

The Pre School Central Applications Database

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The Preschool Central Applications Database is designed in Microsoft Access 2007 and will run any later version of Microsoft Access. The database should be installed and save in a secure networked environment.

1.0 Opening the Pre School Central Applications Database

To open the database click on the icon on the desktop.

1.1. Displaying open referral only

Once the database opens it will display all the records.

In order to see the **open referrals only** click on the Open Referrals Only button at the bottom of the screen. This hides the referrals that are closed.

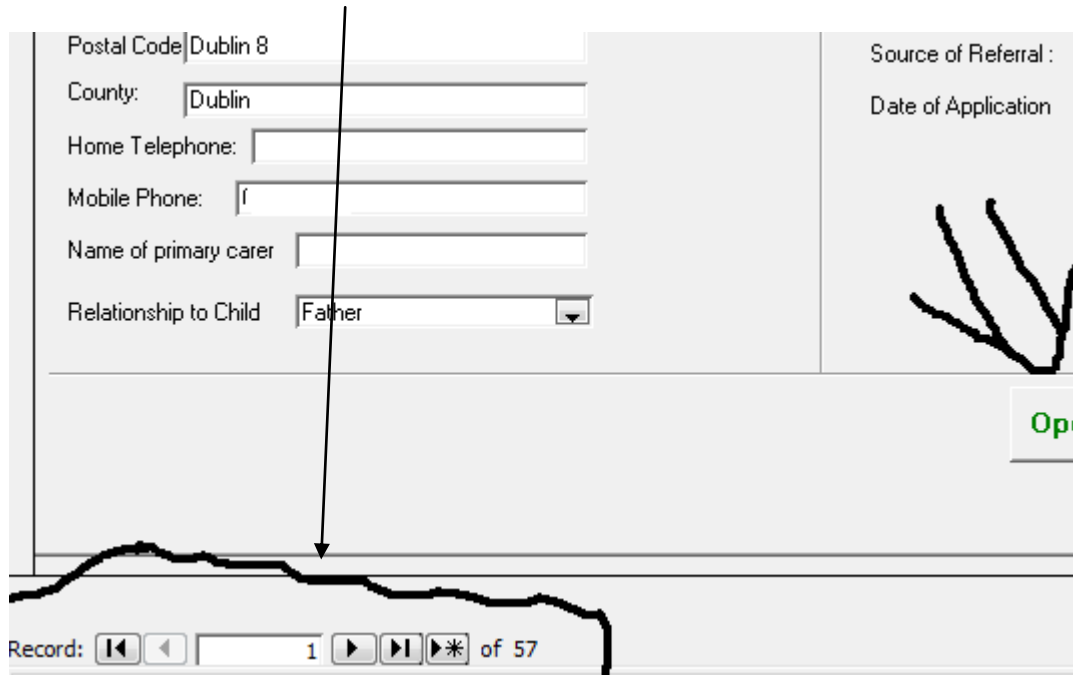
Pre School Central Applications Database

Regional Reference No: 01	Date of Birth of child: 08/10/2008	Date Placed on database: 20/07/2012
Pre School Ref No: Fatima Children day care centre	Age of Child (Years): 5.896	Pre school referred to:
Individual Reference No: 3	Gender:	Date referred to Pre-school:
Consent Given: <input checked="" type="checkbox"/>	Type of place requested:	Offered Place: <input type="checkbox"/>
First Name:	Parttime am: <input type="checkbox"/>	Date offered place:
Last Name:	Parttime pm: <input type="checkbox"/>	Place accepted: Yes <input type="checkbox"/>
Address: Kilmainham	Full day: <input type="checkbox"/>	Type of place accepted:
Postal Code: Dublin 8	Name of Referrer: Barbara Gavagan	Referral Closed: <input checked="" type="checkbox"/>
County: Dublin	Source of Referral: Self	Date Referral closed:
Home Telephone:	Date of Application: 27/01/2012	Reason for closure:
Mobile Phone:		Additional Information:
Name of primary carer:		
Relationship to Child: Father		

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1.2 Moving through the records in the database.


Once the database opens. In the bottom left corner the tool to navigate through the records is displayed.



The screenshot shows a web-based form for data entry. The form is divided into two main sections. The left section contains several input fields: 'Postal Code' (filled with 'Dublin 8'), 'County' (filled with 'Dublin'), 'Home Telephone', 'Mobile Phone', 'Name of primary carer', and 'Relationship to Child' (a dropdown menu currently showing 'Father'). The right section contains 'Source of Referral' and 'Date of Application'. A green 'Open' button is visible on the right side of the form. Below the form is a navigation bar with the text 'Record: 1 of 57'. The navigation bar includes several icons: a double left arrow, a single left arrow, a right arrow, a double right arrow, and a right arrow followed by an asterisk. A black arrow points from the top of the form down to the navigation bar, and a black scribble is present in the bottom left corner of the navigation bar area.

The following icon  moves through the records.

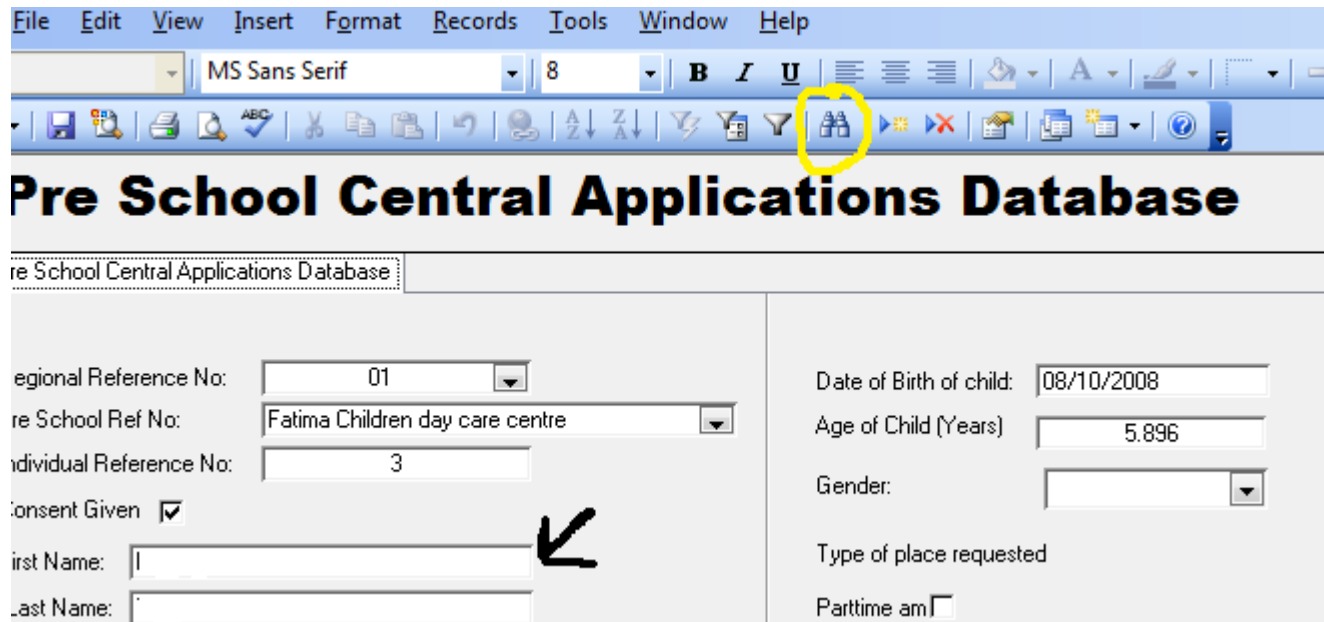
The following icon  moves you to the final record.

To enter a new record click on the following icon  this moves you to a new blank record.

1.3 Searching for specific records

In order to find the record of a specific person you may use the search facility.

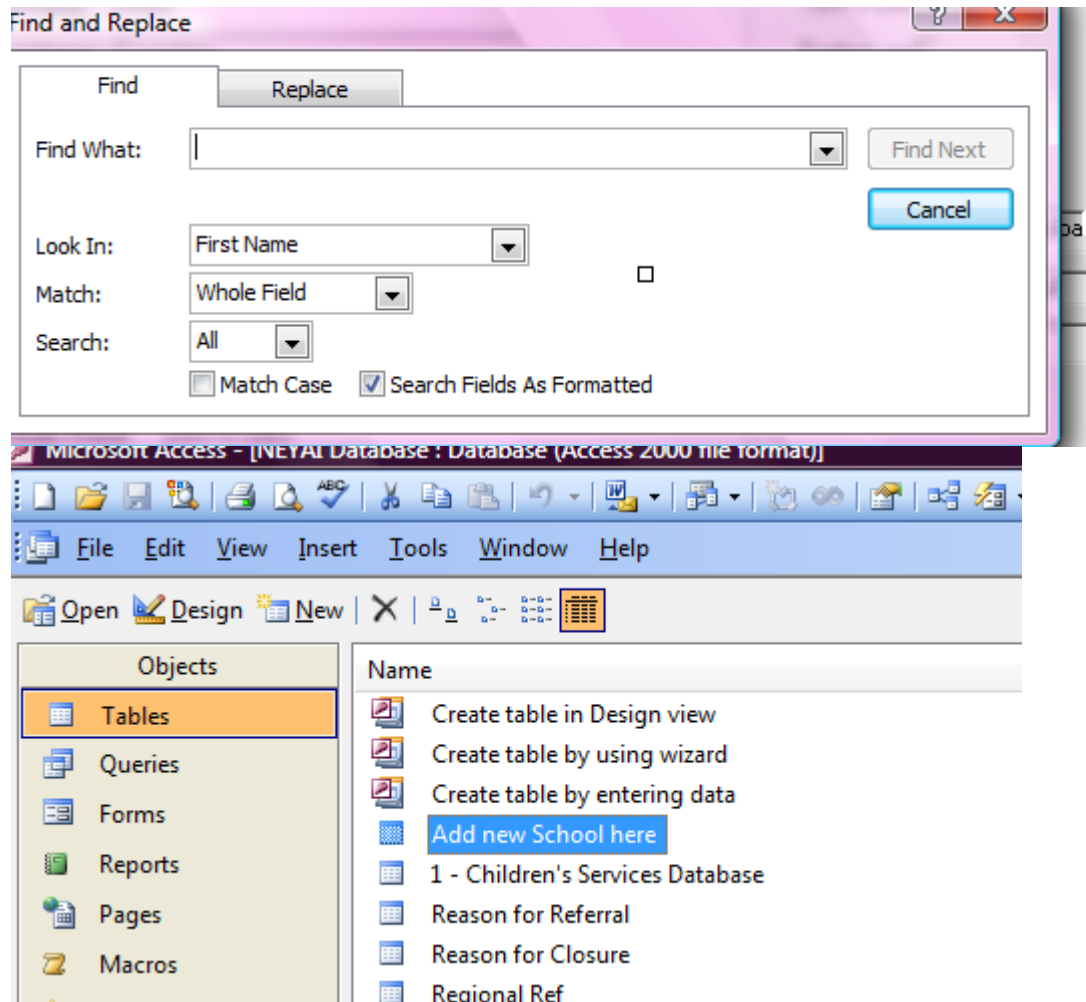
For example if you know the first name of the person you are searching for click in the first name field and then click on the search icon as shown below.



The screenshot shows a web browser window with the title "Pre School Central Applications Database". The browser's address bar shows "re School Central Applications Database". The page contains a search form with the following fields:

Regional Reference No:	01	Date of Birth of child:	08/10/2008
Pre School Ref No:	Fatima Children day care centre	Age of Child (Years):	5.896
Individual Reference No:	3	Gender:	
Consent Given:	<input checked="" type="checkbox"/>	Type of place requested:	
First Name:	<input type="text"/>	Parttime am:	<input type="checkbox"/>
Last Name:	<input type="text"/>		

This will display the search tool.




When entering data the following fields are mandatory.
These means without entering this data you cannot save the record.

1. First Name
2. Last Name

3. Name of the primary carer
4. Date of Birth of child
5. First line of the address
6. Postal Code
7. Date of Application

Postal Code	Dublin 8	Source of Referral :	Self
County:	Dublin	Date of Application	27/01/2012
Home Telephone:			
Mobile Phone:			
Name of primary carer			
Relationship to Child	Father		

[Open Referrals Only](#)

Record:  1 of 57