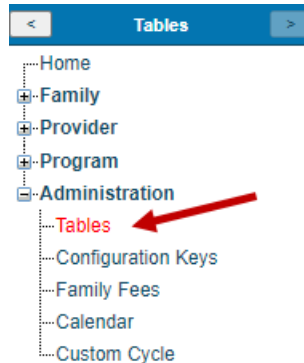


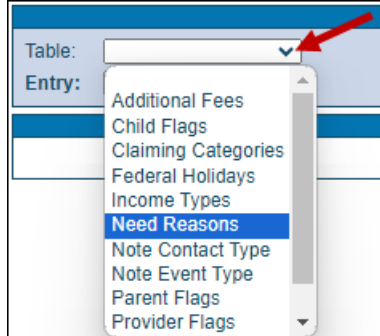
## KinderTrack – Add/Edit a Table

The **Administration > Tables** page contains a series of tables that affect KinderTrack use and performance.

- A** Press **Tables** under **Administration**.



- B** Select the table from the **Table** drop-down menu to add an entry.



- C** Press **New**.



- D** Enter the details of the new entry in the available fields.

**Note:** the enabled fields on the screen vary depending on the **Table** selected, except for the **Description** field which appears in all entries.

A screenshot of the entry form for the 'Need Reasons' table. The form includes fields for Description, Need Type ID, Need Code, Default Travel, Default End Days, English NOA Description, and Spanish NOA Description. A red arrow points to the Description field.

- E** Press **Save**.



- F** To edit a **Table** select an existing Entry from the **Entry** drop-down menu in the **Administration > Tables** page.

A screenshot of the entry form for the 'Need Reasons' table. The 'Entry' drop-down menu is open, showing a list of entries: High School Education, Medical Incapacity, Post Secondary Education, Protective Services, Seeking Employment, and Working. The 'Need Code' field is highlighted with a blue bar. A red arrow points to the 'Entry' drop-down menu.

- G** Press **Edit**.



**H** Make the necessary changes in the enabled fields.

The screenshot shows a web form with a blue header. At the top, there are two dropdown menus: 'Table: Need Reasons' and 'Entry: High School Education'. Below these, the form contains several input fields and labels: 'Description: High School Education' (text input), 'Need Type ID: Education' (dropdown menu), 'Need Code: E' (text input), 'Default Travel: 0' (text input), and 'Default End Days: 0' (text input). At the bottom, there are two more text inputs: 'English NOA Description: High School' and 'Spanish NOA Description: Escuela Primero'.

**Note:** the enabled fields on the screen vary depending on the **Table** selected, except for the **Description** field which appears in all entries. Click **Select >>** next to **Change Reason** to choose the reason for making the changes or type a new one.

**I** Press **Save**. 