

Family Record, Child Tab- Program/Room Assignment, Assignment Actions

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You can use the Assignment Actions tab to make changes to existing child/student schedules. From the child record, go to the Program/Room Assignment tab and then select the Assignment Actions tab.

The screenshot displays the 'Program/Room Assignment' interface. At the top, there are tabs for 'Admission/Personal', 'Doctor/Health', 'Program/Room Assignment' (selected), 'Calendar View', and 'More'. Below the tabs, there are input fields for 'Discount' (set to '--'), 'Setup Discount', and 'Special Classroom Note'. A table titled 'Active Classroom Assignments - McTest, Test' shows one assignment: 'BC - After Care Rooms ~ Central Falls' with an effective date of 07/24/2017 and an end date of 07/28/2017. The table includes columns for days of the week (M-F), rate (\$175.00), override, semester (2016 Year), and a 'Create' column. Below the table is a pagination bar showing 'Records from 1 to 1', 'Page 1', and '50 rows per page'. A 'Show All' link is located at the bottom right of the table area. The 'Assignment Actions' tab is selected, showing options: 'Change Classroom', 'Change Rate', 'Change Days Scheduled', 'Change Co-pay', and 'Change Scheduled Hours'. The 'Change Classroom' option is highlighted. Below these options are dropdown menus for 'From Program' and 'To Program', both set to '--', and a 'Start Date' field with a calendar icon. An 'Apply Change' button is present, along with a note: '* The change will only apply to existing assignments that are still available after the start date.' At the bottom right, there are 'Save' and 'Delete' buttons.

If Change Classroom is selected, the system will end date the current Program/Room assignment and create a new one as of the start date that is entered.

Discount: -- Setup Discount Special Classroom Note

Active Classroom Assignments - McTest, Test																
Active	Classroom	Effective Date	End Date	M	T	W	R	F	S	S	Rate	Override	Semester	Create		
			BC - After Care Rooms ~ Central Falls	07/24/2017	07/28/2017						Full Day - Preschool (\$175.00)		2016 Year			07

Records from 1 to 1 Page 1 50 rows per page

Show All

Add New Classroom/Rate Assignment Actions

Change Classroom Change Rate Change Days Scheduled Change Co-pay Change Scheduled Hours

From Program: Central Falls - BC - After Care Rooms

To Program: Lincoln - BC - After Care Rooms

Start Date: 07/27/2017

Apply Change

* The change will only apply to existing assignments that are still available after the start date.

Save Delete

Once Apply Change is selected the screen will refresh, once on the program/room assignment tab old room assignment will be end dated and the new room assignment will display.

Admission/Personal Doctor/Health **Program/Room Assignment** Calendar View More

Discount: -- Setup Discount Special Classroom Note

Active Classroom Assignments - McTest, Test																
Active	Classroom	Effective Date	End Date	M	T	W	R	F	S	S	Rate	Override	Semester	Create		
			BC - After Care Rooms ~ Central Falls	07/24/2017	07/26/2017						Full Day - Preschool (\$175.00)		2016 Year			07
			BC - After Care Rooms ~ Lincoln	07/27/2017	07/28/2017						Full Day - Preschool (\$175.00)		2016 Year			07

Records from 1 to 2 Page 1 50 rows per page

Show All

Change rate will update the assigned rate to a schedule-

Add New Classroom/Rate | **Assignment Actions**

Change Classroom | **Change Rate** | Change Days Scheduled | Change Co-pay | Change Scheduled Hours

From Rate: [Expand Rates](#)

To Rate: [Expand Rates](#)

Start Date:

Apply Change

* The change will only apply to existing assignments that are still available after the start date.

Select Apply Change and navigate back to the program/room assignment page to see the change, the rate has been updated in accordance to the assignment action.

Discount: | Setup Discount: | Special Classroom Note:

Active Classroom Assignments - McTest, Test

Active	Classroom	Effective Date	End Date	M	T	W	R	F	S	S	Rate	Override	Semester	Create
<input checked="" type="checkbox"/>	BC - After Care Rooms - Central Falls	07/24/2017	07/25/2017	<input checked="" type="checkbox"/>			Full Day - Preschool (\$175.00)		2016 Year	07				
<input checked="" type="checkbox"/>	BC - After Care Rooms - Central Falls	07/26/2017	07/26/2017	<input checked="" type="checkbox"/>			School Age - Full Day (\$140.00)		2016 Year	07				
<input checked="" type="checkbox"/>	BC - After Care Rooms - Lincoln	07/27/2017	07/28/2017	<input checked="" type="checkbox"/>			School Age - Full Day (\$140.00)		2016 Year	07				

Records from 1 to 3 | Page 1 | 50 rows per page | [Show All](#)

Change Days Scheduled allows users to change the days a child is scheduled to attend. **Please Note:** if a From Program is not selected, the schedule will be updated in all PRAs with a matching From Schedule

Add New Classroom/Rate
Assignment Actions

Change Classroom
Change Rate
Change Days Scheduled
Change Co-pay
Change Scheduled Hours

From Program

--
▼

* If a Program is not selected, the schedule will be updated in all PRAs with a matching From Schedule.

From Schedule:

Mon
 Tue
 Wed
 Thu
 Fri

To Schedule:

Mon
 Tue
 Wed
 Thu
 Fri

Start Date

--
▼

✔ Apply Change

* The change will only apply to existing assignments that are still available after the start date.

Select Apply Change and navigate back to the program/room assignment page to see the change, the scheduled days have been updated in accordance to the assignment action.

Active Classroom Assignments - McTest, Test														
Active	Classroom	Effective Date	End Date	M	T	W	R	F	S	S	Rate	Override	Semester	Create
	BC - After Care Rooms ~ Central Falls	07/24/2017	07/25/2017	✔	✔	✔	✔	✔			Full Day - Preschool (\$175.00)		2016 Year	07
	BC - After Care Rooms ~ Central Falls	07/26/2017	07/26/2017	✔	✔	✔					School Age - Full Day (\$84.00)		2016 Year	07
	BC - After Care Rooms ~ Lincoln	07/27/2017	07/28/2017	✔	✔	✔					School Age - Full Day (\$84.00)		2016 Year	07

Records from 1 to 3
Page 1
50 rows per page

Change scheduled hours allows users to change the hours a child is scheduled to attend

Active Classroom Assignments - McTest, Test														
Active	Classroom	Effective Date	End Date	M	T	W	R	F	S	S	Rate	Override	Semester	Create
<input checked="" type="checkbox"/>	BC - After Care Rooms - Central Falls	07/24/2017	07/25/2017	<input checked="" type="checkbox"/>			Full Day - Preschool (\$175.00)		2016 Year	07				
<input checked="" type="checkbox"/>	BC - After Care Rooms - Central Falls	07/26/2017	07/26/2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					School Age - Full Day (\$84.00)		2016 Year	07
<input checked="" type="checkbox"/>	BC - After Care Rooms - Lincoln	07/27/2017	07/28/2017	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					School Age - Full Day (\$84.00)		2016 Year	07

Records from 1 to 3 Page 1 50 rows per page

Show All

Add New Classroom/Rate
Assignment Actions

Change Classroom
Change Rate
Change Days Scheduled
Change Co-pay
Change Scheduled Hours

	Expected Arrival	Expected Departure
Monday <input checked="" type="checkbox"/>	7:00 AM	3:00 PM
Tuesday <input checked="" type="checkbox"/>	7:00 AM	3:00 PM
Wednesday <input type="checkbox"/>		
Thursday <input type="checkbox"/>		
Friday <input type="checkbox"/>		

Start Date

Apply Change

* The change will only apply to existing assignments that are still available after the start date.

Select Apply Change and navigate back to the program/room assignment page to see the change, the scheduled hours have been updated in accordance to the assignment action.

Add New Classroom/Rate | **Assignment Actions**

[Change Classroom](#) | [Change Rate](#) | [Change Days Scheduled](#) | [Change Co-pay](#) | **Change Scheduled Hours**

	Expected Arrival	Expected Departure
Monday <input checked="" type="checkbox"/>	7:00 AM	3:00 PM
Tuesday <input checked="" type="checkbox"/>	7:00 AM	3:00 PM
Wednesday <input type="checkbox"/>		
Thursday <input type="checkbox"/>		
Friday <input type="checkbox"/>		

Start Date

Apply Change

* The change only apply to existing assignments that are still available after the start date.

Save | Delete

Change co-pay will update the copay amount for a family if not using template type billing for third parties-

Active Classroom Assignments - McTest, Test																	
	Active	Classroom	Effective Date	End Date	M	T	W	R	F	S	S	Rate	Override	Semester	Create		
			BC - After Care Rooms ~ Central Falls	07/24/2017	07/25/2017							Full Day - Preschool (\$175.00)		2016 Year			07
			BC - After Care Rooms ~ Central Falls	07/26/2017	07/26/2017							School Age - Full Day (\$84.00)		2016 Year			07
			BC - After Care Rooms ~ Lincoln	07/27/2017	07/28/2017							School Age - Full Day (\$84.00)		2016 Year			07

Records from 1 to 3 Page 1 50 rows per page [Show All](#)

Add New Classroom/Rate | **Assignment Actions**

[Change Classroom](#)
[Change Rate](#)
[Change Days Scheduled](#)
[Change Co-pay](#)
[Change Scheduled Hours](#)

From Co-pay:

To Co-pay:

Start Date:

Apply Change

* The change will only apply to existing assignments that are still available after the start date.

Save
 Delete

Select Apply Change and navigate back to the program/room assignment page to see the change, the scheduled days have been updated in accordance to the assignment action.