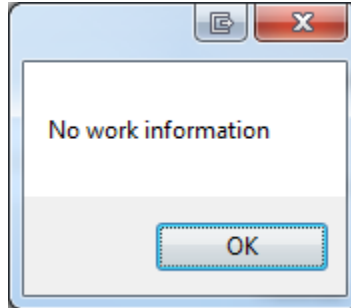
Authorized Person to Pick-up

First Name: Last Name: Phone No: Relationship:

Authorized Person to Pick-up

First Name: Last Name: Phone No: Relationship:

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



Update Client

Update Client Record

Fullname: John Smith Account No.: Y10-007

Father's Information

Title: Mr
First Name: John
Last Name: Smith
Cell No: 4165555555
Email: john.smith@senecac.on.ca
Date of Birth: 2010-04-14

Home Address Information

Unit No: 0 Building No: 0
Street No.: 70 Street Name: The Pond Road
City: Toronto
Province: ON
Postal Code: M3J3M6 Phone No: 4165555555

Work Information

Unit No: Building No:
Street No.: Street Name:
City:
Province:
Postal Code: Phone No:

Mother's Information

Title:
First Name:
Last Name:
Cell No:
Email:
Date of Birth: 2010-04-14

Home Address Information

Unit No: Building No:
Street No.: Street Name:
City:
Province:
Postal Code: Phone No:

Work Information

Unit No: Building No:
Street No.: Street Name:
City:
Province:
Postal Code: Phone No:

Bill To

☒ Father
☐ Mother
☐ Both

Authorized Person to Pick-up

First Name:
Last Name:
Phone No:
Relationship:

Authorized Person to Pick-up

First Name:
Last Name:
Phone No:
Relationship:

Authorized Person to Pick-up

First Name:
Last Name:
Phone No:
Relationship:

Authorized Person to Pick-up

First Name:
Last Name:
Phone No:
Relationship:

Authorized Person to Pick-up

First Name:
Last Name:
Phone No:
Relationship:

Update Clear Entries Close

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:

Update Client Record

Fullname: John Smith Account No.: Y10-007

Father's Information

Title: Mr
 First Name: John
 Last Name: Smith
 Cell No: 4165555555
 Email: john.smith@rogers.com
 Date of Birth: 2010-04-14

Home Address Information

Unit No: 0 Building No: 0
 Street No.: 70 Street Name: The Pond Road
 City: Toronto
 Province: ON
 Postal Code: M3J3M6 Phone No: 4165555555

Work Information

Unit No: 0 Building No: 0
 Street No.: 70 Street Name: The Pond Road
 City: Toronto
 Province: ON
 Postal Code: M3J3M6 Phone No: 4165555555

Mother's Information

Title:
 First Name:
 Last Name:
 Cell No:
 Email:
 Date of Birth: 2010-04-14

Home Address Information

Unit No: Building No:
 Street No.: Street Name:
 City:
 Province:
 Postal Code: Phone No:

Work Information

Unit No: Building No:
 Street No.: Street Name:
 City:
 Province:
 Postal Code: Phone No:

Bill To

☒ Father
☐ Mother
☐ Both

Authorized Person to Pick-up

First Name: Jane
 Last Name: Doe
 Phone No: 4165554444
 Relationship: Friend

Authorized Person to Pick-up

First Name:
 Last Name:
 Phone No:
 Relationship:

Authorized Person to Pick-up

First Name:
 Last Name:
 Phone No:
 Relationship:

Authorized Person to Pick-up

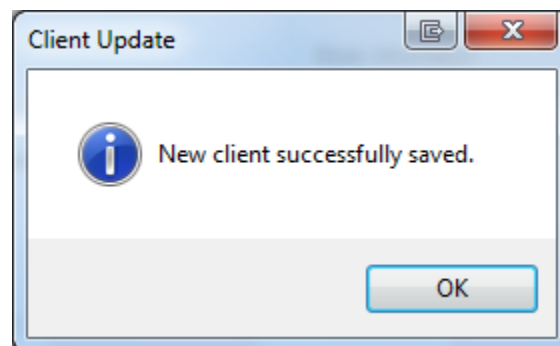
First Name:
 Last Name:
 Phone No:
 Relationship:

Authorized Person to Pick-up

First Name:
 Last Name:
 Phone No:
 Relationship:

Update Clear Entries Close

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):



Update Client

Update Client Record

Fullname: John Smith Account No.: Y10-007

Father's Information

Title: Mr First Name: John Last Name: Smith Cell No: 4165555555 Email: john.smith@rogers.com Date of Birth: 2010-04-14

Home Address Information

Unit No: 0 Building No: 0 Street No.: 70 Street Name: The Pond Road City: Toronto Province: ON Postal Code: M3J3M6 Phone No: 4165555555

Work Information

Unit No: 0 Building No: 0 Street No.: 70 Street Name: The Pond Road City: Toronto Province: ON Postal Code: M3J3M6 Phone No: 4165555555

Mother's Information

Title: First Name: Last Name: Cell No: Email: Date of Birth: 2010-04-14

Home Address Information

Unit No: Building No: Street No.: Street Name: City: Province: Postal Code: Phone No:

Work Information

Unit No: Building No: Street No.: Street Name: City: Province: Postal Code: Phone No:

Bill To

☒ Father ☐ Mother ☐ Both

Authorized Person to Pick-up

First Name: Jane Last Name: Doe Phone No: 4165554444 Relationship: Friend

Authorized Person to Pick-up

First Name: Last Name: Phone No: Relationship:

Authorized Person to Pick-up

First Name: Last Name: Phone No: Relationship:

Authorized Person to Pick-up

First Name: Last Name: Phone No: Relationship:

Authorized Person to Pick-up

First Name: Last Name: Phone No: Relationship:

Update Clear Entries Close

*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

Daily Attendance Log Time

Week No: 14 Date: 2010-04-02 Attendance No: Child's Name:

Log Time #1

In: Hours Mins Out: Hours Mins

☒ Second Log

Log Time #2

In: Hours Mins Out: Hours Mins

☐ Third Log

Log Time #3

In: Hours Mins Out: Hours Mins

Log Time Close

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:

Daily Attendance Log Time

Week No: 14 Date: 2010-04-02 Attendance No:

Child's Name: macaire keating marcus keating saphiya bacchus shazim bacchus lashawnna smickle shyanne smickle ariel ruby marshall ashleigh marshall maygen marshall jaden jalloh martin jalloh

Log Time #1 In: Hours Mins Hours Mins

☐ Second Log

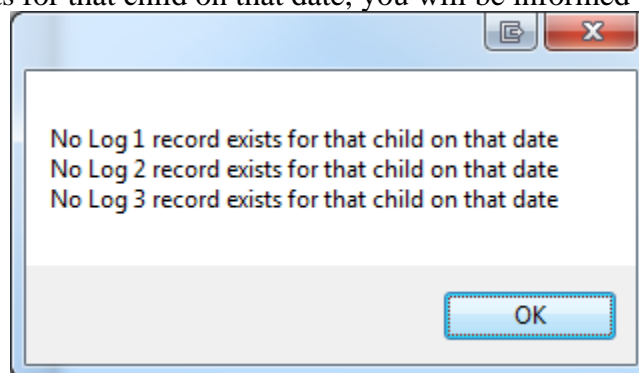
Log Time #2 In: Hours Mins Out: Hours Mins

☐ Third Log

Log Time #3 In: Hours Mins Out: Hours Mins

Log Time Close

*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

In: Hours Mins Out: Hours Mins

☐ Second Log

Log Time #2

In: Hours Mins Out: Hours Mins

☐ Third Log

Log Time #3

In: Hours Mins Out: Hours Mins

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)

Daily Attendance Log Time

Week No: 14 Date: 2010-04-02 Attendance No: 10-0012

Child's Name: marcus keating

Log Time #1

In: Hours: 15 : Mins: 00 Out: Hours: 20 : Mins: 30

☐ Second Log

Log Time #2

In: Hours: : Mins: Out: Hours: : Mins:

☐ Third Log

Log Time #3

In: Hours: : Mins: Out: Hours: : Mins:

Log Time Close

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)

Daily Attendance Log Time

Week No: 14 Date: 2010-04-02 Attendance No: 10-0012

Child's Name: marcus keating

Log Time #1

In: 15 : 00 Out: 20 : 30

☒ Second Log

Log Time #2

In: 21 : 00 Out: 23 : 15

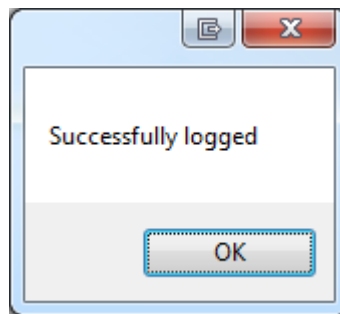
☐ Third Log

Log Time #3

In: : Out: :

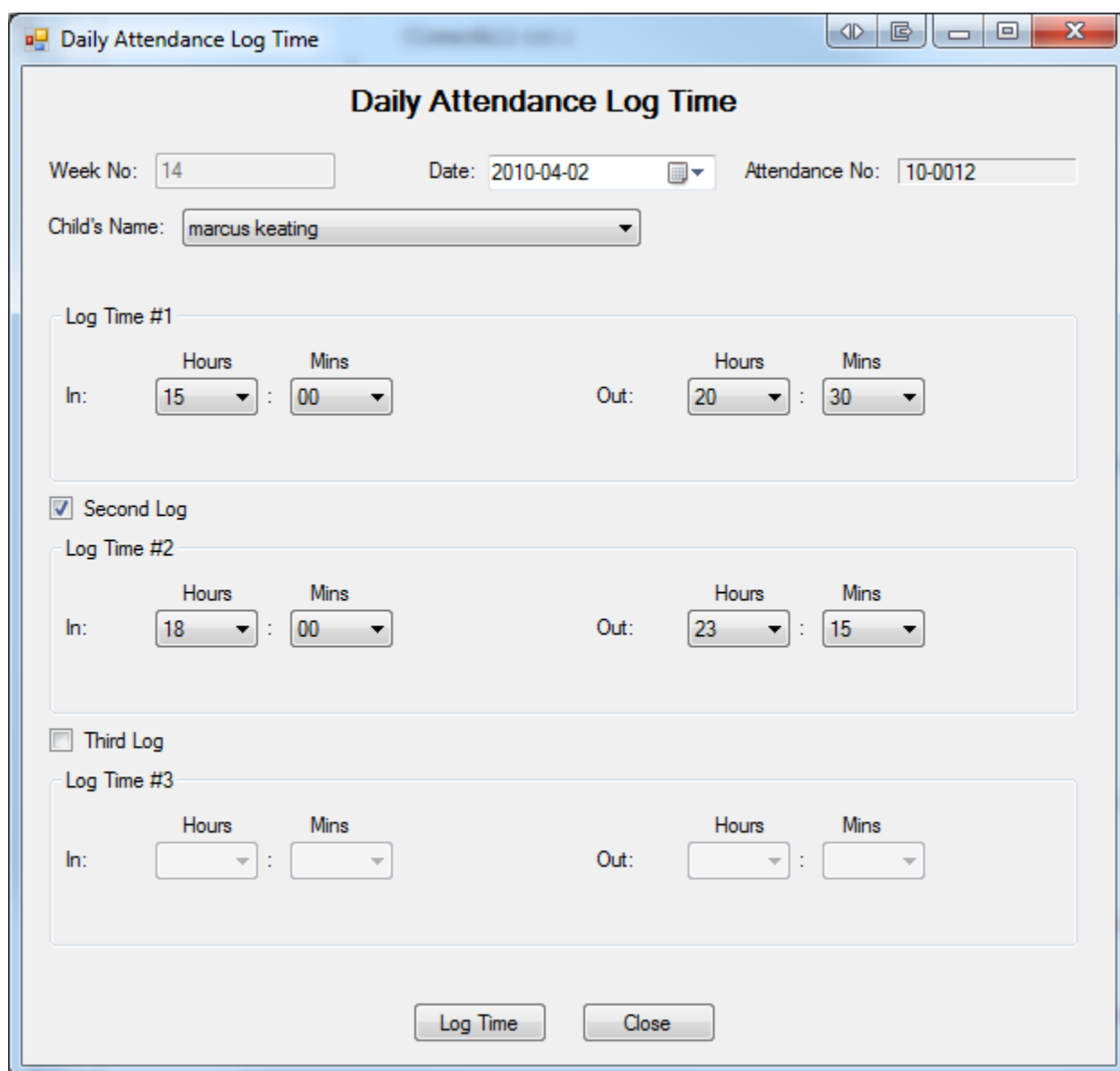
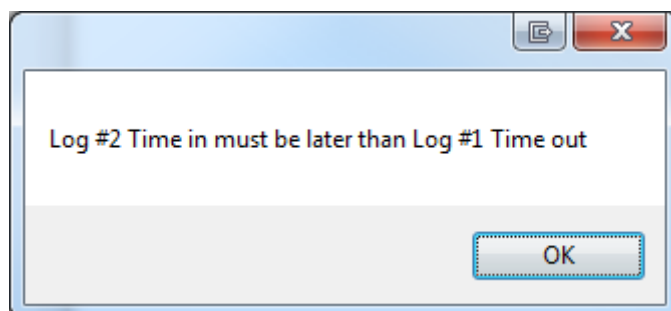
Log Time Close

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

The "Daily Attendance Log Time" form is a larger window with a title bar. It contains the following fields and sections:

- Week No:** A text box containing "14".
- Date:** A text box containing "2010-04-02" with a calendar icon to its right.
- Attendance No:** A text box containing "10-0012".
- Child's Name:** A dropdown menu showing "marcus keating".
- Log Time #1:** A section containing two sets of time pickers. The "In:" time is 15:00 (Hours: 15, Mins: 00) and the "Out:" time is 20:30 (Hours: 20, Mins: 30).
- Second Log:** A checkbox that is checked, followed by the "Log Time #2" section. The "In:" time is 21:00 (Hours: 21, Mins: 00) and the "Out:" time is 23:15 (Hours: 23, Mins: 15).
- Third Log:** A checkbox that is unchecked, followed by the "Log Time #3" section. The "In:" and "Out:" time pickers are empty.
- Buttons:** At the bottom of the form are two buttons: "Log Time" and "Close".

*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):

A screenshot of the "Daily Attendance Log Time" application window. The window has a blue title bar with standard window controls. The main content area is light gray and contains the following fields:

- Week No:** 14
- Date:** 2010-04-02 (with a calendar icon)
- Attendance No:** 10-0012
- Child's Name:** marcus keating (dropdown menu)
- Log Time #1:** In: 15:00, Out: 20:30
- ☒ **Second Log**
- Log Time #2:** In: 18:00, Out: 23:15
- ☐ **Third Log**
- Log Time #3:** In: (empty), Out: (empty)

At the bottom of the window are two buttons: "Log Time" and "Close".

Inquire Child Attendance

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

Inquire Child Attendance

Child's Name: Attendance No:

Date: Week No:

Log Time #1

In: Hours Mins : Out: Hours Mins

Log Time #2

In: Hours Mins : Out: Hours Mins

Log Time #3

In: Hours Mins : Out: Hours Mins

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

Inquire Child Attendance

Child's Name: macaire keating
marcus keating
saphiya bacchus
shazim bacchus
lashawnna smickle
shyanne smickle
ariel ruby marshall
ashleigh marshall
maygen marshall
jaden jalloh
martin jalloh

Attendance No:

Week No:

Log Time #1

In: Hours Mins

Log Time #2

In: Hours Mins

Out: Hours Mins

Log Time #3

In: Hours Mins

Out: Hours Mins

Close

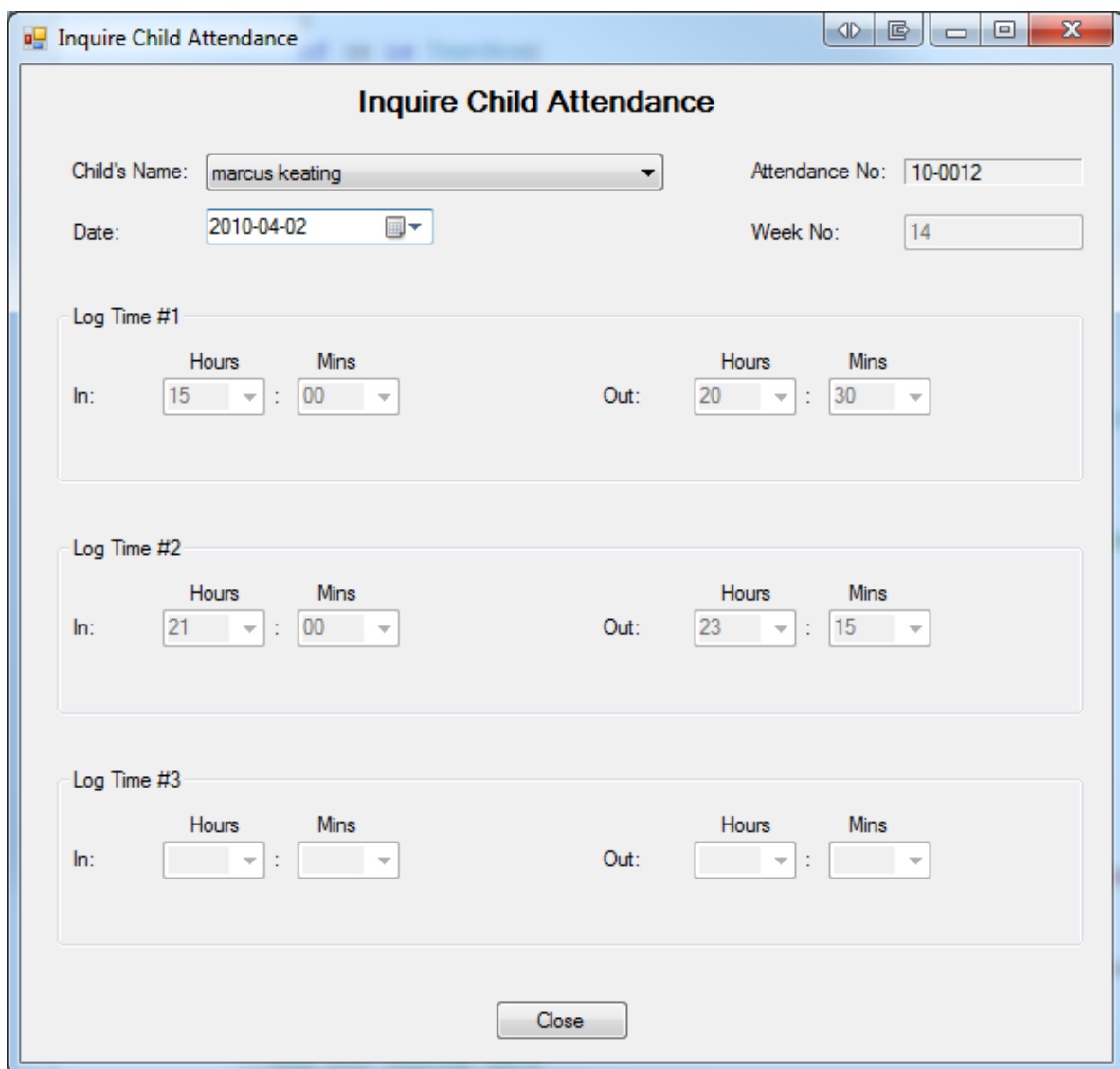
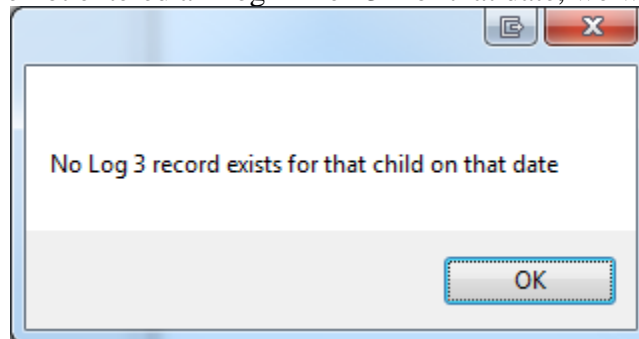
*NOTE: if no record exists for the selected child on the selected date, you will be notified of such:

No Log 1 record exists for that child on that date
No Log 2 record exists for that child on that date
No Log 3 record exists for that child on that date

OK

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

Register Child

Info
 Parent's Account: *
 *Last Name: *
 *First Name: *
 *Date of Birth: April -15-10

Living With
☒ Parents ☐ Other
☐ Father ☐ Mother

Home Address Info
 Unit No. Bldg No.
 *Street No. *Street Name
 *City *Postal Code:
 *Province Phone No.

OHIP
 OHIP No. Expiry Date: April -15-10

School Info
 Name:
 Street No. Street Name:
 City: Postal Code:
 Province: Phone No.
 Teacher:
 Schedule: Grade:

Doctor's Info
 Name: Province:
 Street No. Street Name:
 City: Postal Code:
 Phone No.

Physical
 Height: cm * Hair Colour:
 Weight: kg * Eye Colour:
 BirthMakes: Skin Colour:

Allergies/Medications/Restrictions/Other Info

Register **Clear** **Exit**

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

Form2

Update Child

Child's Name:

Info

Parent's Account: *****

*Last Name:

*First Name:

*Date of Birth: April -15-10

Living With

☒ Parents ☐ Other

☐ Father ☐ Mother

Home address

Unit No. Bldg No.

*Street No. *Street Name

*City *Postal Code

*Province Phone No.

OHIP

OHIP No.

Expiry Date: April -15-10

Doctor's Info

Name: Province:

Street No. Street Name:

City: Postal Code:

Phone No.

School

Name:

Street No. Street Name:

City: Province:

Postal Code: Phone No.

Teacher:

Schedule: Grade:

Physical

Height: cm * Hair Colour:

Weight: kg * Eye Colour:

BirthMakes: Skin Colour:

Allergies/Medications/Restrictions/Other Info

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

Inquire Child

Child's Name: **Search**

Info

Parent's Account: *

*Last Name: *

*First Name: *

*Date of Birth: *

Living With

☒ Parents ☐ Other

☐ Father ☐ Mother

Home Address

Unit No. * Bldg No. *

*Street No. * *Street Name *

*City * Phone No. *

*Province *

*Postal Code: *

OHIP Info

OHIP No. * Expiry Date: *

Doctor Info

Name: * Province: *

Street No. * Street Name: *

City: * Postal Code: *

Phone No. *

Child's Info

Child's Account No. *

Father's Name *

Mother's Name *

Allergies/Medications/Restrictions/Other Info

*

School Info

Name: *

Street No. * Street Name: *

City: * Province: *

Postal Code: * Phone No. *

Teacher: * Grade: *

Schedule:

Physical

Height: * cm Hair Colour: *

Weight: * kg Eye Colour: *

BirthMarks: Skin Colour: *

Print **Clear**

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

frmInquirePayment

Inquire Payment

Invoice No. :

Client's Name:

For The Week Of:

Account No.:

Address:

Phone No. :

Amount Tendered: \$

☐ Cash ☐ Check/Email Transfer

No. :

Date:

Previous Balance:

Parents

Weekly Transaction Record:

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

Extra Daycare Services

Child's Name:

Hours In School Deduction

☒ None (full 8 hours at daycare)

☐ Half Day (less 2 hours at daycare)

☐ Whole Day (less 6 hours at daycare)

Lunch/Dinner Charge

☒ No lunch or dinner

☐ Lunch only (add \$2.50)

☐ Lunch and dinner (add \$5)

Pick-up/Drop-off Charge

☒ No pick-up or drop-off

☐ One way pick-up or drop-off (add \$5)

☐ Both way pick-up or drop-off (add \$10)

Discount Deduction

☒ No discount

☐ Apply this amount: \$

Extra Charge

☒ No additional service

☐ Yes, add this service:

Name:

Charge by:

☐ Time: hours

☐ Dollar: \$

Apply **Exit**

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)

Process Daily Bill

Child's Name:

Attendance No.:

Date: Week No.: Day of Week:

	Time In:	Time Out:	Hours:
Log Time 1:	<input type="text"/>	<input type="text"/>	= <input type="text"/>
Log Time 2:	<input type="text"/>	<input type="text"/>	= <input type="text"/>
Log Time 3:	<input type="text"/>	<input type="text"/>	= <input type="text"/>

Total Number of Hours Stayed at Daycare:

Less Hours at School (if applicable):

Add Extra Service Hours (if applicable):

Total Chargeable Hours:

Rate: If chargeable hours < 5hrs, @ \$5/hr, else = \$25: \$

Excess Hours: @ \$2.50/hr each hour in excess of 8hrs: \$

Subtotal: \$

Add Lunch/Dinner Charge (if applicable): \$

Add Pick-up/Drop-off Charge (if applicable): \$

Add Extra Service Charge (if applicable): \$

Less Discount Amount (if applicable): \$

Daily Total: \$

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)

Process Weekly Payment

Invoice No.: INV-100026

Child's Name:

For the week of:

Account No.:

Parents:

Address:

Previous Balance:\$

Week's Total: \$

Payment Date: Apr 09, 2010

Amount Paid: \$

☒ Cash ☐ Check

Check No.:

Date: Friday, April 09, 2010

- Details -

Date	Day	Attendance No.	Total Hours	Daily Total
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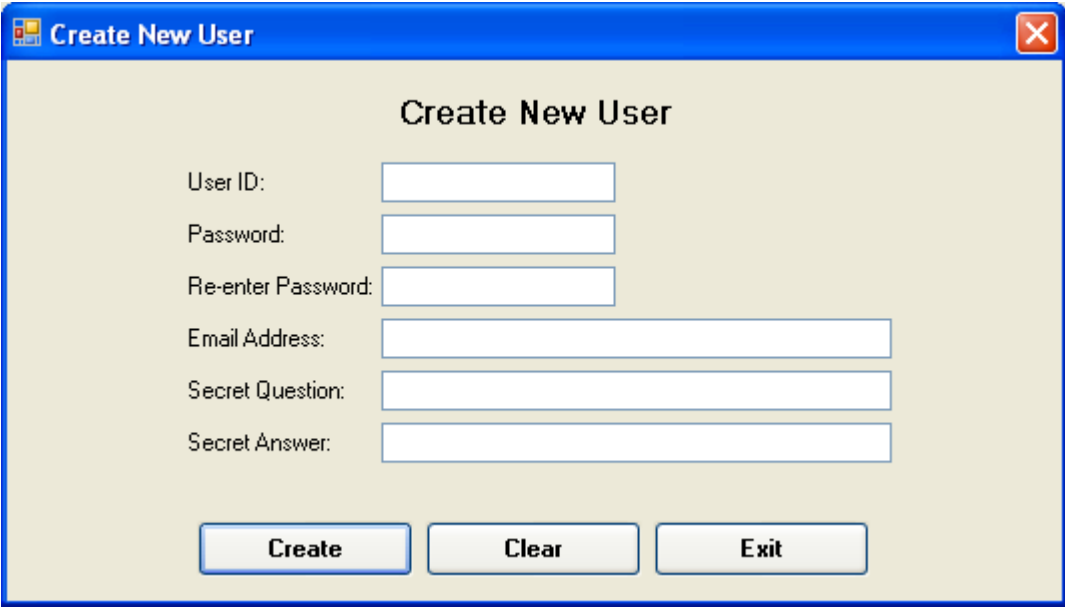
Apply Payment Clear Exit

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



Create New User

User ID:

Password:

Re-enter Password:

Email Address:

Secret Question:

Secret Answer:

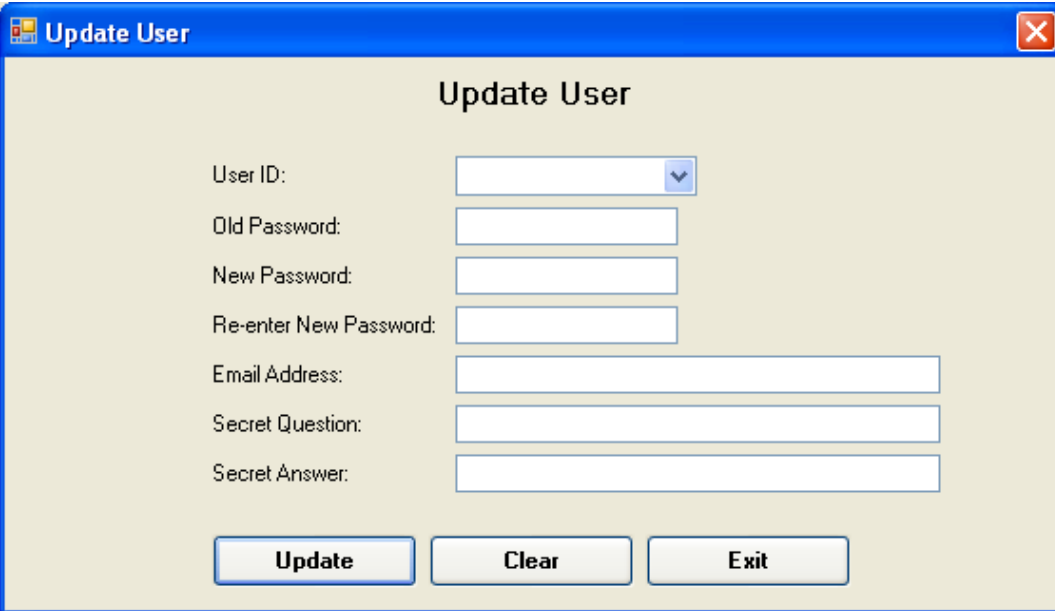
Create **Clear** **Exit**

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



Update User

User ID:

Old Password:

New Password:

Re-enter New Password:

Email Address:

Secret Question:

Secret Answer:

Update **Clear** **Exit**

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

Week #	Date	Day
1	1/1/2010	Friday
1	1/2/2010	Saturday
1	1/3/2010	Sunday
2	1/4/2010	Monday
2	1/5/2010	Tuesday
2	1/6/2010	Wednesday
2	1/7/2010	Thursday
2	1/8/2010	Friday
2	1/9/2010	Saturday
2	1/10/2010	Sunday
3	1/11/2010	Monday

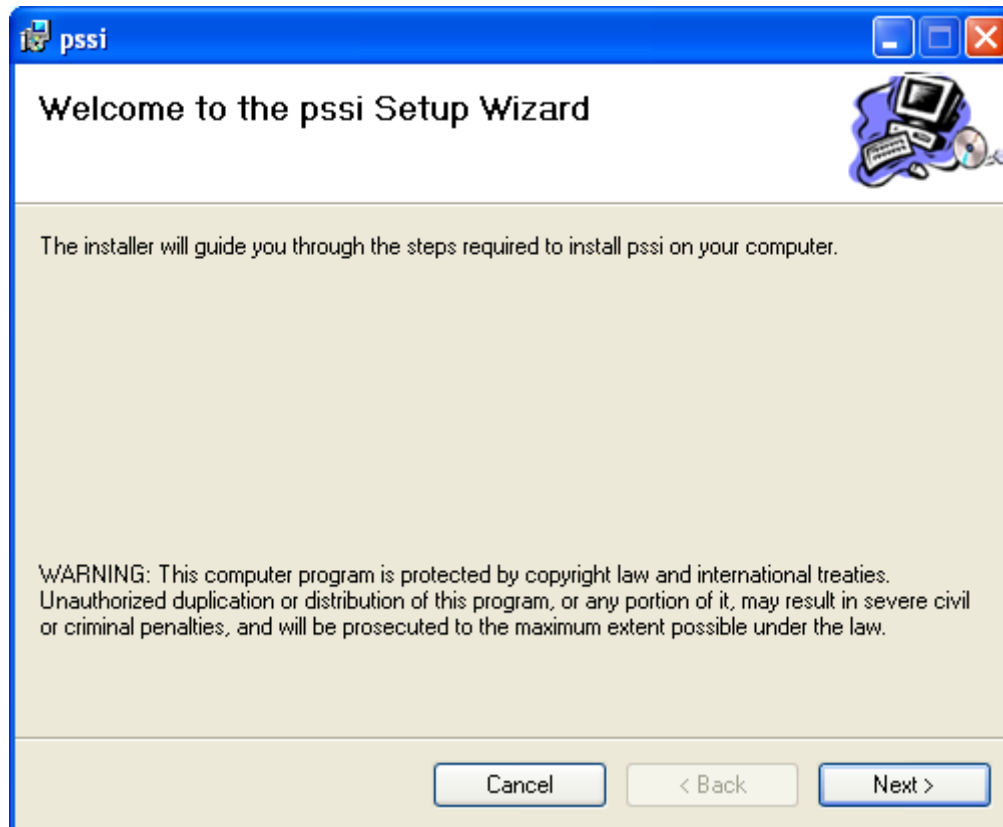
Description: Before using the system, it is required that dates be assigned to week numbers. This is imperative from logging daily attendances, processing daily bills (invoices), and processing weekly payments. Generation of week numbers is ideally done during the end of current year to generate week 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:

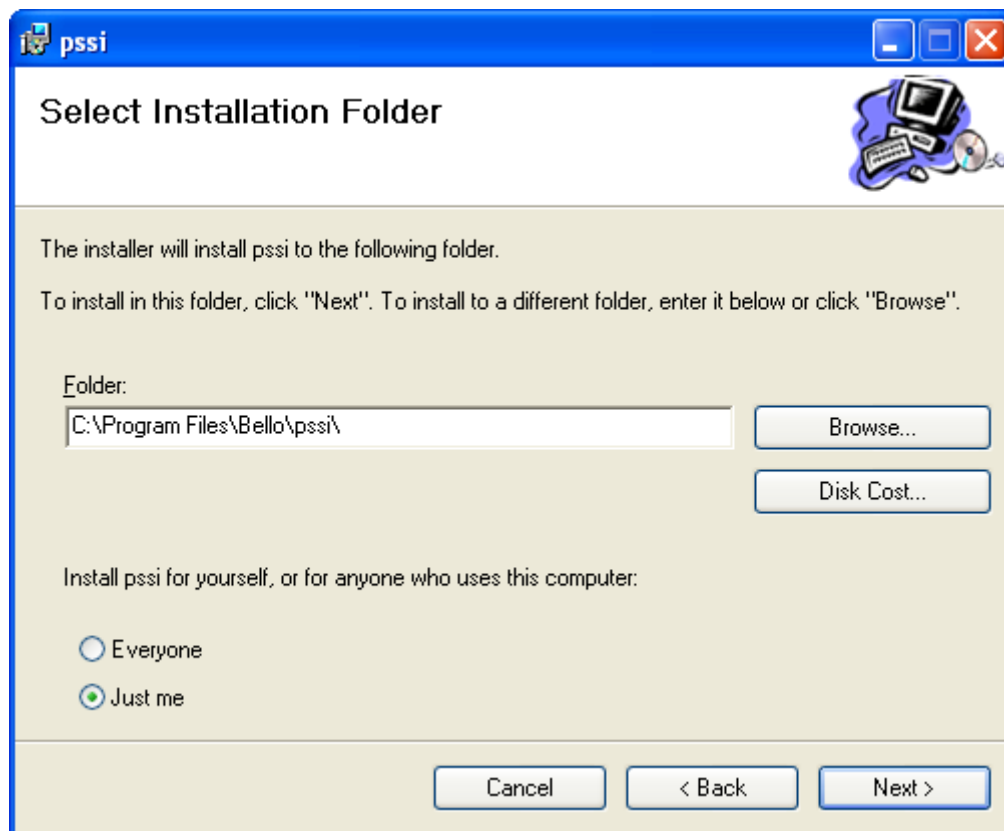
1. On the main menu, click Generate Week Numbers. The Generate Week Numbers screen will show up.
2. Leave the default year as is and click the Generate button, or select the desired year from the Year drop down list and click the Generate button.

VII. How to Install the System

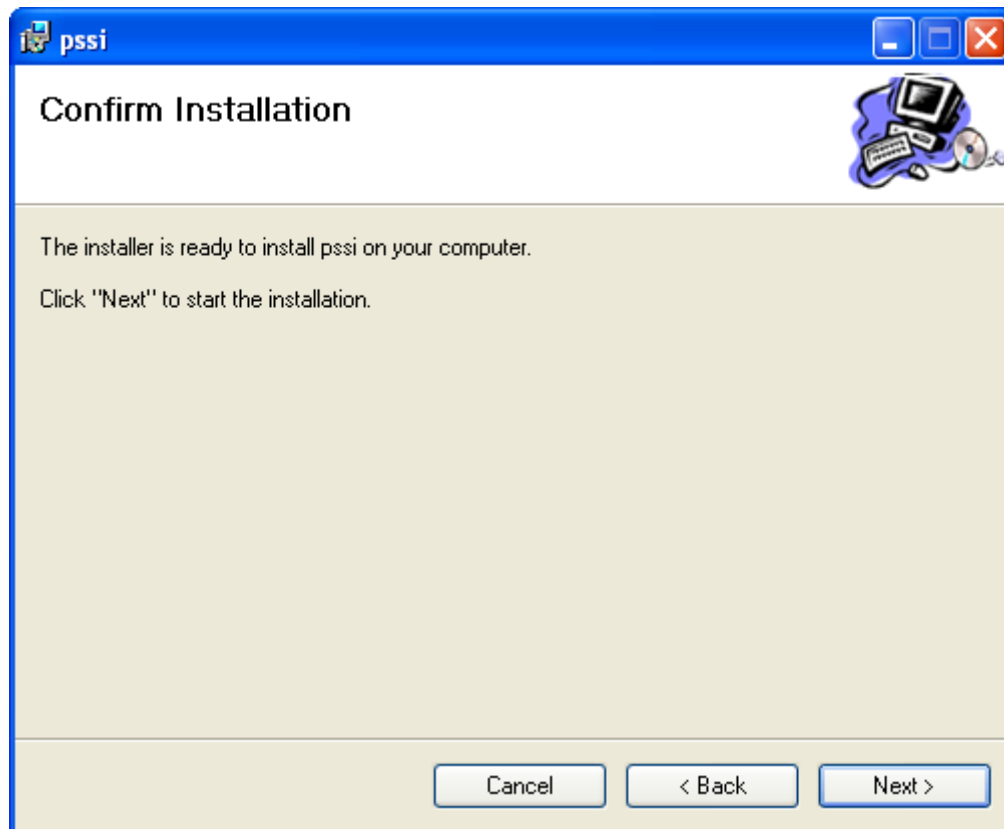
1. Insert the accompanying CD onto your CD-ROM drive.
2. Browse into System\PSSI_Installer folder on the accompanying CD.
3. Double click “pssi.msi”.
4. The welcome screen will appear.



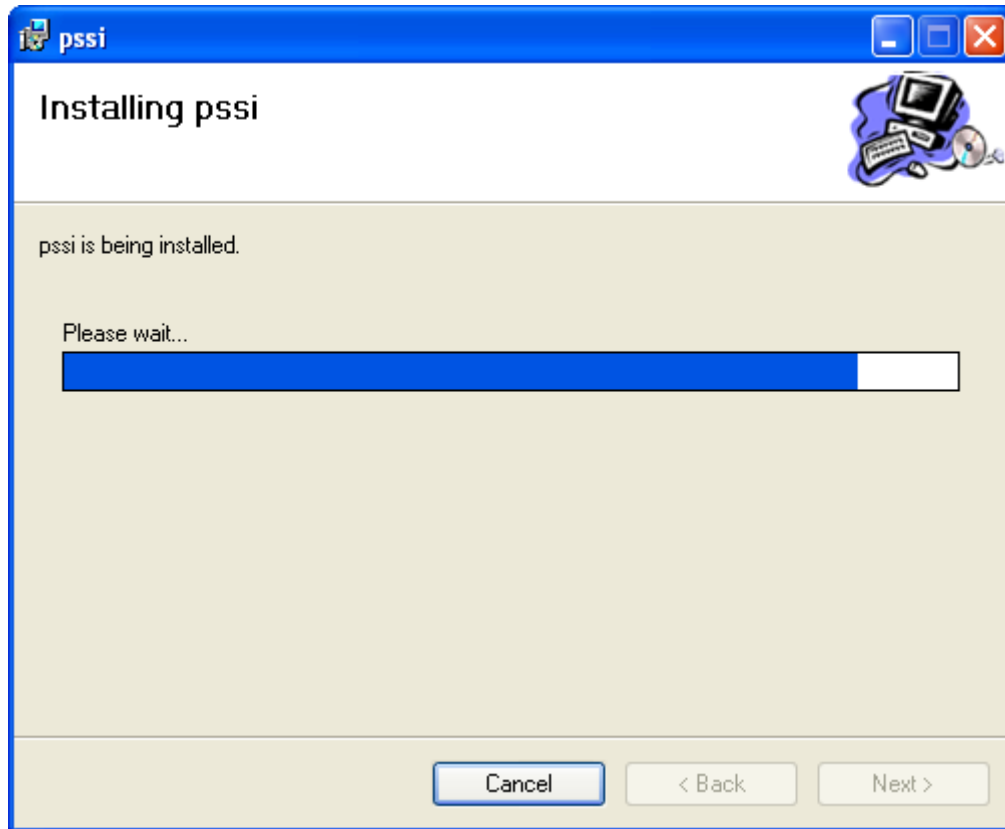
5. Click Next.
6. The select installation folder screen will appear.



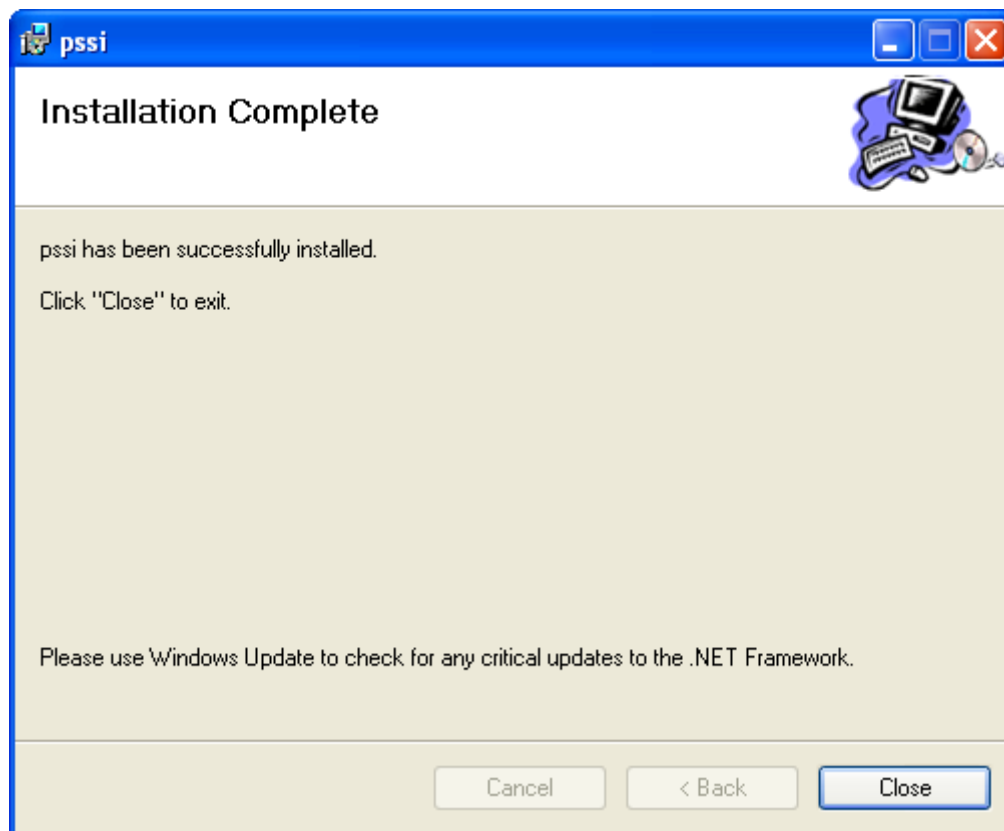
7. Click Browse and choose your desired location. Click Next.
8. The confirm installation screen will appear.



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_invmce
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.