

# **Daycare Providers Directory Database**

## **Users Guide**

**Version 1.0  
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# Daycare Providers Database System Users Guide

## Introduction

The Daycare Providers Database is an initiative to provide the public with accurate and timely information about child care resources within Nova Scotia. The primary information source that assists support staff is the daycare providers database/website. It contains daycare details, contact information, programs offered, and events information.

The contents of this database are supported and maintained its members. The goal is to provide this information at no cost as a Program to the public.

The database is delivered to its members via the Internet as a part of the Institute for Human Programs Education website ([www.inst-hse.ca](http://www.inst-hse.ca)). Access can be found on the main site page or can be directly accessed at [www.inst-hsa.ca/daycares](http://www.inst-hsa.ca/daycares).

The website provides administrators, members, and the public with the ability to search and update the database. It also provides the system administrator the ability to control access and security components of the database.

**This document serves as a users guide for the system administrator, and contains detailed information that could be considered security exposure risks is made available to unintended audiences. While portions of this document are included on the website as part of an online help component, this document as a whole should be kept in confidence.**

It should also be noted that the Daycare Providers database is in a preliminary design stage, and as such, the contents of this guide are subject to change as the system is expanded or revised.

## General Design Information

The database functions as a web application, with all components running from a web server. The database is an MS-Access database, and the application is based on active server pages running on a Windows NT-2000 server using Internet Information Programs (IIS) 5.x. Pages utilize generic HTML code and JavaScript to deliver all required functionality.

## Database Design

The database component of the application is a Microsoft Access database. The database contains all the core data tables and a number of predefined queries to optimize search and display functionality.

Website/application security is maintained through a members table. This table is accessed when a user logs in, and session security variables are established at

that time. Access to different components of the web application is controlled by these security settings.

The data files are shown in Figure 2. The database is designed to support two main datasets – **Daycares** and **Events**. Daycares also contain **Programs** (none or more). There are also a number of related lookup tables.

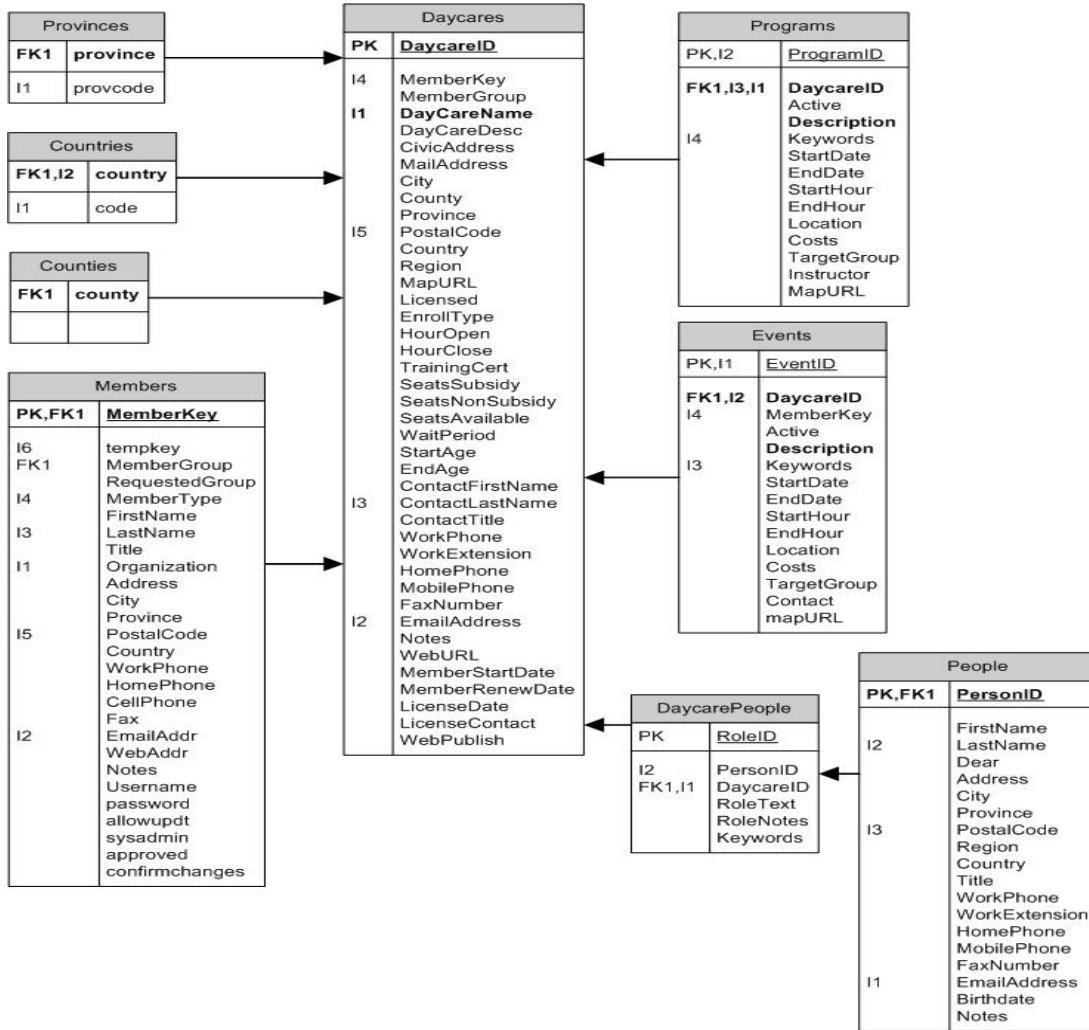


Figure 1 General Data Model

The primary table in the database is **Daycares**. Each record in this table represents a single Daycare. Daycares can be linked to any number of **Programs** using application options. Programs are also used as a data source for searching, providing a member with the ability to identify available programs (and the associated daycare).

The Events table is a secondary table that contains information about any type of Event (special program, meeting, camp, etc.) Events can contain a link to a daycare but this is not mandatory.

The database also relies on a 'data ownership' concept, where all Daycare records are 'owned' by a group. Groups are identified in a member account, and a group may contain 1 or more members. All members of a group are able to update Daycares under their ownership (and all Daycares that they add are automatically owned by them). All non-members of the group to which a Daycare is linked can only view that Daycare data.

## Major Features

**Nova Scotia Child Care Provider Registry - Colchester/East Hants**

Username

Password

Become a Member

**Welcome**

The Child Care Provider Registry is a part of a provincial initiative to provide the public with child care facility information and related events promotion.

The database contains daycare general information, offered programs, and events/workshops relating the the child care industry.

 Start a Search

**Latest Events**

Here is a list of Events in our region that relate to child and family care. Be sure to check here often for the what's new...

Date	Location	Description
2002-02-12		Office Opens for Business 
2002-01-11		No events are available at this time 

[Visit the Institute for Human Services Education](#)

Website Design by LandBASE Software

Figure 2 – Main Page

## Sign-In Access

The main page of the website displays basic information, a public search option, and a most recent events list. Under the current release the 'Search' option for non-members is disabled. This is to be added at a future date if it is decided there is valid Daycare information to expose to public access

The left menu section of the web page is contains a Member Sign In section that also includes a 'Join Now' option.

If a member logs in successfully, the menu options change to reflect their security levels.

Username

Password

Become a Member

Figure 3 – Member Sign In

## Search Options

The application currently supports 4 search options:

- by free text within selected data items and other misc. options
- by Daycare name selection from a List
- by Program type selection from a List
- a Full Daycares Listing

## Update Options

Members, based on their security level, and group ownership of Daycares, are permitted to add/edit/delete Daycares, add/edit/delete Programs, and add/edit/delete links between Daycare and Programs.

## Membership Administration

A member with system administration privileges can also maintain the Members information (add/edit/delete/approve) and all other lookup tables.

Non members are only permitted to 'Join Now', an option that lets them apply for membership, with their acceptance being done by the System Administrator

## Data Export

The application supports an excel data format export of any search result. When a member chooses this option, a generic 'Save as' dialog window lets them name and save this file at any location on their local system.

## Do-It-Yourself Data

With members able to add/edit/delete their own Daycares information once access is established, the Daycare database becomes a 'do-it-yourself' model for data maintenance. This minimizes the system administration roles while empowering members to control their own contributions to the database.

## Detailed Instructions

The following section contains detailed instructions on each of the options available in the application. This same information is available under the online help (with the exception of the sidebar sign in and menu options sections)

*Note: the context of the remaining content will change from "the member" to "you" in order to better describe processes and steps)*

***Important Note: All members have a 'confirm updates' flag included in their member information. This flag determines what happens when any updates are saved.***

***When this flag is checked, extra 'confirmation pages are displayed to inform you of changes being saved, or in the case of deletions, and extra confirmation page is displayed.***

**When this flag is not checked, updates occur automatically. IF THIS FLAG IS NOT CHECKED FOR YOU, BE SURE THAT YOU WANT TO DELETE INFORMATION BEFORE CLICKING ON ANY DELETE OPTIONS!**

## On Line Help

The application uses context sensitive help to aid you with carrying out functions. If a section has applicable help, you will see the following bar across the top.

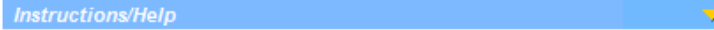


Figure 4 – On Line Help Option

When you click on the yellow arrow, the help instructions are 'rolled out' over the current page as shown below. When you are done reading the instructions, click on the yellow arrow again to 'roll up' the help and redisplay the page.

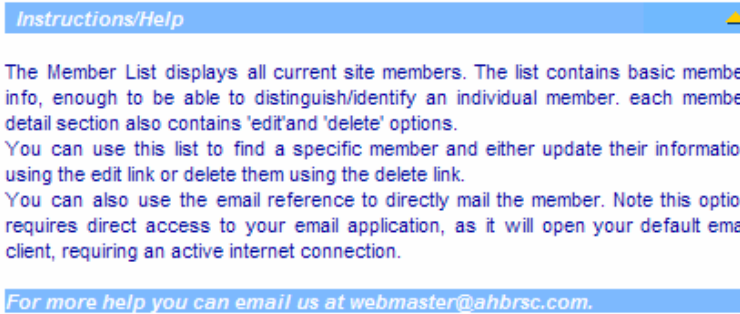
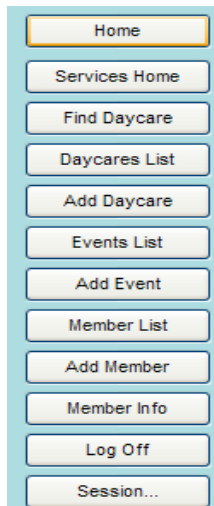


Figure 5 – On-line Help Displayed

## Member Options



Once you successfully sign in, you are presented with a set of buttons on the sidebar (figure 6) that provides access to all available options.

Note this selection of buttons will vary, depending on whether you have system administration privileges and the level of security/update privileges you have as a member. The figure shown includes system administration option.

General members will only see: Find Daycare, Add Daycare, Programs List, Member Info, and Logout options.

The following is a brief description of each option:

*Find Daycare* – search and list, with options to update a retrieved Daycare

Figure 6 – Member Options

*Daycares List* – a list of all daycares that allows you to select a daycare to view, add, edit, delete

*Add Daycare* – a form to add a new Daycare to the database

*Events List* – a list of all Events that allows you to select an event to view, add, edit, delete

*Add Event* – a form to add a new Event to the database

*Member List* – a list of all members; lets the administrator update members

*Add Member* – a form to add a new member, used by administrator

*Member Info* – form to allow you to update your personal member info

*Member Logout* – signs you out, resetting all security based options

*Session* – an administrator option to assist in debugging any website problems

## Member List

As a system administrator, you have the ability to add/edit/delete members from the database. When you click on the 'Member List' option in the sidebar, the list shown in Figure 7 is displayed.

**Members List**

[Instructions/Help](#)

<b>Member Key</b> 6	<b>Organization</b> AHBRSC
<b>First Name</b> Mary	<b>City</b>
<b>Last Name</b> Kenny	<b>Email</b>
<a href="#">Edit</a>	<a href="#">Delete</a>
<hr/>	
<b>Member Key</b> 21	<b>Organization</b> LandBASE
<b>First Name</b> Andy	<b>City</b>
<b>Last Name</b> Kenny	<b>Email</b> <a href="mailto:kennyaj@gov.ns.ca">kennyaj@gov.ns.ca</a>
<a href="#">Edit</a>	<a href="#">Delete</a>
<hr/>	
<b>Member Key</b> 20	<b>Organization</b> testcompany
<b>First Name</b> test	<b>City</b>
<b>Last Name</b> test	<b>Email</b> <a href="mailto:test@test.ca">test@test.ca</a>
<a href="#">Edit</a>	<a href="#">Delete</a>

Records 1 to 3 of 3

Figure 7 – Members List

## Join Up as a Member

New members can 'self-enroll' by using the 'Join Now' button on the main sidebar menu. Figure 8 shows the Member Addition form.

All items on the form with red titles are required, and as an applicant, you will not be able to exit this page until all the mandatory fields are completed.

There are 3 checkboxes displayed at the bottom of the form that are only visible to a system administrator – any other person does not see these boxes. If a system administrator is adding a new member, they can use these check boxes

to set security levels for the user when adding the member. If you are joining as new member, using the 'Join Now' option, the system administrator must locate your pending membership record (from the member list), and edit your member info to set these values. **A member will not gain member privileges until this is done.** The minimum access level that permits a member to search is 'approval'. The 'allow update' setting permits the member to start to maintain their own set of Daycares. The 'system admin' setting gives the member full database access.

**Member Addition**  
 \* Items with RED titles are Required

MemberType:

FirstName:

LastName:

Title:

Organization:

Address:

City:

Province:

PostalCode:

Country:

WorkPhone:

HomePhone:

CellPhone:

Fax Number:

Email Address:

Web Address:

Notes:

Username:

Password:

Verify Password:

Preferred Group:   
If you would like to become a 'shared group' member, please specify the existing member/group that you want to join. Shared group members maintain shared entries that any member can add/edit/delete.

Allowupdt:

Sysadmin:

Membership Approved:

**Figure 8 – Member Enrollment Form**

Once a member addition is completed, the same member information is opened in the Member Update page.

### Update Member / Member Info

This form is almost identical to the Member Enrollment form. It is accessed either

- As the next step after an initial Member Enrollment is completed
- A member clicks on the 'Member Info' button on the sidebar menu
- A person with proper authority clicks on the 'edit' shown option with each member on the Member List page.

As previously mentioned, a system administrator will see additional fields to control/set the group that a member is assigned to and security options.

Member Group controls 'ownership' of Daycare records, with members who are assigned to the same group having equal authority to update Daycare data that contains their group as an identifier. There are currently no built in tools to track/maintain groups – this is a manual process. **IT IS ESSENTIAL THAT GROUPS GET PROPERLY AND UNIQUELY ASSIGNED in order the maintain data integrity/security.**

## Member Delete

Members are deleted the same way as Daycares – you use the Members List to locate the member, then click on the ‘delete’ link. Basic member information is displayed on a delete confirmation page (figure 9) so you can be sure that you have selected the proper member.

Member Deletion		MemberKey: 24
FirstName:	Fred	
LastName:	Nittney	
Title:		
Organization:	landbase	
Address:		
City:		
Province:	NS	
Username:	fred	

Figure 9 – Member Deletion

## Find Daycare

Selecting this option presents you with the Search Options form. Daycare records can be retrieved using any of the displayed methods

The top of the page displays quick links to each of the 4 options, since depending on your screen resolution, all may not be visible without scrolling down the page.

The only search option that requires any explanation is the Advanced Search option. This method allows you to enter full or part words and then further specify what data items to search for these words. Note that the displayed checkboxes are the only data items on which a word search can be done (eg. you cannot word search by email address).

[Search](#)

[Advanced Search](#)   [Select a Program](#)   [Select a Daycare](#)   [All Daycares](#)

**Option 1 - Daycare Advanced Search**  
Enter the words that you want to search for. Separate words with a space.

Choose the items to search for the entered words.  
 Daycare    Contact    Location    Programs

Select other optional conditions.  
 Open Seats   Accepted Ages:   Licensed  UnLicensed  Both  
 Membership Renewal Date less than  days away  

---

**Option 2 - Select a Daycare**  
Select a Daycare to view entries for.  
  

---

**Option 3 - Select a Program**  
Select a Program to view entries for.  
  

---

**Option 4 - View ALL Daycares**  
This may be slow based on current database size!  

Figure 10 – Search Options

The other checkbox and value boxes allow you further define searches by checking boxes or entering values. Once all preferences/values are entered, click on the Search button to search the database for matches.

Regardless of the method used, if matches are found, you are presented with a search results list. This list displays general information on each Daycare that matched your search request.

The page has 3 main areas:

**Option Buttons**

For this page, the options are to export the list to an Excel format file, or to perform a new search

**List of Search Results**

The list contains detailed information for each matching Daycare in order that you can identify a Daycare for updating. The Daycare name is a link to a page displaying Daycare details. If you are permitted to update the Daycare, it is bolded text. If you are not, it is normal text. Remember this is determined by whether this Daycare is assigned to your member group.

**Search Results**

Click on an Employer Name to View more Details or Edit

[Instructions/Help](#) [View](#) ▼

Daycare:	<a href="#">Child Club Inc</a>		
MailAddr:	Main St Charlottetown PEI		
Location:		County:	
Contact:	Andy Kenny	893-6178	Title:
E-Mail:	kennyaj@ns.sympatico.ca	Website:	

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Daycare:	<a href="#">Childcare Resource Registry-Colchester/East Hants</a>		
MailAddr:	Suite 1, 60 Lorne Street Truro NS		
Location:	60 Lorne St	County:	Colchester
Contact:	Fred Nitney	899-0000	Title:
E-Mail:	fred@email.com	Website:	

Records 1 to 2 of 2

**Figure 11 – Search Results List**

**List Navigation Options and Status**

The bottom portion of the page displays a total count for matched Daycare records, and counts to denote the current group of records being viewed. If more than 10 records are found, there will be options to move forward and backwards, either by 10 records at a time, or to move to the start or the end of the list.

You can use this page to move through the list until you find the Daycare you want to update. To display the update page for any Daycare, click on the Daycare name.

## Update Daycare

The Daycare Update page contains button options and three distinct areas of Daycare information. The first section is Daycare detailed information as shown below.

**DayCare Update** \* RED Items are Required

**Daycare Detailed Information**


<b>Daycare:</b>	<input type="text" value="Child Club Inc"/> <input checked="" type="checkbox"/> Web
	<input type="button" value="Publish"/>
<b>Description:</b>	<input type="text"/>
<b>Civic Address:</b>	<input type="text"/>
<b>Mail Address:</b>	<input type="text" value="parkdale Street"/>
<b>City:</b>	<input type="text" value="Charlottetown"/>
<b>Province:</b>	<input type="text" value="PEI"/>
<b>Postal Code:</b>	<input type="text"/>
<b>County:</b>	<input type="text"/>
<b>Country:</b>	<input type="text" value="Canada"/>
<b>Region:</b>	<input type="text"/>
<b>Map Site:</b>	<input type="text" value="http://www.mapblast.com/myblastd/mapResults.d"/> 
<b>Notes:</b>	<input type="text"/>

Figure 12 – Daycare Detailed Information

**You must click on the ‘Update’ button to save any changes you make on this page. Doing so leaves you on this page, but writes the changes to the database.**

Most of the displayed fields are obvious in content. Note that each daycare can contain both a mail address and a physical (civic) address, since in some cases these can be different.

The Map Site field is designed to hold a web URL that will link to another website and display a locator map for the daycare. It is recommended that you fill this field using these steps:

- 1) Find the daycare to update and go to the update screen
- 2) Open another Windows Explorer session
- 3) Go to a ‘map’ website ( [www.mapblast.com](http://www.mapblast.com) or [www.mapquest.com](http://www.mapquest.com) )
- 4) Use the tools at the website to locate a map and the desired scale/view
- 5) Copy the url address from the ‘Address’ box of Windows Explorer, and then paste this value in the map site field.
- 6) Save the record

After you have saved the update, you should be able to click on the 'map' button next to this field to open another window displaying the map.

The 'web publish' checkbox denotes if this daycare will be included in public access searches. If this is not checked, the daycare will not appear in any search result.

The next section, shown in Figure 13, contains Operation information.

<b>Operations Information</b>			
<b>Join Date</b>	Month: <input type="text" value="1"/>	Day: <input type="text" value="24"/>	Year: <input type="text" value="2003"/>
<b>Renew Date</b>	Month: <input type="text" value="2"/>	Day: <input type="text" value="1"/>	Year: <input type="text" value="2003"/>
	<input checked="" type="checkbox"/> Licensed		
<b>License Date</b>	Month: <input type="text"/>	Day: <input type="text"/>	Year: <input type="text"/>
<b>License Contact</b>	<input type="text"/>		
<b>Certifications</b>	<input type="text"/>		
<b>Enroll Type</b>	<input type="text"/>		
<b>Subsidy Seats</b>	<input type="text" value="0"/>	<b>NonSubs. Seats</b>	<input type="text" value="0"/>
<b>Seats Avail.</b>	<input type="text" value="0"/>	<b>Wait Period</b>	<input type="text"/>
<b>Open Hour</b>	<input type="text"/>	<b>Close Hour</b>	<input type="text"/>
<b>Start Age</b>	<input type="text" value="5"/>	<b>End Age</b>	<input type="text" value="16"/>

**Figure 13 – Daycare Operations information**

The next section contains contact information, as shown in figure 14.

<b>Contact Information</b>	
<b>First Name:</b>	<input type="text" value="Andy"/>
<b>Last Name :</b>	<input type="text" value="Kenny"/>
<b>Contact Title :</b>	<input type="text"/>
<b>Work Phone:</b>	<input type="text" value="893-6178"/>
<b>Home Phone:</b>	<input type="text"/>
<b>Cell Phone:</b>	<input type="text"/>
<b>Fax Number:</b>	<input type="text"/>
<b>Email Address:</b>	<input type="text" value="kennyaj@ns.sympatico.ca"/>
<b>Web Address:</b>	<input type="text"/>

**Figure 14 – Daycare Contact Information**

The final section contains a list of all Programs linked to a Daycare (figure 15). This section can be used to maintain all Daycare-Programs links. Next to each listed Program are two buttons. Clicking on the 'pencil' will open a Daycare

Programs update page. The 'x' button is used to remove a Program from a Daycare.

You can also add a new Program to a Daycare by entering a program description and program keywords, and then clicking the 'Add Program' button. This will link (add) the selected Program to the Daycare and then display the Daycare Programs update page where you can complete the update of the new Program. Note that the keywords field is used to enter any number of words that you feel relate to this program and that someone may enter when searching (e.g. Child, daycare, youth, camp, full-time, etc.)

**Daycare Programs**

Use the Edit or Delete buttons to make changes to linked Services. Active?

		After School Childcare	<input checked="" type="checkbox"/>
		Summer Camp	<input type="checkbox"/>

**Add New Program**

Description

Keywords

Figure 15 – Daycare Programs

## Daycare Programs Update

If you select a Program to edit, or add a new Program, the page shown in Figure 16 is displayed. This page allows you to update link information relating to this Daycare-Program link.

**DayCare Program Update** \* RED Items are Required

**Detailed Program Information**

Active Program?

**Description:**

**Location:**

**Target Group :**

**Instructor:**

**Costs:**

**Start Date** Month:  Day:  Year:

**End Date** Month:  Day:  Year:

**Open Hour**  **Close Hour**

**Map Site:**

**Keywords:**

\* keywords are used in free text searches to find matching programs

Figure 16 – Daycare Programs Update

Daycare Programs can be in one of two states 'active' or 'inactive'. Programs also contain a location, start and stop dates, target audience info, instructor name/info, costs that can provide more details about a program. Note that a cost is required – if there is no cost, enter 'free' or 'no charge'.

You must click on the 'Update' button to save any changes you make on this page. Doing so leaves you on this page, but writes the changes to the database.

You can also delete a Program link from this page using the 'delete' button (this same option is available on the Daycare Update page next to each Program in the Programs list).

The 'Back to...' button is used to exit this page and return to the Daycare Update page.

### **Add Daycare**

You can add a new Daycare by clicking on the 'Add Daycare' button shown on the sidebar menu. Doing so will add a new daycare to the database and then display this new daycare in the Daycare Update form for completion of data entry. Note that the initial daycare name for any new addition is 'New Daycare', and this should be the first value changed.

Enter all the Daycare information and click on the 'Update' form button to finish saving the new Daycare to the database. *Until you click on this button, no updates to the database occur.* There are a number of mandatory data items, and they are denoted as such by the red text. If you try to add before completing any of these items, a message is displayed and you are returned to that field.

Once the addition is made successfully, you can continue with updating this daycare in the same manner as all other daycares.

Note that 'group ownership' for any Daycare you add becomes *your* member group, and only members of your group (except the system administrator) can make any changes to this Daycare. You never see this grouping value, but as previously mentioned, this member group controls access privileges for all members.

### **Delete Daycare**

Daycares that are to be deleted are selected the same way as updates – a search is done, the results list is displayed, and you click on the Daycare name to open an Update/Delete form.

Clicking on the 'Delete' button will delete the displayed Daycare. If the member 'change confirmation' flag is set, a confirmation dialog will be displayed prior to actual deletions. If this flag is not set, the deletion is immediate. In both cases, you are returned to the last search result page.

If a Daycare still has any Programs linked to them, they will also be deleted

## **Member Logout**

The member logout button located on the sidebar is used as a security option when you are done interacting with the website/database. Clicking this option returns you to the main page of the website and clears all user/security related settings for your current browser session.

While it is not mandatory to log out, failing to do so may leave the database open to undesired access by another person. The safest method to avoid this from happening is to exit the browser (Explorer or Netscape) when you are done, as this clears all settings.

## **Session...**

This button located on the sidebar is only visible to system administrators. Its purpose is to assist the technical support of the website by exposing the values of a number of critical session variables created and used by the application. There should normally be no need to access this option unless requested by your support staff.