



## Homework!

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1. Download the APT Demo from our website (optional). Go to [www.up2date.org.nz](http://www.up2date.org.nz) and log in in the top right corner. Choose the **Managing APT** webinar series and select **Download Demo APT Software** in the left hand menu. Click the download link as shown below:

DO NOT INSTALL THIS DEMO SOFTWARE ON THE COMPUTER THAT HAS YOUR 'LIVE' APT ON IT.

IF YOU DO IT WILL OVERWRITE YOUR APT WITH DUMMY DATA - AND YOU ARE GOING TO HAVE SOME SERIOUS EXPLAINING TO DO!!!



To obtain your demo copy of APT, click on the link below. The file will start downloading immediately.

[Demo APT Software \(349 MB\)](#)

Locate the downloaded file (Apt\_Childcare\_4.exe) on your computer (probably in your Downloads folder) and double-click to run it.

Just follow the instructions and accept the defaults (unless you have a reason to do otherwise).

APT is a Windows only program, so you cannot install this file on a Mac computer. You can run APT on a Mac but it requires additional software to run it and will set you back around \$300. If you wish to know more, please contact us.

2. Print the first page (except where noted) of the 16 reports we'll be discussing next week.

- Status Report
- Monthly Attendance Summary
- Staff Roster - Staff Hours Summary
- Aged Debtors
- Reconciliation (Payments only)
- Weekly Enrolments
- Attendance Register (Weekly option)
- Staff Roster - Timesheets
- WINZ Subsidy Schedule
- Family Details Report (all pages)
- Attendance Register
- Staff Roster - Register
- Attendance Details
- Income Analysis (20 Hours ECE Summary tab)
- Account Summary
- Banking (Office Copy)

3. Investigate your backup regime - (Often? Multiple copies? Sequential? Offsite?). Make sure you have at least one backup offsite!!! Do a backup restore of your own file to your demo APT software (so you can play with your own data, and know that your backup works).
4. Put a password on APT and Parameters!
5. Identify your version of APT and update if necessary. (4.4.27)