Home Information

At the top of each sitter report, there is a list of emergency information from the Home Information window (see Figure 4).

Figure 4. Home Information

The Home Information window includes edit fields for your home address and phone number, and two neighbors. You can also enter phone numbers for the police, fire department, ambulance, and poison control center. There are also edit fields for your doctor's name and phone.   If you have security system, or a special code for the entrance door, you can enter the code into the Security Code field.

You can move from edit field to edit field by pressing the tab key or clicking on the field you want to edit.

The location field for the neighbors is used to indicate the position of the neighbor's home relative to yours (e.g., across the street, etc.).

Click OK to save the Home Information.

Changes are automatically saved each time you click OK in the Home Information window. Check the information for accuracy and completeness after you enter or change any information.