Creating a Sitter Report

Once you have created your list of favorite places, you are ready to create a sitter report. This report includes emergency information about the home, children, and optionally, mom and dad's offices.

From the Options menu select the A Night Out item. MacNanny will display A Night Out window which includes a list with all your defined places (see Figure 10).

Figure 10. A Night Out Window

If you have printed a sitter report on another day, the Destinations list will show the places you last selected. You can remove an individual destination by selecting the item from the Destinations list and clicking Remove. Or, you can click New Night to remove all the destinations.

To add an item in the Places list to the destination list, click the item in the Places list and click Going. You can also double-click a Places item and it will be added to the Destinations list. We have found it helpful to add the items to the Destinations list in the same order as our evening is planned.

Once you have your destinations selected, you can click Report to finish the sitter report, or click Cancel to stop. If you click Report, MacNanny displays the Baby sitter Report Information window (see Figure   11.).

Figure 11. Baby sitter Report Information

At the top of the window, is the Family Name you entered as part of the home information. You can click in this field to change the information. The Time Arriving Home field displays the last time you indicated. You can change this time by clicking in the field.

If you selected a destination place that is a movie or theatre, the place's name is displayed beside a field were you can enter the name of the movie or play. You can enter the names of up to three movies/plays per evening.

If you entered information for dad or mom's office, the office information buttons are active. For example, if you have a sitter during the day, you would want to include information on how to contact you at your office.

Selecting the Use Special Notes button displays a window for entering notes to the baby sitter (see Figure 12). For example, you might leave information about meals or pets. You can use the Font, Size, and Style menus in the Special Notes window. The last notes you entered are displayed when the Special Notes window is opened.

Figure 12. Special Notes Window

Clicking Notes in the report window will display the Special Notes window.

To print a sitter report, click in the Baby sitter Report Information window to make it active. Then, click the Print icon or select the Print item from the File menu. The report will include your family name, phone number, and address at the top. If you enter information about your home, the emergency information will be printed. Each child's name, age, birth date, and medical ID is printed with the report. If you selected mom or dad's office information, the appropriate information is included in the report. The last part of the report includes the return time, and list of destinations. If you entered the name of a movie or play, that information is also printed. Any special notes are printed on a separate page.

Check the information for accuracy and completeness of your report before using it.