ROOMS & PROGRAMS

Rooms and Programs determine the details attached to your bookings and daily sessions. This includes the room capacity, transport options, program hours and default fee schedule. Reports may also be produced by room or by program.

- **Create Room**
- **Create Program**

Summary - Rooms

1. Click on Childcare
2. Select on Rooms and Programs
3. It will open to the Rooms tab
4. Click on Create New Room
   a. Enter the Name and Capacity
   b. Select Transport – Pickup, drop off, both or neither
   c. If Transport is applicable, select the pickup and/or drop off location
5. Click on Save

Summary – Programs

1. Click on Childcare
2. Click on Rooms and Programs
3. Click on the Programs tab
4. Click on Create New Program
   a. Enter the Name of the program
   b. Select the Age Group, Default Fee Schedule, Approval and Room from the dropdown menu
   c. Enter the start and end time for the Program in the Schedule
5. Click on Save
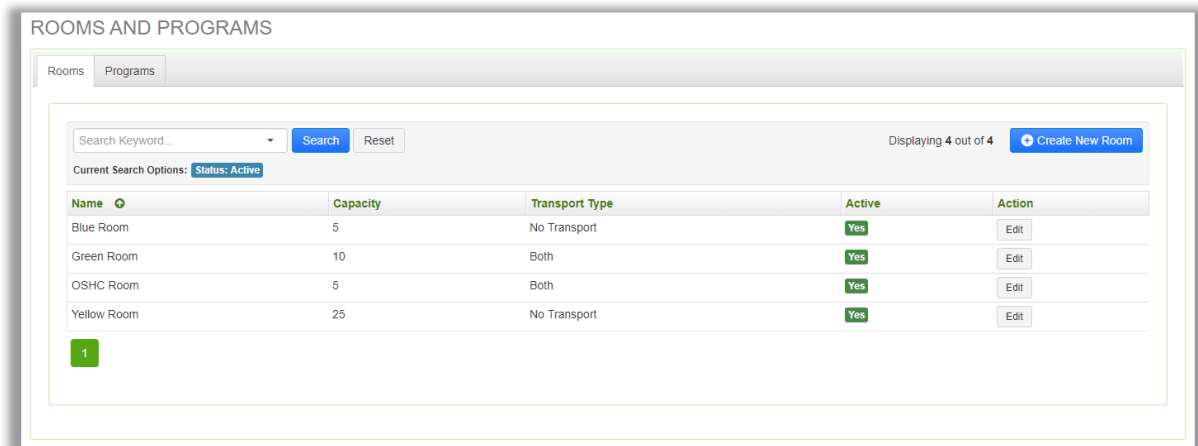
ROOMS & PROGRAMS

Detailed
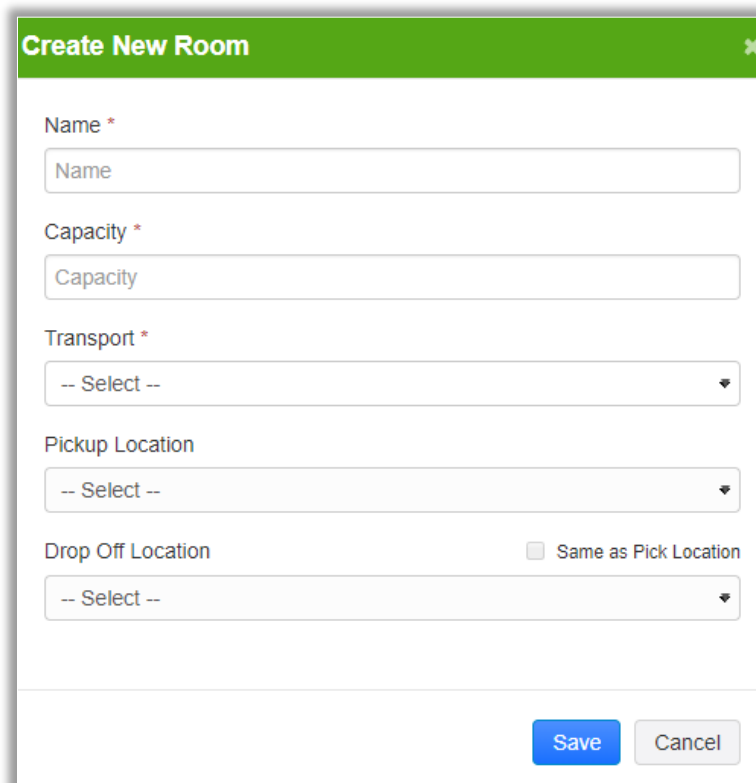
Rooms and Programs are located within the **Child Care** menu:
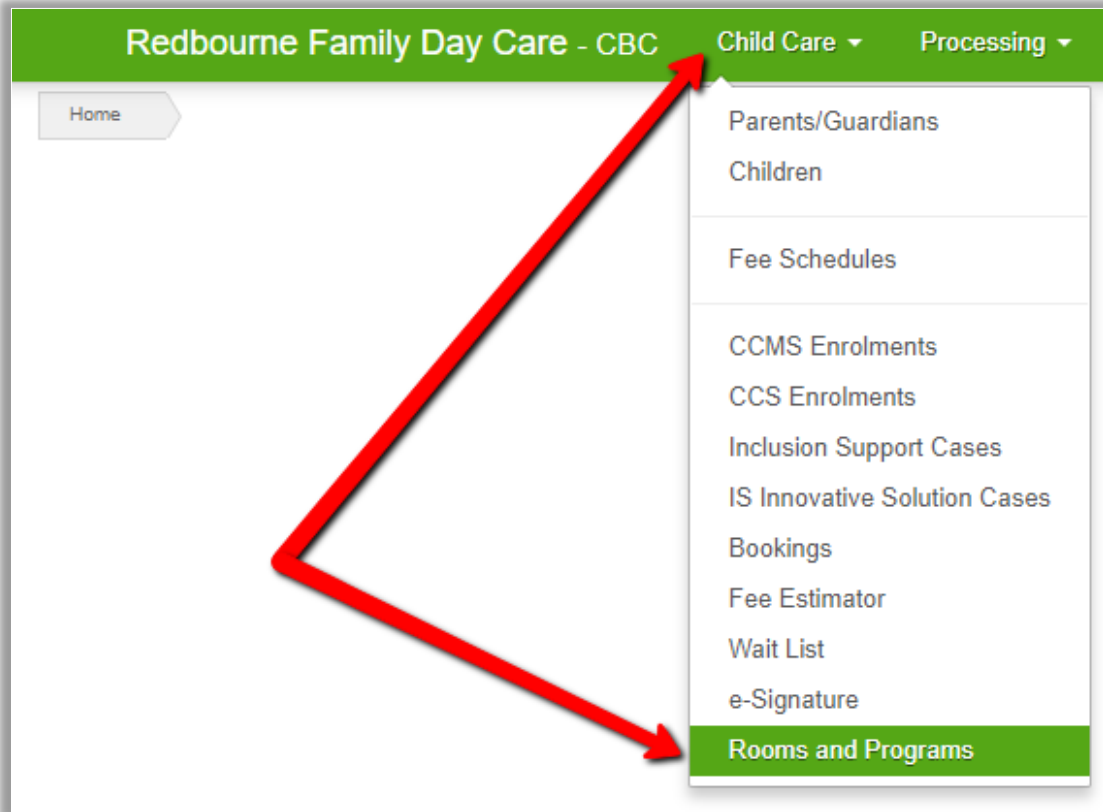
This will open the Rooms and Programs window:

CREATE ROOMS

Detailed

To begin creating a new room, click the **+Create New Room** button and the following window will appear:

Give the room a **name** and enter the room's **capacity**.

Select a **transport type**. If no transport facility is available, select **No Transport**. Otherwise, select whether transport is Pick Up or Drop Off only, or both.

If you have enabled transport, you may now select a transport location from the dropdown menu:

Detailed cont.

Once you have entered all the relevant details for the Room, click the **Save** button.

You will be redirected back to the Rooms tab where your new room will display in the list:
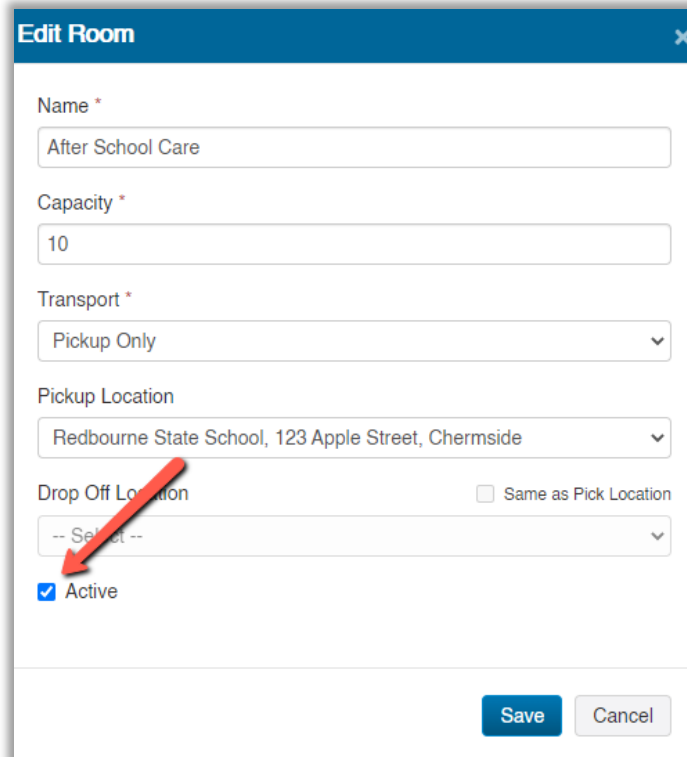
You may inactivate a room however, It is important to note that a room may only be inactivated if no programs or bookings are currently attached.

Detailed cont.

To inactivate a room, edit the applicable room and uncheck the **active** box:
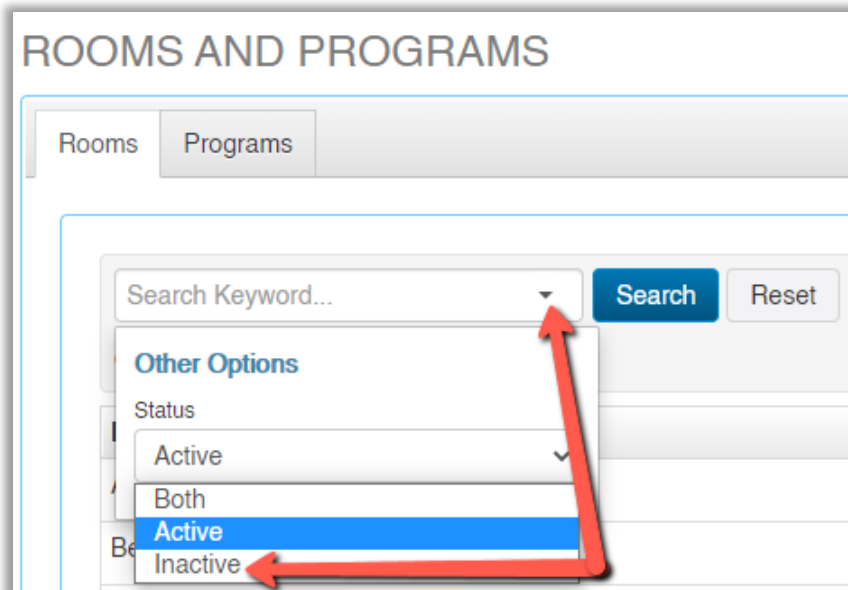
To filter inactive rooms, click the search dropdown menu and select Inactive:
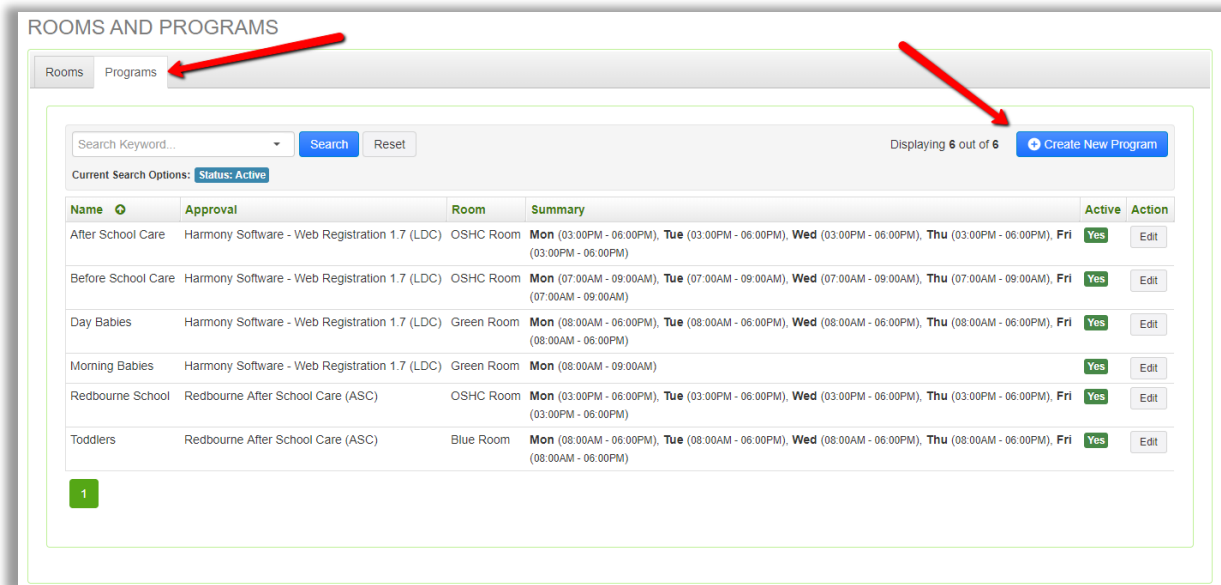

Once you click the **Search** button, only inactive rooms will appear in the list.

CREATE PROGRAM

Detailed

To create a new program, open the **Programs** tab and click the **+Create New Program** button:

The following window will then open:

Give the program a **name** and select an **age group** from the drop down menu.

Detailed cont.

Next, select the **approval**, **default fee schedule** and **room** for the program.

The final step is to enter the program hours within the **Schedule**. When entering the hours in, you may enter the times manually by clicking into the boxes and typing the times in. When entering the times manually, you will need to enter an 'a' for 'AM' and a 'p' for 'PM' followed by the tab key. This will format the times correctly. E.g. 8a followed by the tab key will become 8:00AM.

Alternatively, you may click into the time box and click the down arrow key (↓) on your keyboard. This will open the time selector:
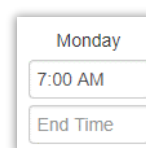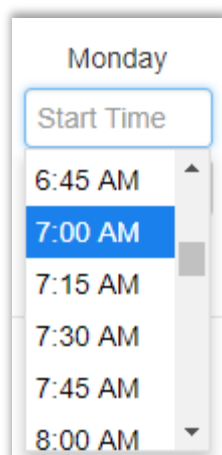
Select a time from the list and it will display in the box:

Once all relevant details for your program have been entered, click the **Save** button. You will be redirected back to the Programs page and your program will display in the list.

In the event that you need to edit the program details, find your program in the list and click the **Edit** button. This will open the program details. Make any applicable changes and click the **Save** button to save your changes.

When a program is no longer in use, it may be inactivated to prevent it from displaying throughout the system unless specifically filtered. It is important to note that a program may only be inactivated if no active bookings are currently attached.

NOTE: If a program has been used on a booking you cannot make it inactive.

ROOMS & PROGRAMS

Troubleshooting

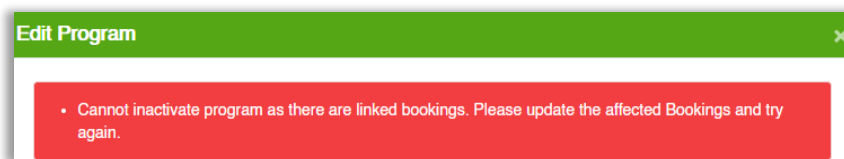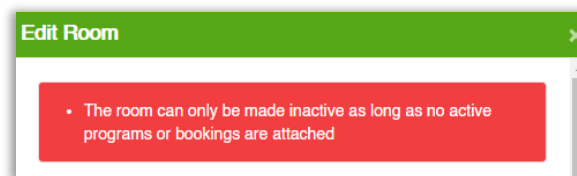**Issue:** My transport locations aren't showing as an option when creating a room.

Resolution: Click on the cog settings – select setup – click on Transport Locations tab and check:

- Has the transport location been created?
- Is the transport location active?

If you can answer yes to both of these questions, please contact the support desk for further investigation.

NOTE: For further information please see the tip sheet called Adding Transport to Bookings and Daily Sessions under the e-Signatures heading.

Issue: I'm no longer using a room/program and so I want to make it in active but it says I can't.

Edit Room ✕

- The room can only be made inactive as long as no active programs or bookings are attached

Edit Program ✕

- Cannot inactivate program as there are linked bookings. Please update the affected Bookings and try again.

Why? If a room or program has been used on a booking. Even if the booking has ended.

There is no resolution to this as even if you end date all bookings there is still history and it still cannot be made inactive.