

Places Editor

It always seems that one of the last things you do before leaving for a night out is to scribble some emergency numbers on a scrap of paper and affix it to the refrigerator door. Even more frustrating is trying to find the phone number for a movie theatre for emergency information rather than the recording of current movies. The Places Editor window is used to develop a database of all the places you visit with their phone number and address (see Figure 8). You can then select those places you are visiting and include them on the sitter report.

Figure 8. Places Editor

Begin by selecting the Places Editor item from the Options menu to display the Places Editor window.

If you have not entered any Places (the New button is grayed), you can begin entering the information in each field.

To enter a new place, click New. Then, enter the name, address, phone number, city, and state for the place. You can use the tab key to move between fields, or you can click in the field you want to change.

If the place is a movie or theatre, click Movie/Theatre. Later, when the sitter report is generated, MacNanny will provide a field for the name of the movie or theater.

To add the place, click Add. MacNanny will update the list. You can click Cancel if you do not want to add the place.

Deleting Places

To delete a place, select it from the list so the information is displayed. Click Delete.

Displaying a Place

To display the information for a place, click the place's name in the Places list. MacNanny will display the information.

Changing a Place's Information

To change the information for a place (for example, they have a new phone number), click on the name in the Places list to display the information. Then, enter the new information. When you select another place or close the window, MacNanny will automatically save the changes.

Finding a Place

Click Find to display the Find a Place dialog (see Figure 9).

Figure 9. Find a Place Dialog

Enter the name of the place and click Find to display the information. Cancel will close the Find a Place dialog.

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