

ADDING TRANSPORT TO BOOKINGS/DAILY SESSIONS

To mark children on the Bus Roll as 'Picked Up' or 'Dropped Off' you will first need to flag transport on their bookings or daily sessions. You will also need to ensure that your transport locations have been correctly recorded on the booking. This information will then be recorded within daily sessions when you forecast.

Transport may also be added to a daily session, in cases where transport is casual or differs from the usual schedule.

The tipsheet will walk you through:

- Creating Transport Locations
- Adding Transport to a Booking
 - New Bookings
 - Existing Bookings
- Adding Transport to Daily Sessions
- Troubleshooting

Summary

Create Transport Locations

1. Click on the cog settings
2. Select Setup
3. Click on the Transport tab
4. Click on +Create New Location
 - a. Enter Location name
 - b. May also enter street and Area
 - c. Click Save

Summary cont.

Adding Transport to a booking – New Bookings

1. Create new booking
2. Add in default transport settings by:
 - a. Enter Transport Type and select from either Pick up, Drop off or both.
3. Add Sessions and Save

Adding Transport to a booking - Exiting Bookings

1. Navigate to child record
2. Edit Booking
3. Add in default transport settings by:
 - a. Enter Transport Type and select from either Pick up, Drop off or both.
4. Delete each session that requires transport
5. Click on the + box for each session that requires transport
6. Save

NOTE: If you have already forecasted the week, you need to forecast in Daily Sessions again.

Adding Transport to Casual Daily Session

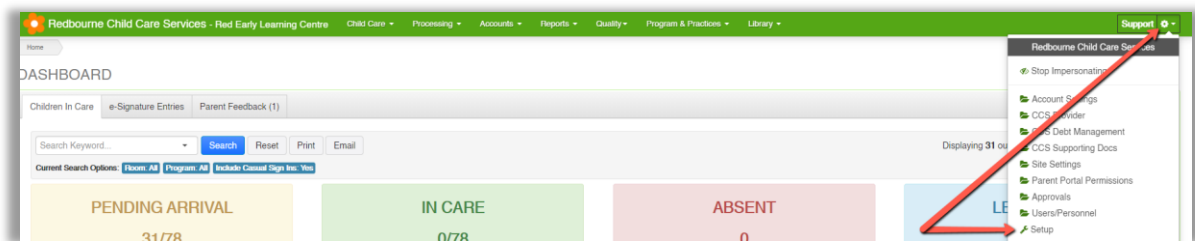
1. Click on Processing, select Daily Sessions
2. Create the session
3. Apply Date, room & child filters
4. On the applicable session, click on the cog button
5. Scroll down to the section labelled Transport
6. Enter Transport Type and select from either Pick up, Drop off or both.
7. Click Save

ADDING TRANSPORT TO BOOKINGS/DAILY SESSIONS

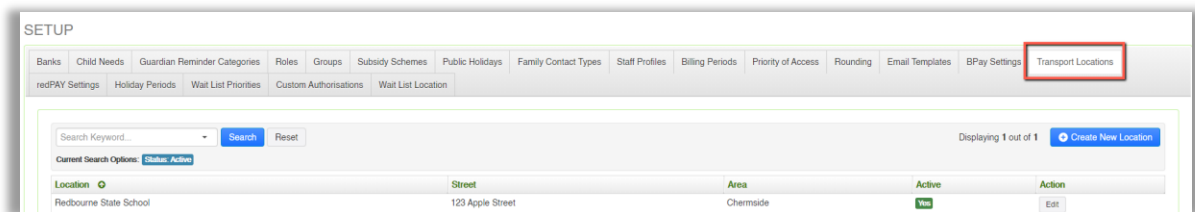
Detailed

Creating Transport Locations

Click on the Cog Settings, select Setup:



Click on the Transport Locations tab and the following window will open:



To create a new location, click the +Create New Location button.

Create New Location

Enter the transport location details to create a new Pick up or Drop Off Location

Location *

Street

Area

Detailed

You may then record the location details and click the **Save** button.

Once saved, the location will display in the table:

Search Keyword... Search Reset Displaying 3 out of 3 Create New Location

Current Search Options: Status: Active

Location	Street	Area	Active	Action
Chermside Primary School	1234 Chermside Street	Chermside West	Yes	Edit
RBA High School	960 Gympie Road	Chermside	Yes	Edit
Redbourne Early Learning Centre	1/671 Gympie Road	Chermside	Yes	Edit

1

Adding Transport to a Booking

For children requiring transport on a regular basis, you may include transport settings on booked sessions.

There are 2 different processes you may take.

1. New Bookings

Apply transport to the booking within the **Default Transport Configuration**.

After School Care Before School Care

Edit Booking Cancel Save

Start Date: 31/08/2020 End Date: Default Program: After School Care Approval Date: 23/09/20 Approved By: Kylie G Template State: Approved Status: Active

Week 1 New

Guardians with No Sessions Delete

Default Transport Configuration

Transport Type: Pickup Only Pick Up Location: Redbourne State School, 12... Drop Off Location: -- Select --

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

+ Add Week

If **no** transport is required, select **No Transport**.

Otherwise, select whether transport is required for **Pick Up** or **Drop Off** only, or both.

Now select a transport location from the dropdown menu

Detailed

Once you have finished applying the required transport to the session, you may add the sessions to the week as needed. Transport will be attached to each of these sessions.

Therefore, when you add the sessions, transport will be selected on each session of care.

2. Existing Bookings

Within the child's booking, you will need to select a session and click the Edit button.

Apply Default Transport Settings to the week:

The screenshot shows a 'Week 1' configuration window. At the top, there's a 'Default Transport Configuration' section with a red border. It contains three dropdown menus: 'Transport Type' set to 'Pickup Only', 'Pick Up Location' set to 'Redbourne State School, 12...', and 'Drop Off Location' set to '-- Select --'. Below this is a table with columns for 'Monday' through 'Sunday'. Each column contains a session card with fields for 'Program', 'Fee Schedule', 'Fee Tier', 'Guardian', 'Start', and 'End'. The 'Start' and 'End' fields are time pickers. At the bottom of each session card is a '+', 'Copy', and 'Edit' button. A '+', 'Copy', and 'Edit' button is also at the bottom of each column. A 'Delete' button is in the top right corner.

If no transport is required, select **No Transport**.

Otherwise, select whether transport is required for **Pick Up** or **Drop Off** only, or both.

Now, to apply the transport per session –

1. Click on the **Delete** button to remove the existing session
2. Click on the **Plus (+)** button to add a new session with transport attached.

NOTE: *If you have already forecasted the week, you need to forecast in Daily Sessions again.*

Detailed

Tuesday

Program
After School Care

Fee Schedule
After School Care

Fee Tier
Standard

Guardian
Gina Henderson

Start
03:00 PM

End
06:00 PM

Delete Copy Edit

+

Follow this same process for each session in the week, then click Save.

The transport may be also added or adjusted by clicking on the Edit button per session:

Friday

Program
After School Care

Fee Schedule
After School Care

Fee Tier
Standard

Guardian
Gina Henderson

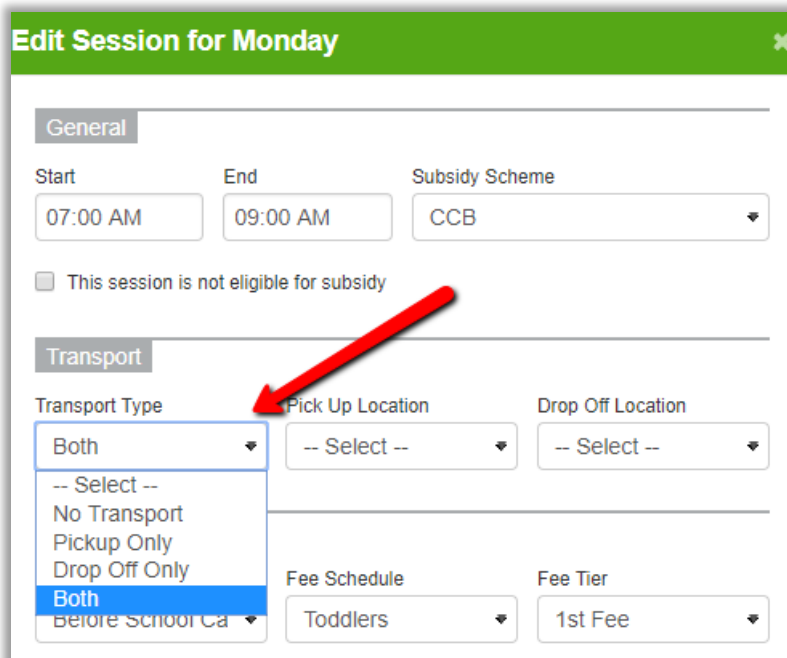
Start
03:00 PM

End
06:00 PM

Delete Copy Edit

Detailed

Under the Transport heading via the dropdown menus:



Edit Session for Monday

General

Start: 07:00 AM End: 09:00 AM Subsidy Scheme: CCB

This session is not eligible for subsidy

Transport

Transport Type: **Both** (dropdown menu open showing: -- Select --, No Transport, Pickup Only, Drop Off Only, Both, Before School Ca)

Pick Up Location: -- Select -- Drop Off Location: -- Select --

Fee Schedule: Toddlers Fee Tier: 1st Fee

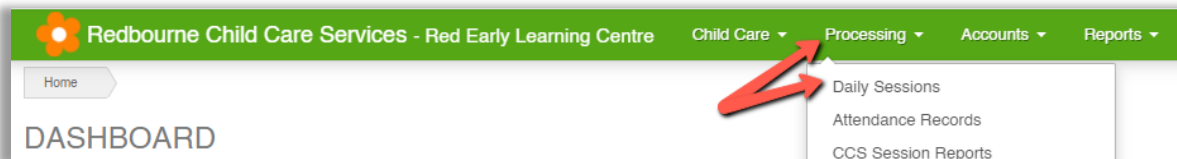
Once you have finished applying the required transport to the session, you will need to click the **Save** button and complete this process for any other sessions requiring transport. Once you have finished, make sure you save the booking.

Adding Transport to a Daily Session

A child's required transport will automatically load onto daily sessions from the child's booking when forecasted.

However, transport may also be added to a daily session, in cases where transport is casual or differs from the usual schedule.

To add/update transport details on daily sessions, you will need to navigate to Daily Sessions by clicking on the **Processing** menu and selecting **Daily Sessions**:



Redbourne Child Care Services - Red Early Learning Centre

Child Care **Processing** Accounts Reports

Home

DASHBOARD

Daily Sessions
Attendance Records
CCS Session Reports

Detailed

Apply your filters, select the session, and click the Cog button:

DAILY SESSIONS

Attendance Date: This Week | By Room: All Rooms | By Program: | By Child: --Start Typing-- | By Approval: | By Status: All

e-Signatures: | By Error: | Bulk Absent | Bulk Cancel

Child	Service	Day	Date	Start Time	End Time	Absent	Casual	Fees	Submitted	
Aly Hart(Mitchell)	LDC	Tuesday	16/02/2021	6:00 AM	6:00 PM	No	No	\$150.00	No	Absent Cancel
Aly Hart(Mitchell)	LDC	Thursday	18/02/2021	6:00 AM	6:00 PM	No	No	\$150.00	No	Absent Cancel
Aly Hart(Mitchell)	LDC	Friday	19/02/2021	6:00 AM	6:00 PM	No	No	\$150.00	No	Absent Cancel
Angus Gillies(Hannah)	LDC	Monday	15/02/2021	6:00 AM	6:00 PM	No	No	\$150.00	No	Absent Cancel
Angus Gillies(Hannah)	LDC	Tuesday	16/02/2021	6:00 AM	6:00 PM	No	No	\$150.00	No	Absent Cancel
Angus Gillies(Hannah)	LDC	Wednesday	17/02/2021	6:00 AM	6:00 PM	No	No	\$150.00	No	Absent Cancel

This will open the session editor window:

Session Editor

Child: Amelia Jeffries **Guardian:** Helen Jeffries

Approval: 190016364C (LongDayCare) **Enrolment ID:** E8000081408 **TimeSheet ID:** 71926

Session Details

General

Date Of Session: 07/02/2019 Start Time: 8:00 AM End Time: 6:00 PM Subsidy Scheme: CCB

Attendance: Attend This session is not eligible for subsidy

Preschool Transport

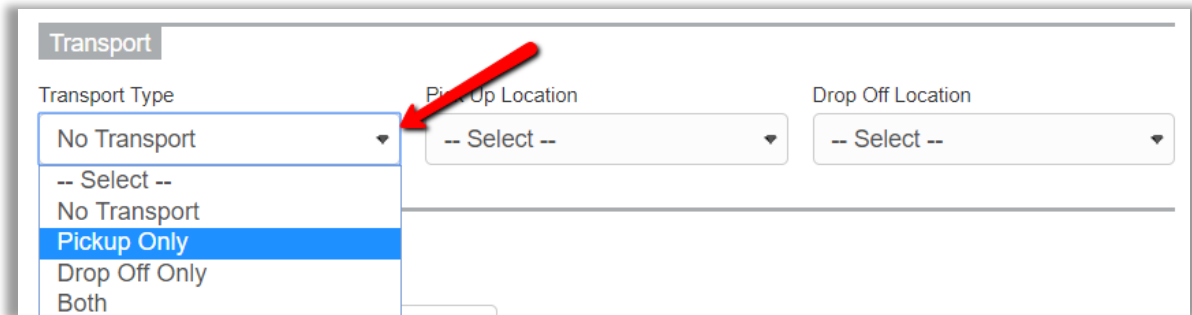
Transport

Transport Type: No Transport Pick Up Location: -- Select -- Drop Off Location: -- Select --

If no transport is required, select **No Transport**.

Otherwise, select whether transport is required for Pick Up or Drop Off only, or both:

Detailed



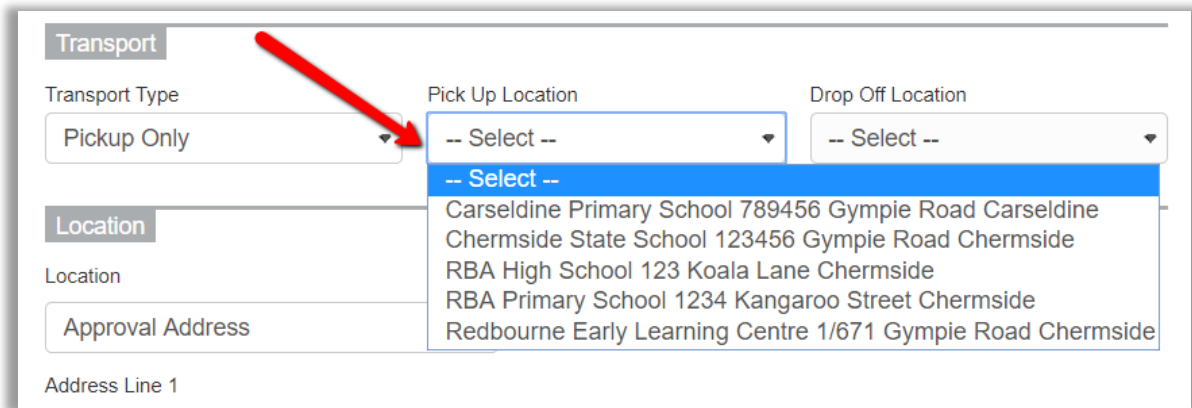
Transport

Transport Type: No Transport, -- Select --, Pickup Only, Drop Off Only, Both

Pick Up Location: -- Select --

Drop Off Location: -- Select --

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



Transport

Transport Type: Pickup Only

Pick Up Location: -- Select --, Carseldine Primary School 789456 Gympie Road Carseldine, Chermside State School 123456 Gympie Road Chermside, RBA High School 123 Koala Lane Chermside, RBA Primary School 1234 Kangaroo Street Chermside, Redbourne Early Learning Centre 1/671 Gympie Road Chermside

Drop Off Location: -- Select --

Location

Location: Approval Address

Address Line 1

Remember to click the **Save** button to apply any changes you have made.

ADDING TRANSPORT TO BOOKINGS/DAILY SESSIONS

Troubleshooting

Issue: A child isn't showing on the bus roll.

Why? In order to appear on the bus roll, a child must have transport applied to the current day.

Resolution: Here are some things you can check:

If this is an ongoing transport session:

1. Check your bookings.
 - a. Click on childcare, select bookings
 - b. Find the child and click edit
 - c. Edit the session and check for transport here.
2. If your booking is correct, check the Daily Sessions.
 - a. Click on processing menu, select daily sessions
 - b. Apply your filters and navigate to the session and click on the cog button
 - c. Check the transport data
 - d. If no transport data is here this means that the transport was added to the booking AFTER you forecasted. Therefore to pull through the updated information from the booking you need to forecast again.

NOTE: For further instructions on how to forecast please see the tip sheet called [Daily Sessions](#)

If the care/transport is for a non-booked session, a casual session will need to be created via daily sessions and travel will need to be applied. For further instructions on this process see above step labelled: [Adding Transport to a Daily Session](#).