Baby sitters

The Baby sitter window provides a way of maintaining a list of baby sitters you can call to sit at various times during the week. This chapter explains how to create and maintain your database of baby sitters.

If the Baby Sitter window is not displayed, select Baby sitter List item from the Information menu which will display the Baby sitter window (see Figure 1).

Figure 1. Baby sitter window

The top of the window includes a list of your baby sitters on the left and an edit field for special information about each sitter on the right. For example, you might list what the sitter likes to eat or drink, or what time of day you can call the sitter for an emergency job.

Let's see how to enter information about a baby sitter. If   have you not entered any sitters into MacNanny (the New button is gray), simply start typing information into each field.

To enter a new sitter, follow these steps. First, click New to let MacNanny know you want to enter information about a new sitter. Second, enter the sitter's name in the Name field. Next, press the tab key to move to the Address field and enter the address. Continue tabbing and entering information in the City, State, Phone, Age, and Fee fields. Of course, you do not need to enter data in each field, just the information you feel you need for this sitter.

Next, you can select a rating for the sitter. We have found that some baby sitters are excellent with children and others are, well, let's say our children would rather go shopping with us. Click the Rating pop-up menu (see Figure 2) and select a rating for the sitter.

Figure 2. Rating pop-up menu

The last information you need are the times the sitter can work. In the lower left corner of the window are four check boxes you can select to indicate the times the sitter is available. You have options for Day or Evening and Weekday or Weekend. We have found it helpful to have a list of sitters who can come at a moment's notice during the week when a child is sick and cannot go to school.

To save your new data, simply click Add. Your new entry is added to the list of sitters. You can click Cancel if you decide not to add the sitter to the list.

Changing Sitter Information

Occasionally, you may find a need to modify information for a sitter. To make a change, first select the sitter from the list to display the information. Next, make the necessary changes in the fields, Rating menu, and or availability. MacNanny will automatically make the change in the sitter information when you click another sitter in the Baby sitters list or close the window.

Deleting Sitters

When you need to delete a sitter from the list, select the sitter from the Baby sitters list to display the information. Then click Delete to remove the sitter.

Displaying Sitters

To display the information for a sitter, click on the sitter's name in the Baby sitters list. MacNanny will display the information for the selected sitter.

Printing a List of Sitters

You can print a list of your sitters by either clicking the Print icon or selecting the Print item from the File menu while the Baby sitter window is active (see Figure 1).