Child Information

Information about each child is kept in the Children window (see Figure 3). Child information includes name, age, birth date, medical ID, medical record, social security number, and allergies fields. The child's name, age, birthday, and medical ID are included on the printed sitter report.

Figure 3. Children Window

To display the Children window, select Child Information from the Information menu. The window has fields for information about each child as well as the child's medical record. We have found it helpful to use the Medical Records field to keep information about shots, illnesses, physicals, and other related medical information for each child. Then, the information is readily available for school or camp applications.

If you have not entered any child information into the Children window (the New button is gray), you can begin typing information into each field.

To enter a new child, click New to clear the fields and to let MacNanny know that you are entering information for a new child. Then enter the child's first name (and last name if you wish). Press the tab key to move to the Age field or click in the Age field. Enter the child's age, and then continue moving to each of the fields and entering information.

To add the child to the Children list, click Add. MacNanny will store the information and update the list. You can click Cancel if you do not want to add the child.

Changing Information for a Child

To change information for a child, select the child from the Children list by clicking on the name one time. Then, change the information, or add new information to the medical record. MacNanny will save the changes when you select another child or close the window.

Deleting a Child

If you need to delete a child from the list, display the child's information from the list, by

clicking on the name. Click Delete.

Displaying a Child

To display the information for a child, click on the child's name in the Children list. MacNanny will display the information for the selected child.

Printing a Child Report

You can print the information for a child by first selecting the child from the Children list. Then, click the Print icon or select the Print item from the File menu. If you want to print a report for another child, select the child from the list and repeat the steps. Check the printed report for accuracy and completeness.