

Dad and Mom Information

The Dad and Mom Information windows are used to enter information about the parents (see Figure 7). You can select an option to include this work information on the sitter report so the sitter can contact you during the day.

Figure 7. Dad Information Window

Select either Dad Information or Mom Information item from the Information menu. Both windows have identical fields for the parent's name, office phone, car phone, office address, and beeper. In addition, you can enter an emergency contact, phone number, and relationship (e.g., manager) in the Dad and Mom windows.

Click OK to save the information.

Check the information for accuracy and completeness after you enter or change any information, or print a report using this information.