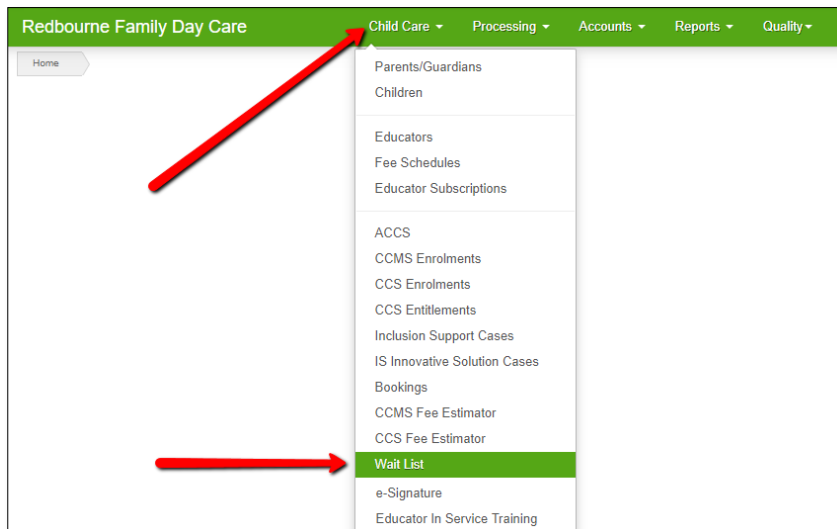


Wait List

Children may be placed into your service’s Wait List and booked into care as child care places become available.

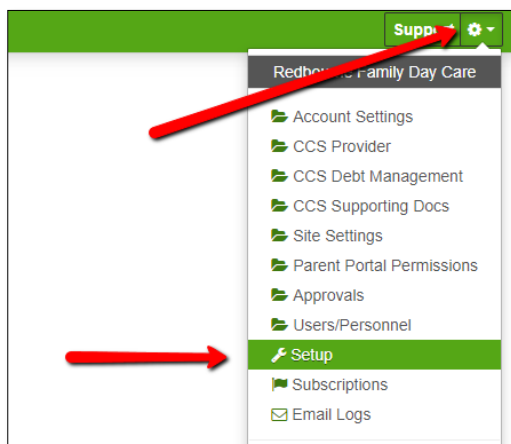
To access your Wait List, open the ‘Child Care’ menu and select ‘Wait List’:



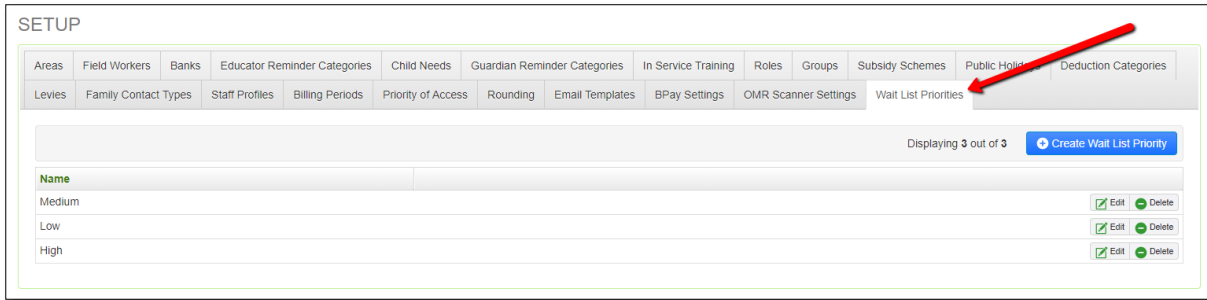
Wait List Priorities



A ‘Wait List Priority’ is required for each child added onto your Wait List. This may then be used to determine the priority order for selecting which child to book when a place is available.

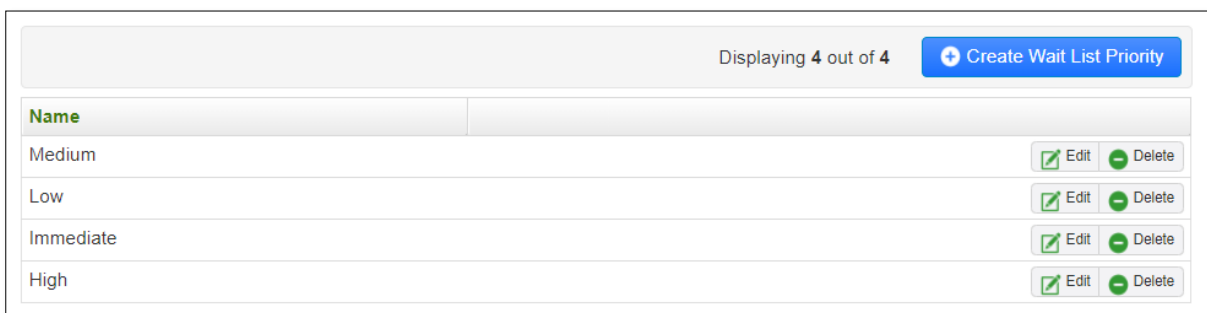
To add Wait List Priorities, open the settings menu and select ‘Setup’:



Next, open the Wait List Priorities tab:

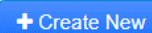


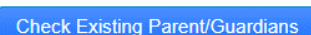
To add a new priority, click the  button. Enter the priority and then click the  button. The Wait List Priorities you create will be displayed in the table:



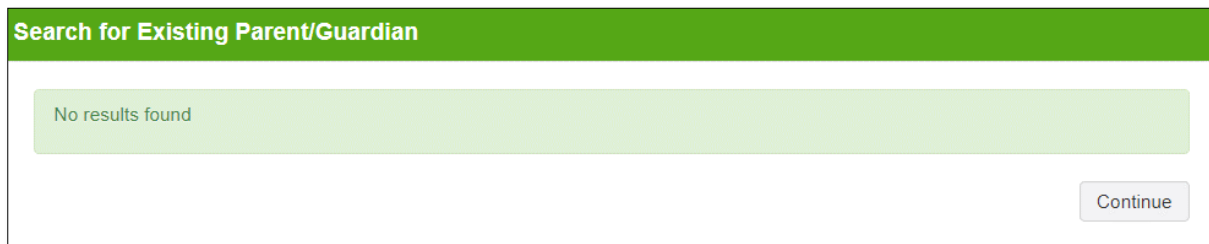
From this table, you will be able to edit and delete priorities as required.

Adding Families to the Wait List

To add a new family to the Wait List, you will need to click the  button on the Wait List page. This will open 'Step 1: Parent/Guardian Details':

You will then need to enter the Parent/Guardian details and click the  button. This will check if the Parent/Guardian already exists within your Parent/Guardians or on the Wait List.

If no results are found, the following pop up window will display:



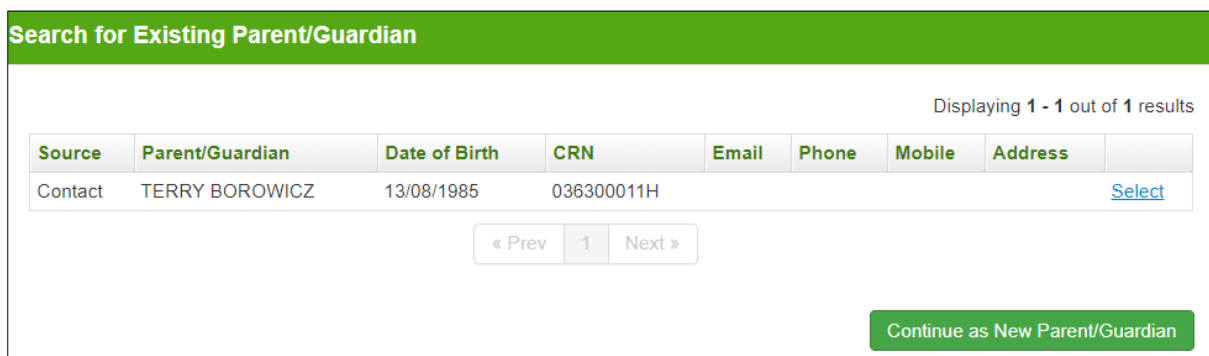
Search for Existing Parent/Guardian

No results found

Continue

You may then click the button to proceed with adding a new Parent/Guardian. This will open additional fields within the window (eg Contact, Address etc).

If a parent/s matching the fields you have completed is found to already exist within your software (either as a Parent/Guardian or another Wait List entry), their name will display in the Search for Existing Parent/Guardian window:



Search for Existing Parent/Guardian

Displaying 1 - 1 out of 1 results

Source	Parent/Guardian	Date of Birth	CRN	Email	Phone	Mobile	Address
Contact	TERRY BOROWICZ	13/08/1985	036300011H				

« Prev 1 Next »

Continue as New Parent/Guardian

If none of the results are relevant, click the button to continue adding the new parent/guardian.

Alternatively, if the parent already exists, you will be able to select their name from the pop up window by clicking [Select](#) next to their name.

Selecting this parent will automatically prefill the remaining Wait List fields with the details you have already captured on the selected record. You may update these fields for the Wait List entry you are creating, but it will not update the existing record.

The mandatory fields are indicated with an *. These fields, along with at least one contact entry (email, phone or mobile), are the minimum amount of data which may be captured before moving to step 2.

Once all relevant details have been recorded, click the button to move to 'Step 2: Children'.

If you have selected an existing parent, a list of any children currently assigned to the guardian will appear. If you would like to Wait List any of these children, you will be able to check the box next to their name/s and then click the button.

Search for Existing Child

We found the following children assigned to the selected parent/guardian. To add a Wait List entry for a child in the below list, click the 'Select' button next to their name. To create a Wait List entry for a new child, click the 'Continue as New Child' button.

Displaying 2 out of 2 results

Child	Date of Birth	CRN	Select
LAI BRACKINS	01/08/2012	742900222V	<input checked="" type="checkbox"/>
Mia Brackins	20/12/2011		<input checked="" type="checkbox"/>

[Continue as New Child](#) [Continue with Selected](#)

This will redirect you to the 'Step 2: Children' page and insert the child details you have already captured for the selected children.

EDIT WAIT LIST

Step 1: Parent/Guardian Details > Step 2: Children

[+ Add New Child](#)

LAI BRACKINS N

Mia Brackins N

Legend: New Booked Inactive

Child Details | Booking Requirements

Personal Details

Personal Details

First Name * Surname *

Date of Birth * Gender *

CRN Medicare Number

School Status Apply School Age % From

School Name

You will also be able to add new children if required.

Alternatively, if you do not wish to copy the details of existing children, click the [Continue as New Child](#) button. This will open a new child within the 'Step 2: Children' page.

You will need to add the child's details into the first tab 'Child Details':

Child Details | Booking Requirements

Personal Details

Personal Details

First Name * Surname *

Date of Birth * Gender *

CRN Medicare Number

School Status Apply School Age % From

School Name

Start Date *

Disability/Special Needs

Disability Details

Child has a disability? Date service became aware

Comments

Special Needs Details

Child has a special needs? Date service became aware

Comments

In this tab, record the child's information eg Name, Date of Birth etc. You will also need to capture an estimated or requested start date, a Wait List priority and priority of access:

Start Date *

Wait List Priority * Priority of Access *

Once all mandatory fields (indicated by an *) have been entered, you may move across to the 'Booking Requirements' tab:

[+ Add New Child](#)


LAI BRACKINS N

Mia Brackins N

Peter Brackins N

Legend: New Booked
Inactive

Child Details

Booking Requirements 

Please select the days of care required for each day selected, please indicate the in and times of care required

Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday

Within this tab, you may tick the box next to any days the child requires care on. Once you have checked the box, you may then add in the hours they require care for. To add a second set of times, click the [Add New Time In/Out](#) button. The times entered in the additional set of time/s must not overlap the other times entered for the day.

Child Details

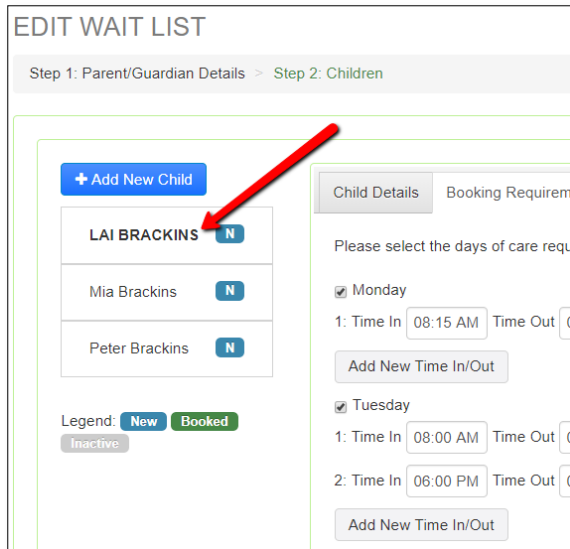
Booking Requirements

Please select the days of care required for each day selected, please indicate the in and times of care required

Monday
 1: Time In Time Out [Remove Times](#)
[Add New Time In/Out](#)
 Tuesday
 1: Time In Time Out [Remove Times](#)
 2: Time In Time Out [Remove Times](#)
[Add New Time In/Out](#)

To add a new child, click the [+ Add New Child](#) button. You may add as many children as required by repeating this process.

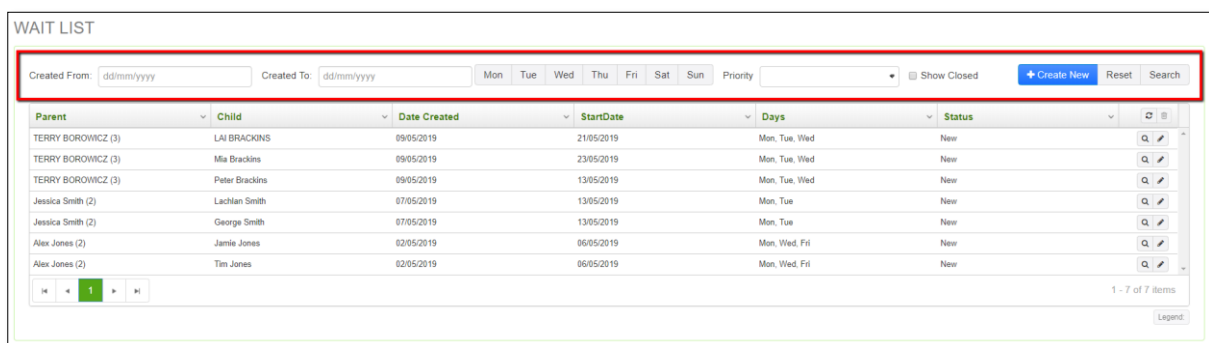
All children will be listed down the left hand side of the page. You may add as many children as required by repeating this process. When adding or editing records in the 'Children' tab, click on a child's name to open their record. The child record you currently have open will be bold:



Once you have finished, click the  button to save the family's details onto your Wait List.

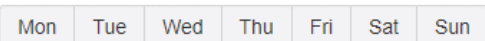
Searching for Children/Care

On the main Wait List page, the search function may be used to locate children requiring care who meet specific criteria.




Parent	Child	Date Created	StartDate	Days	Status
TERRY BOROWCZ (3)	LAI BRACKINS	09/05/2019	21/05/2019	Mon, Tue, Wed	New
TERRY BOROWCZ (3)	Mia Brackins	09/05/2019	23/05/2019	Mon, Tue, Wed	New
TERRY BOROWCZ (3)	Peter Brackins	09/05/2019	13/05/2019	Mon, Tue, Wed	New
Jessica Smith (2)	Lachlan Smith	07/05/2019	13/05/2019	Mon, Tue	New
Jessica Smith (2)	George Smith	07/05/2019	13/05/2019	Mon, Tue	New
Alex Jones (2)	Jamie Jones	02/05/2019	06/05/2019	Mon, Wed, Fri	New
Alex Jones (2)	Tim Jones	02/05/2019	06/05/2019	Mon, Wed, Fri	New

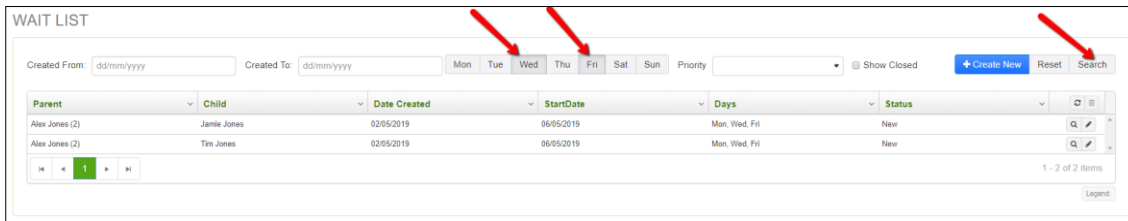
Created From and To: Allows you to enter a date range and locate Wait List entries created within a specific date range.

 : Click on a day/s to search for children requiring care on specific days.

Priority: Each child entered into your Wait List will have been assigned a Wait List priority. Use this dropdown menu to search for children assigned particular priorities.

Show Closed: Tick this box to search for children who have been booked/inactivated from your Wait List.

Once you have made your selection from the search criteria, click the  button. Your search results will be returned in the Wait List table:



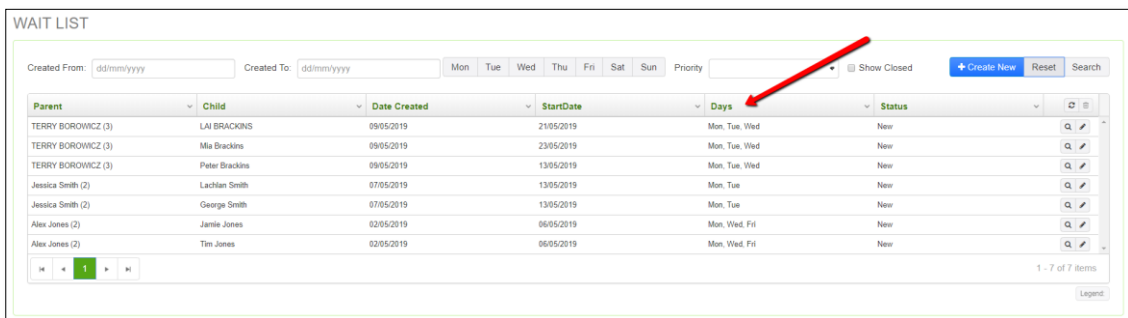
WAIT LIST

Created From: Created To: Priority: Show Closed

Parent	Child	Date Created	StartDate	Days	Status
Alex Jones (2)	Jamie Jones	02/05/2019	06/05/2019	Mon, Wed, Fri	New
Alex Jones (2)	Tim Jones	02/05/2019	06/05/2019	Mon, Wed, Fri	New

1 - 2 of 2 items

You may sort by a column by clicking on the column header:




WAIT LIST

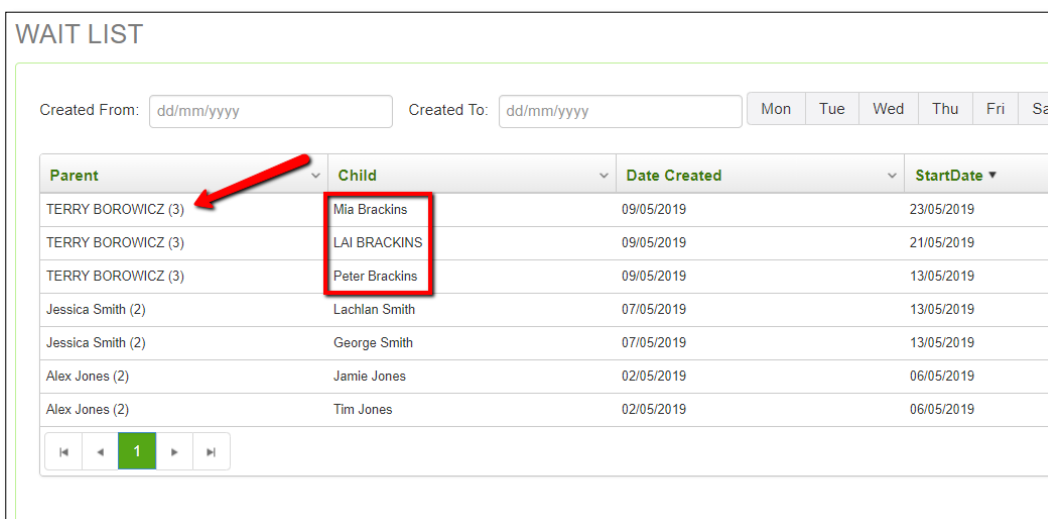
Created From: Created To: Priority: Show Closed

Parent	Child	Date Created	StartDate	Days	Status
TERRY BOROWICZ (3)	LAI BRACKINS	09/05/2019	21/05/2019	Mon, Tue, Wed	New
TERRY BOROWICZ (3)	Mia Brackins	09/05/2019	23/05/2019	Mon, Tue, Wed	New
TERRY BOROWICZ (3)	Peter Brackins	09/05/2019	13/05/2019	Mon, Tue, Wed	New
Jessica Smith (2)	Lachlan Smith	07/05/2019	13/05/2019	Mon, Tue	New
Jessica Smith (2)	George Smith	07/05/2019	13/05/2019	Mon, Tue	New
Alex Jones (2)	Jamie Jones	02/05/2019	06/05/2019	Mon, Wed, Fri	New
Alex Jones (2)	Tim Jones	02/05/2019	06/05/2019	Mon, Wed, Fri	New

1 - 7 of 7 items

To remove your filtered search, click the  button. The default view of data on this page is wait listed children in the status of 'New'.

The number beside a parent's name indicates the number of active wait listed children they currently have:




WAIT LIST

Created From: Created To:

Parent	Child	Date Created	StartDate
TERRY BOROWICZ (3)	Mia Brackins	09/05/2019	23/05/2019
TERRY BOROWICZ (3)	LAI BRACKINS	09/05/2019	21/05/2019
TERRY BOROWICZ (3)	Peter Brackins	09/05/2019	13/05/2019
Jessica Smith (2)	Lachlan Smith	07/05/2019	13/05/2019
Jessica Smith (2)	George Smith	07/05/2019	13/05/2019
Alex Jones (2)	Jamie Jones	02/05/2019	06/05/2019
Alex Jones (2)	Tim Jones	02/05/2019	06/05/2019

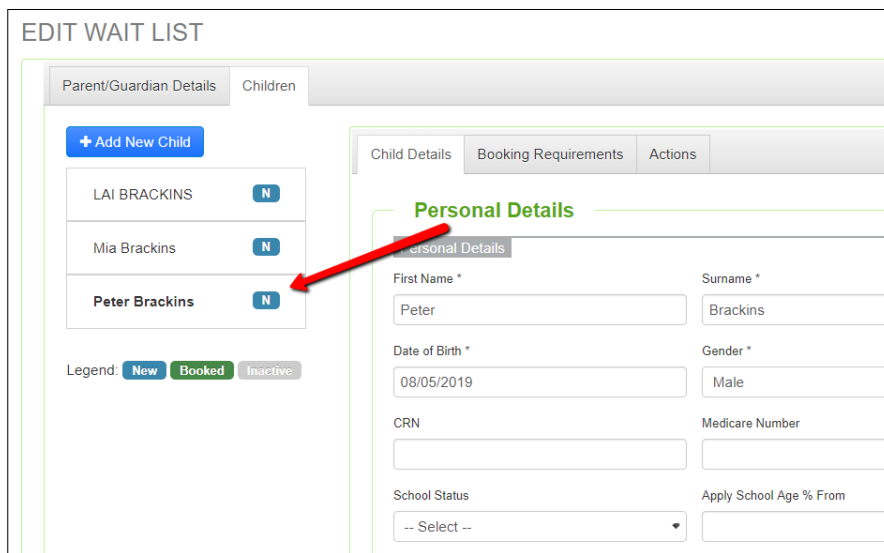
1

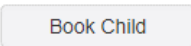
Booking Children Into Care

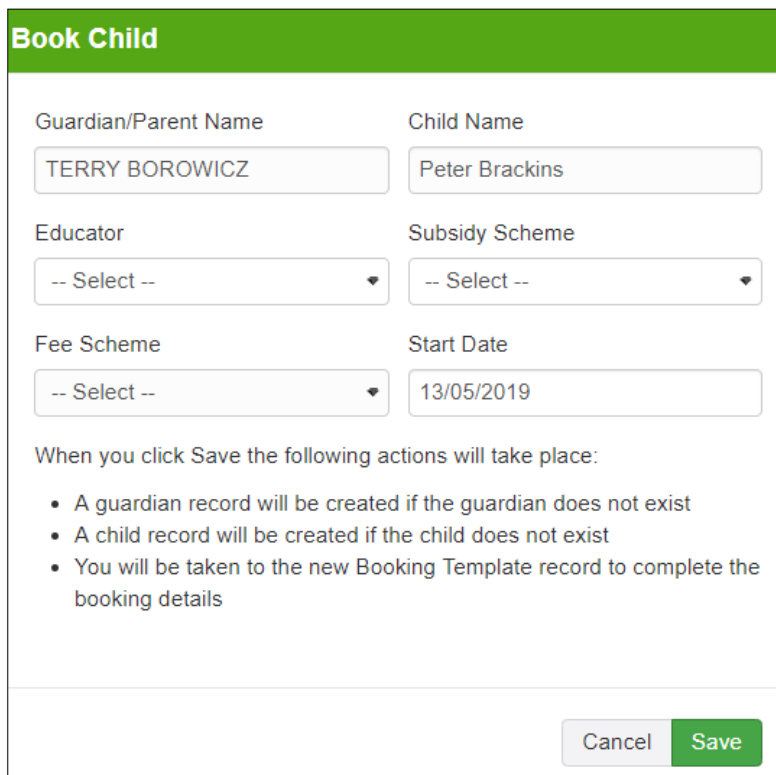
To book a wait listed child into care, you will need to first locate the child in your Wait List and then click the  button. This will allow you to open the record for editing.

You will need to open the children tab and click on the child's name.

NOTE: only children in the status of 'NEW' may be booked into care from the Wait List.



Open the actions tab and click the  button. This will open a new window in which you will need to record further details for the booking:



You will need to select the Educator, Subsidy Scheme and Fee Schedule from the drop down menus. Next, enter the booking start date. This must be a future date. The date will pull through from the child's details but may be updated if required.

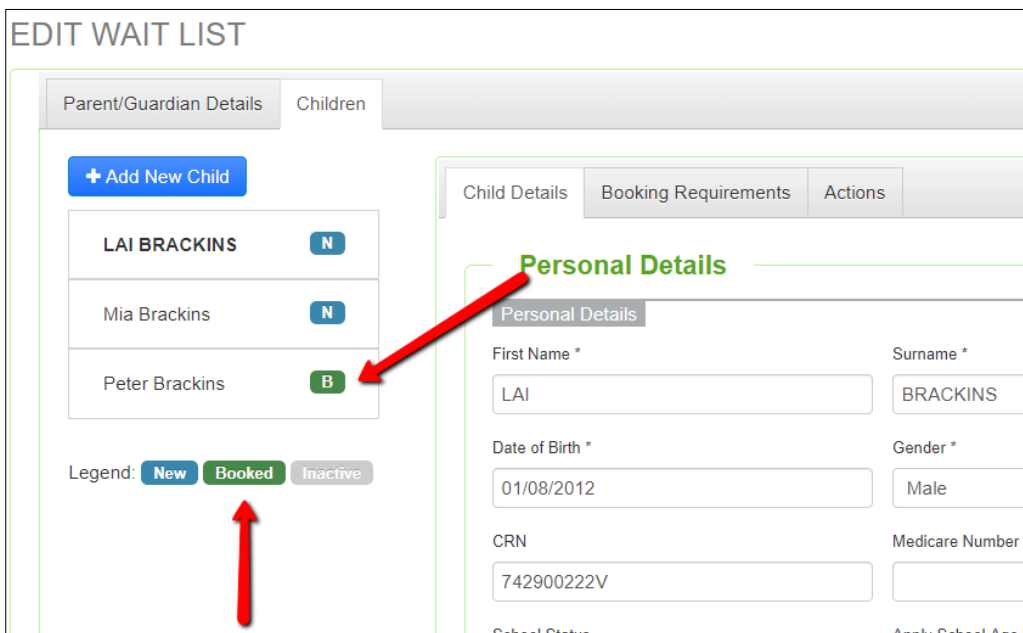
Once you have made your selection, click the  button.

This will perform the following actions:

1. Create the parent/guardian if they do not already exist.
2. Create the child record if they do not already exist.
3. Assign the child to the guardian.
4. Create a booking using the details from the 'Booking Requirements' tab and using the details you have just selected from the dropdown menus.

Note: if the parent/guardian and/or child already existed within your software but their status was inactive, their record will now have been made active.

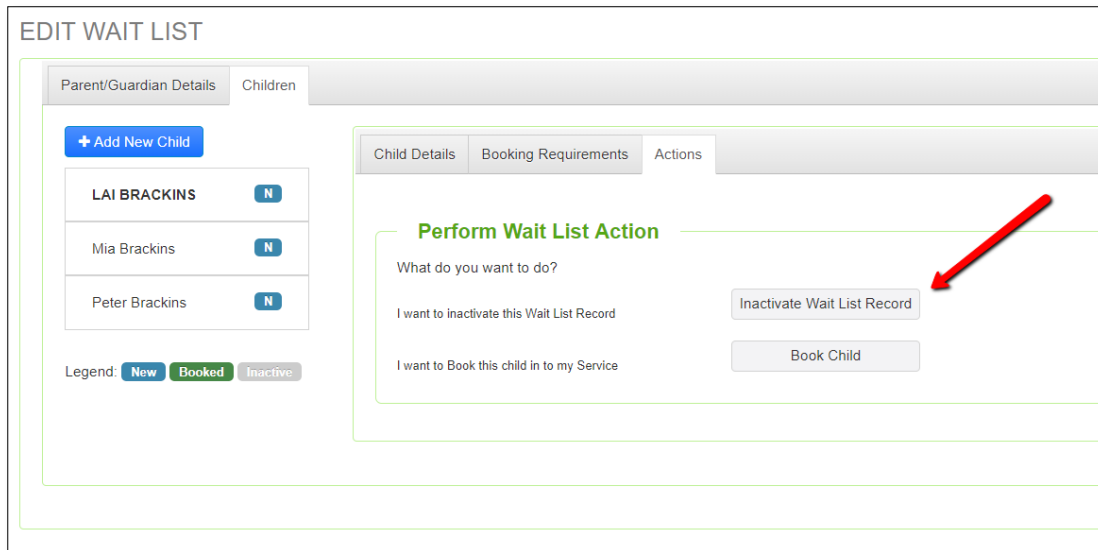
Once a child has been booked, their status will be updated to 'booked' and their Wait List entry will no longer be editable:



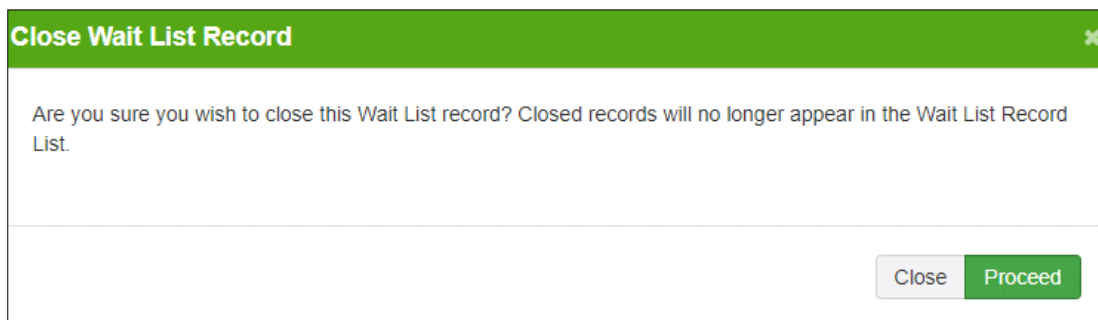
Once the booking process is complete, you will be redirected to the booking. As the booking will be future dated, it will appear in the status of inactive. The booking status will become active once the start date has come to pass.

Inactivating Children

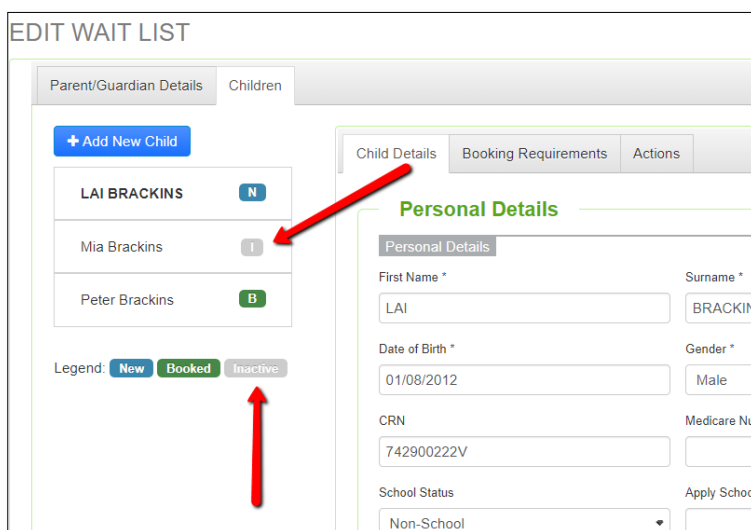
Children may be inactivated from the Wait List via their 'Actions' tab:



To inactivate a wait list entry, click the **Inactivate Wait List Record** button. This will prompt you to confirm the inactivation:



Click the **Proceed** button to complete the process. Inactive Wait List entries will appear in the status of 'Inactive':



Inactive entries may not be edited.

