

WAITING LIST



If you are lucky enough to have a waiting list SuperFox can help manage your enquiries.

[Go > Home > Family Details > Waiting List >](#)

Enquiry			
Last Name	First Name	Next Contact	Start Date
Robin	Robbie	26 Oct 2012	03 Dec 2012
Salmon	Sally	14 Dec 2012	05 Feb 2013
Seal	Sammy	08 Jan 2013	15 Apr 2013

Child Details First name: Sally Last name: Salmon Date of birth: 27 August 2010 <input checked="" type="checkbox"/> Male		Initial contact: 15 August 2012 Latest contact: 15 September 2012 Next contact: 14 December 2012 Start date: 05 February 2013
Adult Details Title: Mr First name: Simon Last name: Salmon Phone (day): 01234 890123 Phone (night): 01234 567890 Phone (mobile): 0777 0987654 Email address: salmon@superfox.org		Address Line 1: 24 Seaview Cottages Line 2: Foxholes Town: Anytown County: Northumberland Postcode: AA1 9FF
Provisional Classes Initial Class: Twos <input checked="" type="checkbox"/> Move to: 3-Plus 27 August 2013		
Enquiry notes Sally's dad, Simon is going back to sea for the winter. He needs to find a place before December as mum needs a hand with the small fry. Last time he spoke to Nina who promised to update him about spare places on the next call about mid-October.		

The information stored is:

- Basic details about the child
- Contact details for the enquiring adult
- Provisional initial class and next class (room) - used for capacity planning.
- Ongoing notes about the enquiry
- Dates of initial, most recent contact, next promised contact and a provisional start date.

The buttons on the form are:

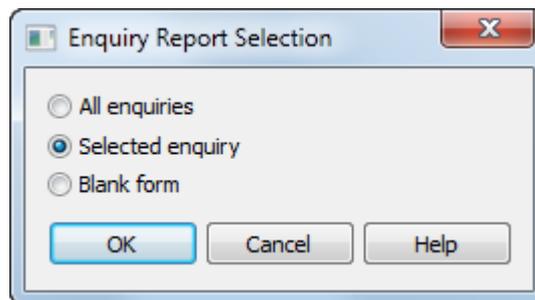
- | | |
|-------------------------|--|
| Add Enquiry | Adds a new enquiry |
| Delete Enquiry | Deletes an enquiry |
| Duplicate | Duplicates an enquiry – useful for entering siblings |
| View | A detailed report of the enquiries |
| Summary | A brief overview of the enquiries |
| Enrol In Systems | Transfer to main database |

View Button – Enquiry Report

The 'View' button produces an attractive enquiry record that can be printed and kept handy for the next time the person calls you, and can be taken to meetings.

You can choose to print:

- A report containing all enquiries
- Just the currently selected enquiry.
- A blank form to note down the details of new enquiries.



In the example below we selected Sally Salmon's enquiry.

Enquiry Form

Kidspace



Sally Salmon

Report date: 21 June 2012

Contact Dates

Initial Contact:	15 May 2013	
Latest Contact:	15 September 2013	<input style="width: 100%;" type="text"/>
Next Contact:	15 October 2013	<input style="width: 100%;" type="text"/>
Start Date:	5 November 2013	<input style="width: 100%;" type="text"/>

Child Details

Name: Sally Salmon
 Date of Birth: 27 August 2010
 Gender: Male

Adult Details

Name: Mr Simon Salmon
 Address: 24 Seaview Cottages
 Foxholes
 Anytown
 Northumberland
 AA1 9FF
 Telephone (day): 01234 890123
 Telephone (night): 01234 567890
 Telephone (mobile): 0777 0987654
 email: salmon@superfox.org.uk

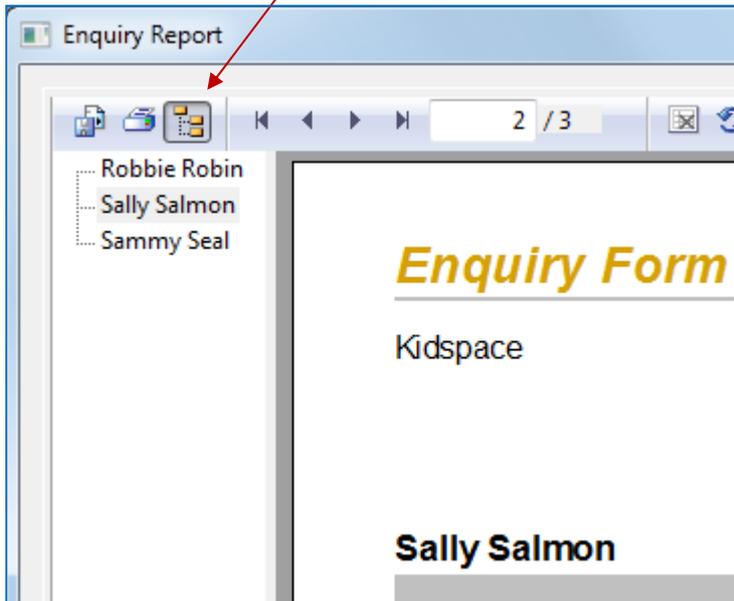
Enquiry Notes

Sally's dad, Simon is going back to sea for the winter. He needs to find a place before December as mum needs a hand with the small fry.

Last time he spoke to Nina who promised to update him about spare places on the next call about mid-October.

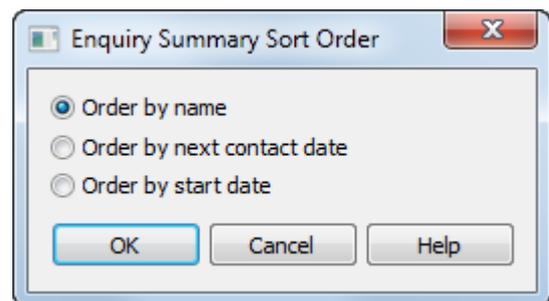
The report that is generated contains a lot of white space and boxes suitable for jotting down enquiry notes and updating the contact date. This is ideal for use in an interview or in a telephone conversation as it allows plenty of room for note taking.

If you have chosen to produce the Enquiry Form report for all enquiries, remember that you can click the gold tree button to quickly navigate to the individual forms.



Summary Button – Summary Report

The 'Summary' button produces a concise report of all the children on the waiting list ordered by age, start date or initial contact date.



Waiting List Summary

Kidspace

SORTED BY CHILDS SURNAME Report date: 21 June 2012

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Robbie Robin	DOB: 06 Aug 2010 Start: 03 Dec 2013	Contacts - Initial: 07 Jun 2013 Latest: 26 Sep 2013 Next: 26 Oct 2013
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Enquiry from: Miss Rose Robin

Notes: Miss Robin spoke to Ruth on her initial call.

She is specifically looking for a place for Robbie from November for 12 months on Mondays, Tuesdays and Wednesdays.

Robbie is an outgoing child who sometimes like to sing and build nests.

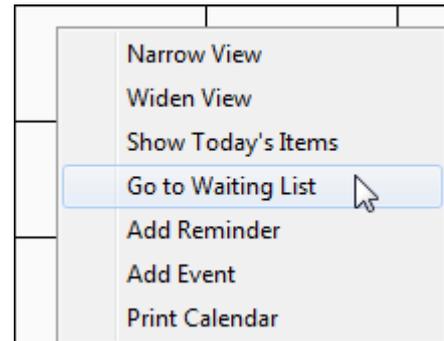
Sally Salmon	DOB: 27 Aug 2010	Contacts - Initial: 15 May 2013
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Waiting List Dates in the Setting Diary

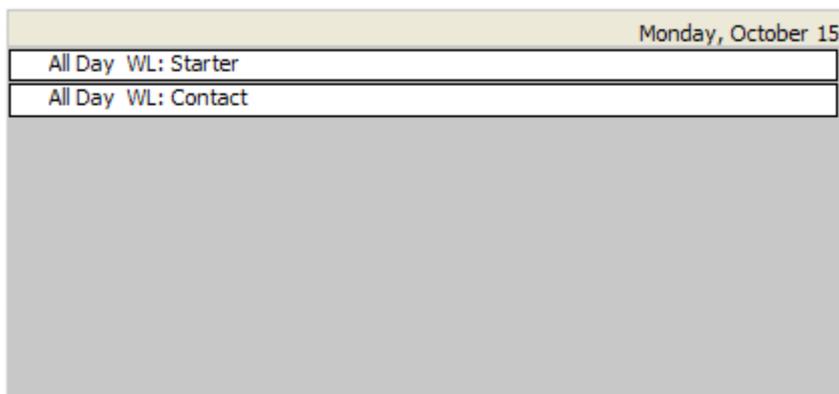
Being able to see the waiting list 'next contact' dates and 'start' dates quickly can sometimes be useful. These key dates will also appear in the Setting Diary:

Go > Home > Day Planner > Setting Diary >

To see the waiting list items tick the 'Waiting List' box on the calendar sidebar. Right clicking on the calendar will allow you to jump to the waiting list form.



In the weekly calendar view the waiting list details will be displayed for each day as shown below:



When A Child Starts At The Setting

You can optionally enrol them to the main database as:

- The entire adult + child family.
- The child into an existing family.
- The child just into the list of children
- The adult just into the list of adults

** IMPORTANT **

You can choose to remove or leave the waiting list details on enrolment, but it is strongly recommended that you remove the waiting list details.



Tip. To avoid confusion remove the Waiting List Entry if you wish to make and save bookings.

If a Child Does Not Start

If the child does not eventually register with the setting their record should be deleted as we have no legitimate need to hold their information.

End