

# Adminware™ for ISP — Homestay Family

---

## Introduction

The Homestay Family module is used to record detailed information about each home an international student is residing or may reside at (i.e. prospects).

In order to assign a home to a student (on the Student screen), the home must first exist in the homestay module.

---

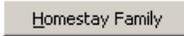
### Index

Introduction . . . . .	1
Procedure . . . . .	2
Buttons . . . . .	3
Jump/find . . . . .	4
Fields . . . . .	5
Family . . . . .	9
Interests/amenities . . . . .	9
Notes/checks/pets . . . . .	10
Nearest schools/bus . . . . .	10
ISP students . . . . .	11
Payments . . . . .	11
Inspections . . . . .	12
Track changes . . . . .	12
Report . . . . .	13

---

Adding a new agent to *Adminware™* is straightforward:

① open the Homestay module. This can be either from the Main Switchboard or via the Toolbar.

\* Homestay module button from Main Switchboard: 

\* Homestay icon on Toolbar: 

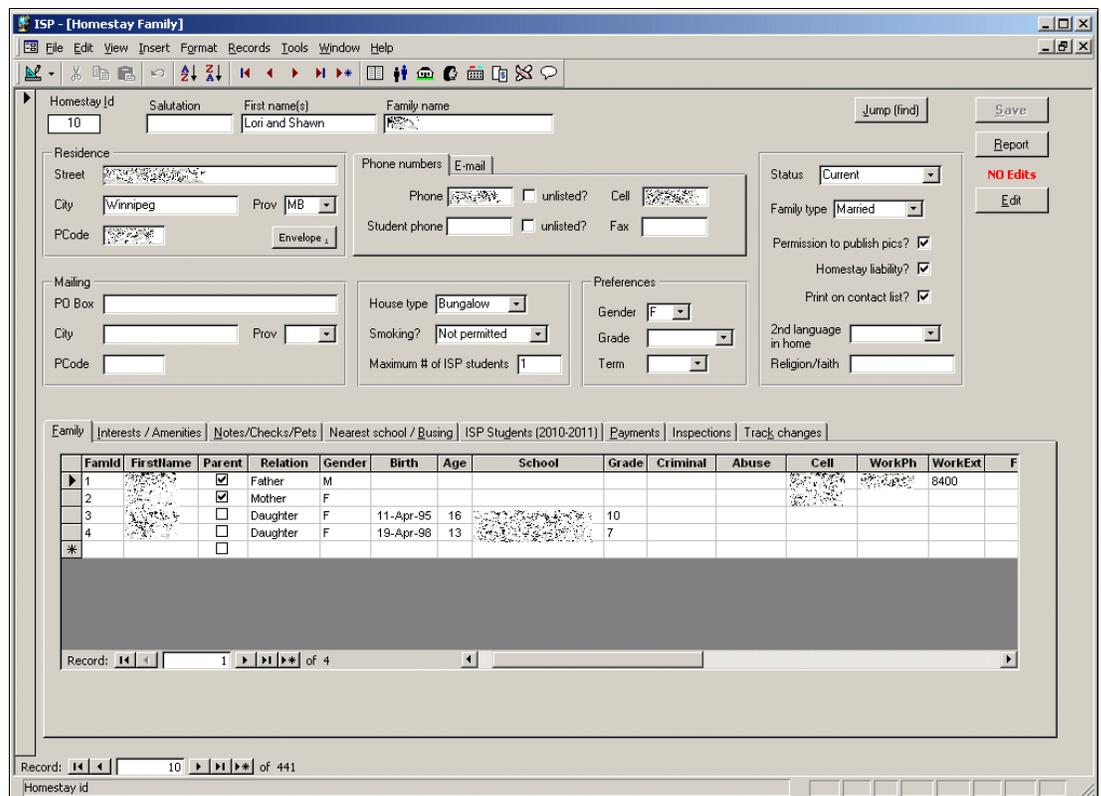
② add a new record. There are three options:

\* click the New record button at the bottom left of the screen: 

\* click the New record icon on the Toolbar: 

\* select **Insert | New Record** from the pull-down menu.

③ fill in the appropriate data in the desired fields. See page 5 for a list of fields and relevant data.



**Figure 5**  
Homestay Family screen

The list of students shown in the Student list on the bottom part of the screen is based on the current school year only and is based on “up-to-the-minute” data. It cannot be modified on this screen; you must move to the student module to add or edit this information.

Double-clicking on the **StdId** field will move you to the selected entry in the student module.

---

## Buttons

The various buttons found on the Homestay Family form.



The **Save** button becomes “enabled” when the current entry has being modified. That is, as soon as a change is made to any of the specific Homestay fields, the Save button will enable and be clickable.

Clicking the Save button will Save any changes.

If you move from one homestay entry to another, the data is automatically saved, regardless of whether you have clicked the Save button.



The **Report** button will open the Homestay Family Report form. See page 13 for full details.

Any data for the current homestay is automatically saved when the Report button is selected.



When you first open the Homestay Family module, the default setting for making changes to the data is “No editing”, for safety purposes. That is, you must click the Edit button in order to make modifications to the current entry.

Once the Edit button has been clicked, the Editing mode remains ‘on’ until you stop editing.

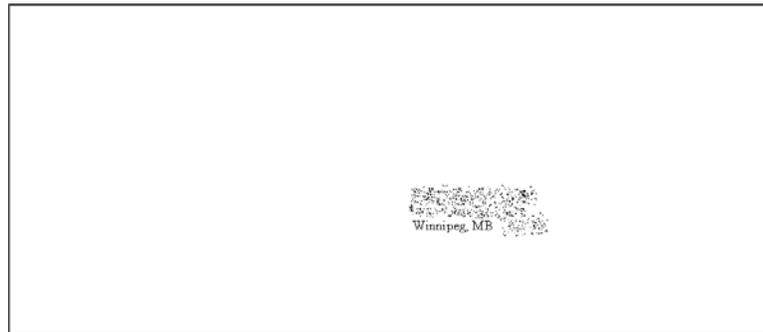


When adding a new homestay record, this button has no effect.



The **Envelope** button is used to generate a standard size 10 envelope for the current home.

This will preview the address on the screen.

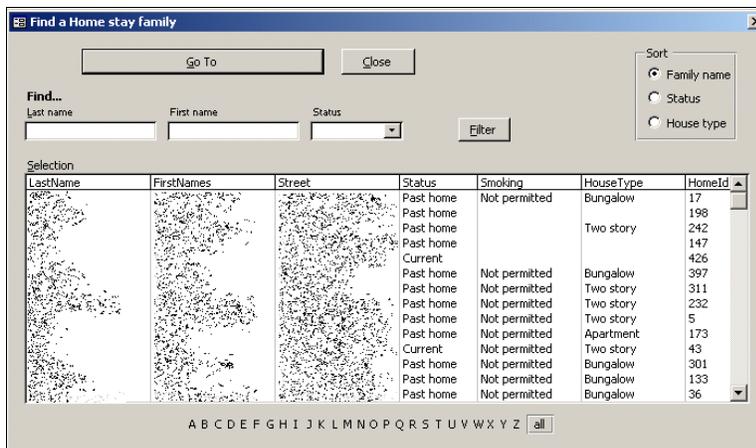


# Jump/Find

Jump (find)

In order to modify a specific homestay's data, the homestay must be displayed on the screen.

Use the **Jump (find)** button to select and move to the desired home.



Click on the home to select it, then press the **Go To ...** button to move to the selected home.

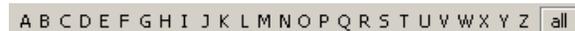


*Filter:*



Enter sample data that you wish to find in either the **Last name, First name or Status** criteria fields and **Filter**. A selected list of homes matching the criteria will be displayed.

*Company name filter:*



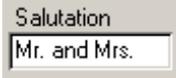
Click on the first letter of the last name you wish to find along the bottom of the dialog box. Only those homes starting with the selected letter will be displayed.

## Homestay Fields

The fields are listed in the order they appear as you **Tab** through the screen.

Homestay Id The Homestay Id is automatically assigned by *Adminware*<sup>TM</sup>, in numerical sequential order. This number cannot be modified. 

This number is used by *Adminware* to relate data from the various other tables.

Salutation A mailing salutation for this individual, couple or family. 

First name(s) Enter the first name(s) for the parent(s) of this home. 

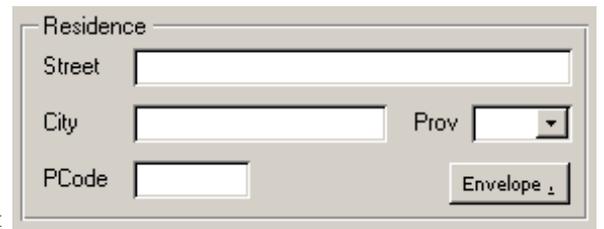
Family name Enter the last name of this family. 

### *Residence*

Street Enter the street address for this family.

City Enter the city for this family.

Prov This is a user-defined field that displays a list of allowable values in a drop-down list. You are limited to selecting an item from this list.



The screenshot shows a form titled "Residence" with the following fields: "Street" (text input), "City" (text input), "Prov" (dropdown menu), and "PCCode" (text input). There is also an "Envelope" button with a small arrow icon.

If you require a new province/state that is not showing in the current list of allowable values, you will need to *add* a new province/state to the list via the Look-up Tables module.

PCode The postal code for this address.

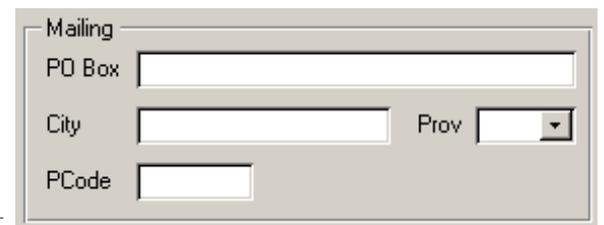
Lowercase letters are converted to uppercase when you leave the field. In addition, if exactly 6 characters are entered, a space is automatically inserted into the middle.

### *Mailing*

Street Enter the mailing address for this family.

City Enter the city for this family.

Prov This is a user-defined field that displays a list of allowable values in a drop-down list. You are limited to selecting an item from this list.



The screenshot shows a form titled "Mailing" with the following fields: "PD Box" (text input), "City" (text input), "Prov" (dropdown menu), and "PCCode" (text input). There is also an "Envelope" button with a small arrow icon.

If you require a new province/state that is not showing in the current list of allowable values, you will need to *add* a new province/state to the list via the Look-up Tables module.

PCode The postal code for this mailing address.

Lowercase letters are converted to uppercase when you leave the field. In addition, if exactly 6 characters are entered, a space is automatically inserted into the middle.

### **Phone numbers**

Four different phone numbers can be recorded on the Phone numbers tab control:

- \* primary home phone
- \* a student phone line, if available in the home
- \* primary cell phone for family
- \* fax for family

In addition, individual phone numbers for each family member can be recorded via the **Family** tab control.

Phone The *primary* phone number for this family.

If exactly 7 digits are entered into the phone number, a dash will automatically be inserted when you leave the field.

The screenshot shows a tabbed interface with two tabs: 'Phone numbers' (selected) and 'E-mail'. Below the tabs are four input fields arranged in two rows. The first row contains 'Phone' and 'Cell', each with a text input box and a checkbox labeled 'unlisted?'. The second row contains 'Student phone' and 'Fax', each with a text input box and a checkbox labeled 'unlisted?'.

unlisted? If the family would prefer this number not be released on specific reports, check off the unlisted? field.

Student phone If a separate phone line has been installed into the room that will be occupied by the international student, enter this 'student' phone number.

If exactly 7 digits are entered into the phone number, a dash will automatically be inserted when you leave the field.

unlisted? If the family would prefer this number not be released on specific reports, check off the unlisted? field.

Cell The *primary* cell number for this family/residence.

If exactly 7 digits are entered into the fax number, a dash will automatically be inserted when you leave the field.

Fax The fax number for this home.

If exactly 7 digits are entered into the fax number, a dash will automatically be inserted when you leave the field.

### **E-mails**

Two primary family e-mail addresses can be recorded on the E-mail tab control:

In addition, individual e-mail addresses for each family member can be recorded via the **Family** tab control.

Email The general contact e-mail address for this home.

As you exit this field, a check is made to ensure the validity of the information that was entered. For example, every e-mail address must have the @ symbol.



Email (2) A second e-mail address for this home.

### ***Basic house info***

House type What type of building is this particular house?

This is a user-defined field that displays a list of allowable values in a drop-down list. You are limited to selecting an item from this list.

If you require a new entry that is not showing in the current list of allowable values, you will need to *add* a new house type to the list via the Look-up Tables module.



Smoking? Is this home smoke free?

This is a user-defined field that displays a list of allowable values in a drop-down list. You are limited to selecting an item from this list.

If you require a new entry that is not showing in the current list of allowable values, you will need to *add* a new value to the list via the Look-up Tables module.

Max students What is the maximum number of ISP students that this homestay is willing to accept at one time?

### ***Student preferences***

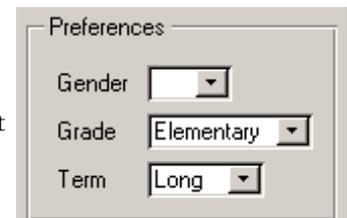
Gender What gender is preferred by this home?

You are limited to selecting an item from the drop-down list provided.

Grade What grade level is preferred by this home?

You are limited to selecting an item from the drop-down list provided.

Term What is the preferred length of stay for an international student at this residence?



**Family status**

Status      What is the current status of this house?

This is a user-defined field that displays a list of allowable values in a drop-down list. You are limited to selecting an item from this list.

If you require a new status that is not showing in the current list of allowable values, you will need to *add* a new status to the list via the Look-up Tables module.

Family type      What type of family lives at this residence?

This is a user-defined field that displays a list of allowable values in a drop-down list. You are limited to selecting an item from this list.

If you require a new type that is not showing in the current list of allowable values, you will need to *add* a new type to the list via the Look-up Tables module.

Publish pics?      Has this residence given permission to have any pictures of their family/residence to published in any of your brochures, advertising, etc.?

Homestay liability?      Has this residence provided their liability insurance documentation to you?

Print on contact list?      Has this residence given permission to have their name, address, phone number, etc. printed on your divisional contact list report?

2nd language      Does this homestay have a second language spoken at their home?

This is a user-defined field that displays a list of allowable values in a drop-down list. You are limited to selecting an item from this list.

If you require a new language that is not showing in the current list of allowable values, you will need to *add* a new language to the list via the Look-up Tables module.

Religion/faith      What religion/faith is there at this residence?

The screenshot shows a configuration window with the following fields and options:

- Status:
- Family type:
- Permission to publish pics?
- Homestay liability?
- Print on contact list?
- 2nd language in home:
- Religion/faith:

## Family

List each individual family member at this residence.

As you add a new entry, you must assign the FamiId. A sequential value is suggested, but you can skip numbers if desired. Each FamiId must be unique for this home.

(You can have an FamiId = 1 for this home and a number 1 for another home, but you cannot have two number 1's for the same home)

Family														
Interests / Amenities														
Notes/Checks/Pets														
Nearest school / Busing														
ISP Students (2010-2011)														
Payments														
Inspections														
Track changes														
FamiId	Firstname	Parent	Relation	Gender	Birth	Age	School	Grade	Criminal	Abuse	Cell	WorkPh	WorkExt	F
1		<input checked="" type="checkbox"/>	Father	M										
2		<input checked="" type="checkbox"/>	Mother	F									229	
3		<input type="checkbox"/>	Daughter	F	18-Oct-91	19	John Taylor Collegiat	10						
4		<input type="checkbox"/>	Daughter	F	25-Apr-96	15	Voyageur Elementary	5						
*		<input type="checkbox"/>												

Record: 1 of 4

**Figure 29**  
Homestay | Family

## Interests/Amenities

Family	
Interests / Amenities	
Notes/Checks/Pets	
Nearest school / Busing	
ISP Students (2010-2011)	
Payments	
Inspections	
Track changes	
<p>Interests</p> <p>The family is busy and active. Ray plays golf. The children swim and attend Sunday School at their church. They like to do many things together as a family; they enjoy skating and tobogganing in the winter.</p> <p>-Allison - on the swim team</p>	<p>Amenities</p> <p># Bedrooms: 3</p> <p># Baths: 2</p> <p><input checked="" type="checkbox"/> Internet access?</p> <p><input checked="" type="checkbox"/> Computer available?</p> <p><input type="checkbox"/> Window size confirmed?</p> <p><input type="checkbox"/> Cottage/cabin?</p>

**Figure 30**  
Homestay | Interests/Amenities

## Notes/Checks/Pets

Family | Interests / Amenities | **Notes/Checks/Pets** | Nearest school / Busing | ISP Students (2010-2011) | Payments | Inspections | Track changes

Notes

- Rob's Child Abuse Check- Jan/01
- Richard Child Abuse Check- Jan/01
- Loris's Child Abuse Check- Jan/01
- All Above Criminal Check Date- Jan/01

Profile Notes

Has pets? Yes

Pets  
Cat

Division vendor# 123456

Date of criminal record check 05-Jan-01

Date of child abuse registry check 08-Jan-01

Added 22-Feb-05 by... BT

**Figure 31**  
Homestay | Notes/Checks/Pets

The **Added/by...** and **Modified/by...** fields in the lower right corner record the date and staff member who made the initial addition of this agency and last modification.

## Nearest School/Busing

Family | Interests / Amenities | Notes/Checks/Pets | **Nearest school / Busing** | ISP Students (2010-2011) | Payments | Inspections | Track changes

Nearest schools

	School name	Travel method	Travel time (minutes)
Elementary	Sansome Elementary School	Walk	20
Middle	Lincoln Middle School	Bus	15
Senior			

**Figure 32**  
Homestay | Nearest school/Busing

## ISP Students

This tab lists the international students staying at this home in the current school year. The data cannot be modified on this screen.

Double-clicking on the **StdId** field will move you to the selected entry in the student module.

StdId	Firstname	Lastname	School	Grade	Gender	AgentId	Company	Status
967			Lincoln Middle School	7	M	18		Past student
987			Westwood Collegiate	11	F	136		Past student

Record: 1 of 2

All students from any year

**Figure 33**  
Homestay | ISP Students

## Payments

This tab lists the payments made by the international student(s) staying at this home from the current year.

Double-clicking on the **StdId** field will move you to the selected entry in the student module.

FeeDate	HomePay	Amount	RefNo	StdId	PtdFlag
01-Sep-10	In-direct			917	
01-Oct-10	In-direct			917	
01-Nov-10	In-direct			917	
01-Dec-10	In-direct			917	
01-Jan-11	In-direct			917	
01-Feb-11	In-direct			917	
01-Mar-11	In-direct			917	
01-Apr-11	In-direct			917	
01-May-11	In-direct			917	
01-Jun-11	In-direct			917	

Division vendor# 39485495

Multiple payments

Payment reports

Record: 1 of 10

**Figure 34**  
Homestay | Payments

## Inspections

ID	Date	Changes	Comments
----	------	---------	----------

Record: 1 of 1

**Figure 35**  
Homestay | Inspections

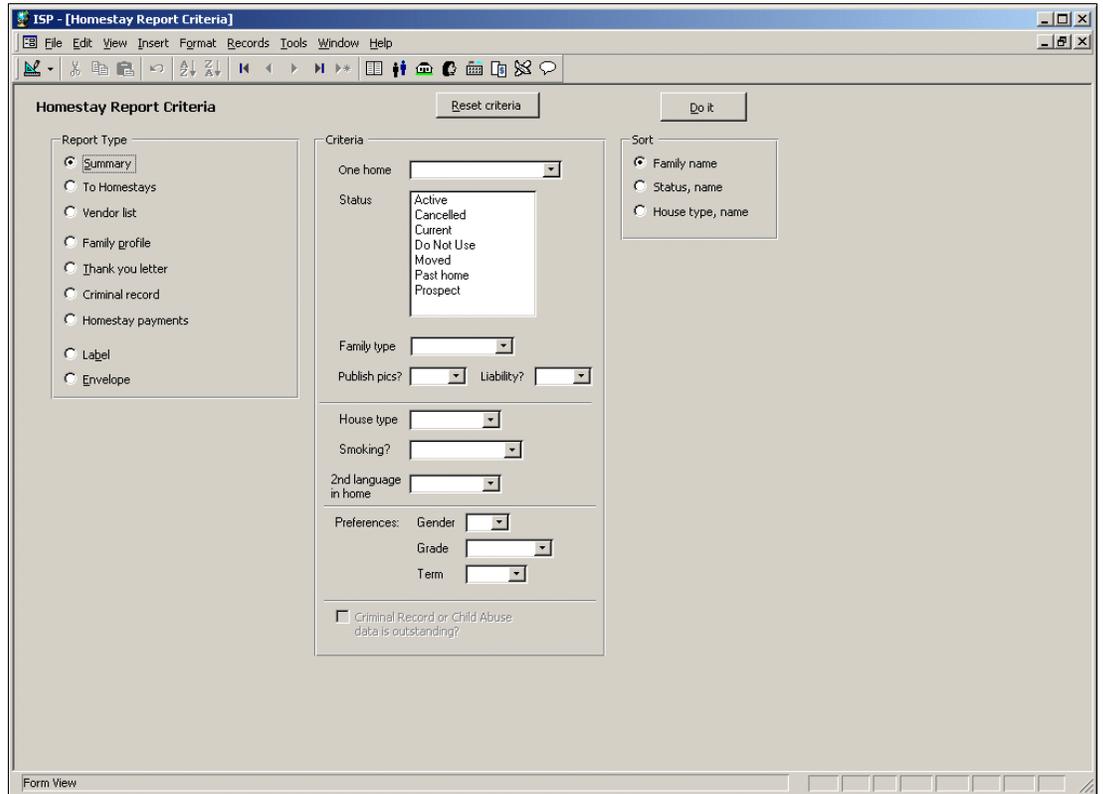
## Track changes

CDate	Reason
04-Apr-08	Emergency move of...

Record: 1 of 1

**Figure 36**  
Homestay | Track changes

All Homestay reports are selected and generated from the Homestay Report module.



**Figure 37**  
Homestay Family report screen