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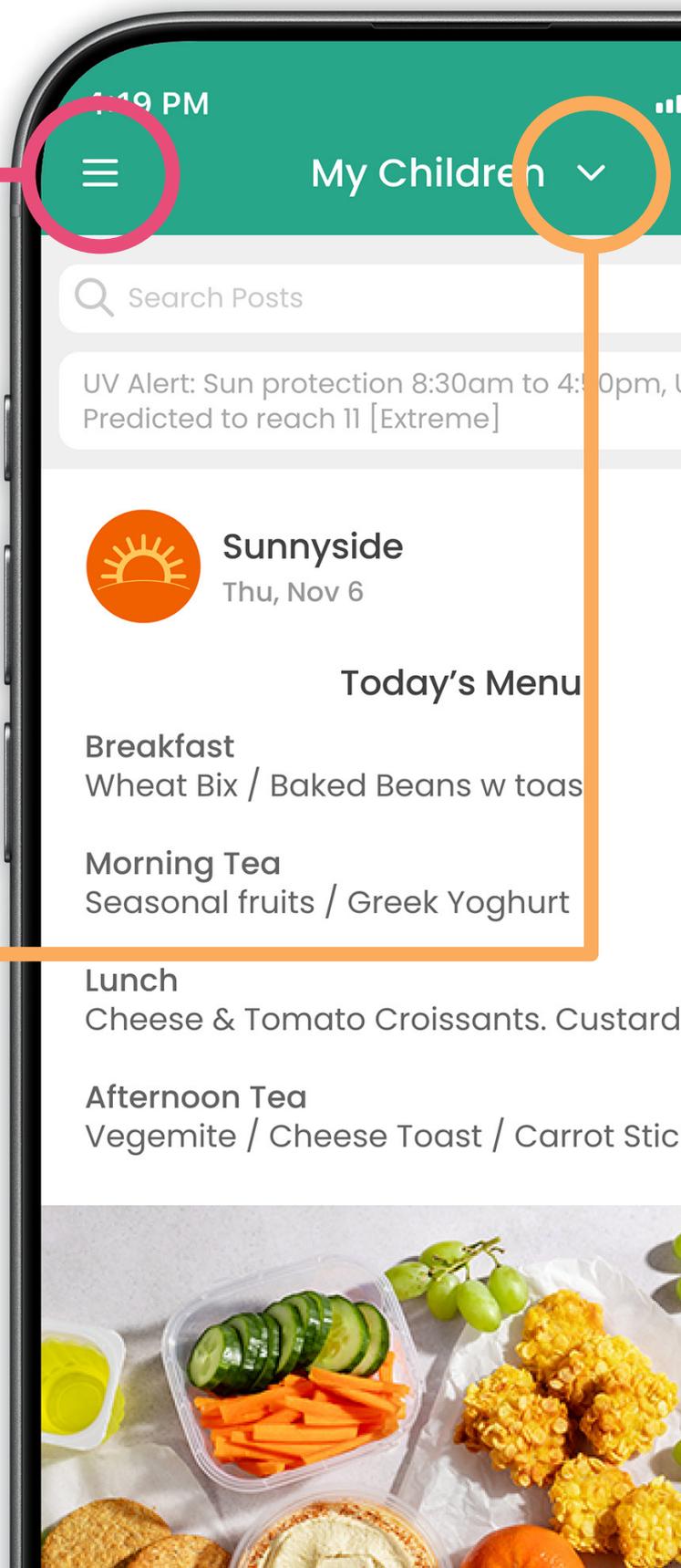
# 01 Home Screen

Once you have logged in you will automatically be on the timeline of posts.

## Main Menu Button

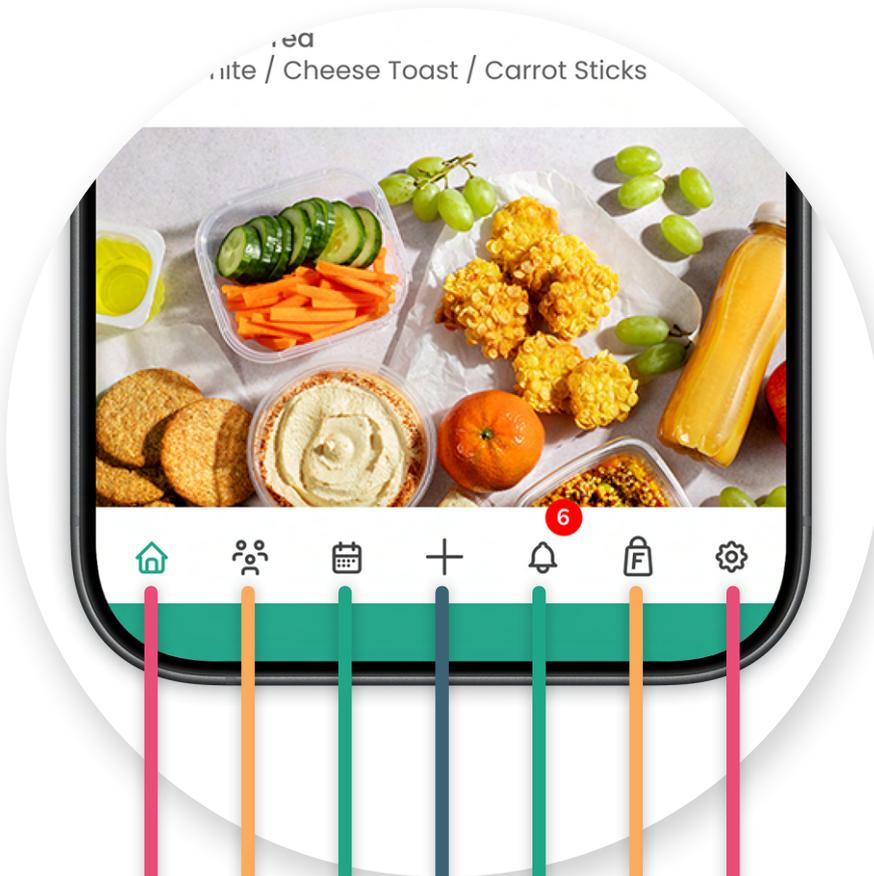
- Daily information
- Statements & Invoices
- CCS Subsidy Calculator
- Forms
- Documents
- Newsletters

## Filter your posts



# 01 Home Screen pt.2

The bottom navigation bar items.



- Timeline of posts
- Daily info
- Statements
- Invoices
- CCS Calculator
- Documents & Policies
- Calendar of events
- Create Post
- Casual Bookings
- Hand over form
- Mark child not attending
- Sign my child(ren) in/out (if turned on by service)
- Child(ren) attendances
- Settings
- Change details
- Change password
- Family marketplace
- Notifications

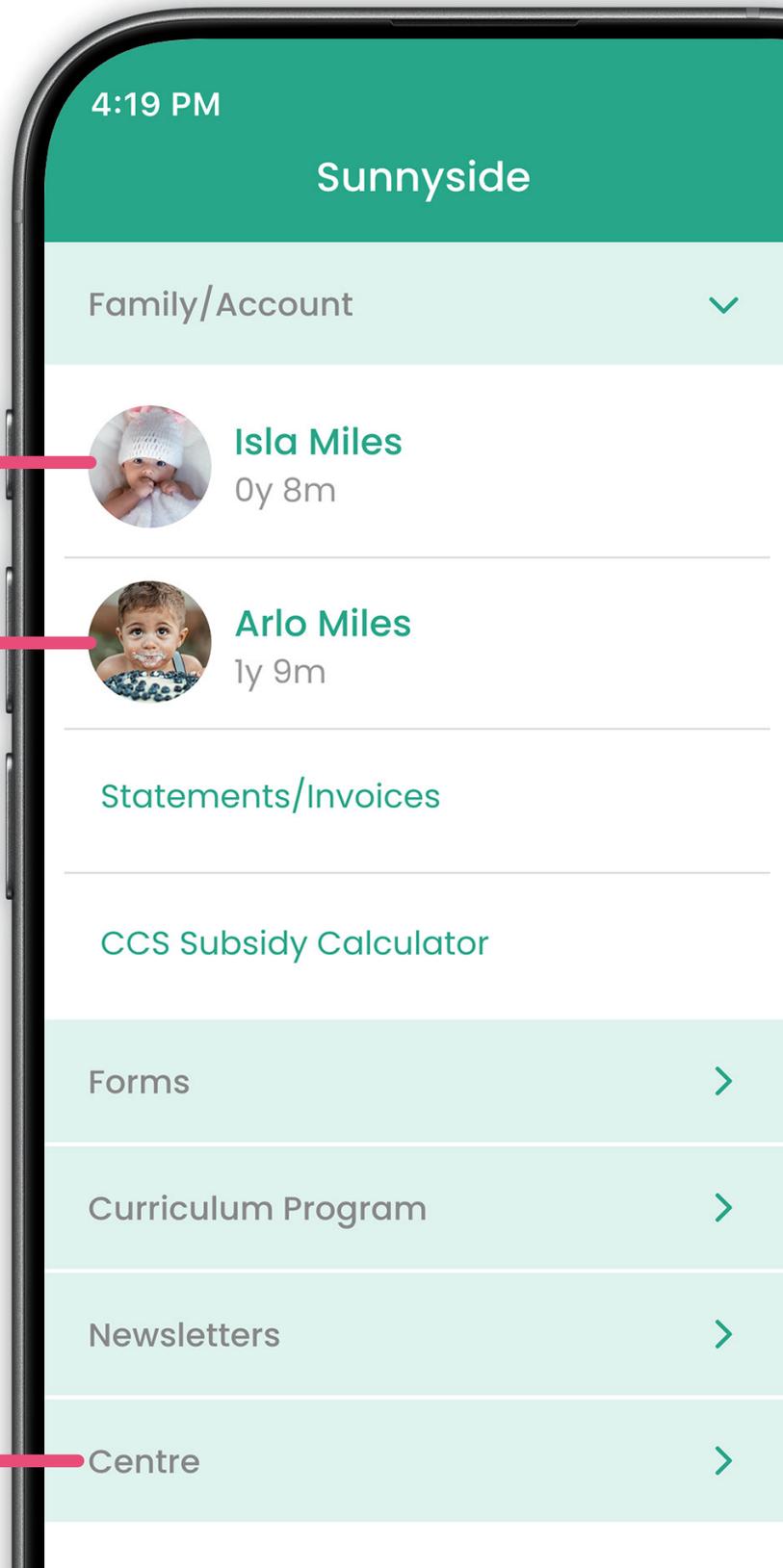
## 02 Daily Information

1. Click on the  main menu button.

2. Click on the child to view their information.

- Daily information for your child(ren)
- Daily Menu
- Attendance information
- Toileting updates

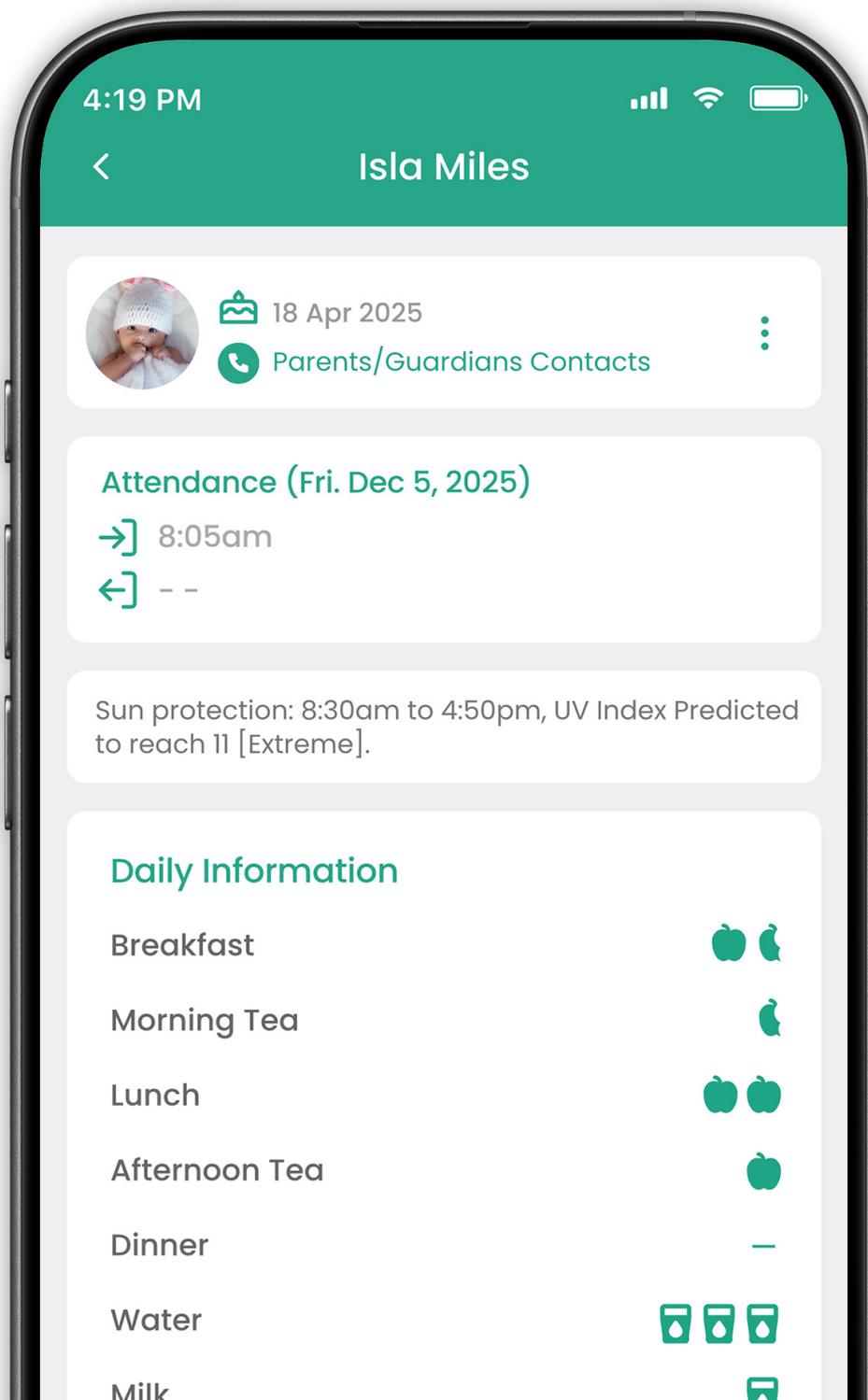
- Re-enrolments
- Documents & Policies
- Helpful Websites
- Statements/Invoices
- QIP



## 02 Daily Information (pt. 2)

### Daily information includes;

- Daily menu
- Dietary information
- Sleep & rest updates
- Sun protection updates
- Parent/Guardian Contacts (primary carer view only)

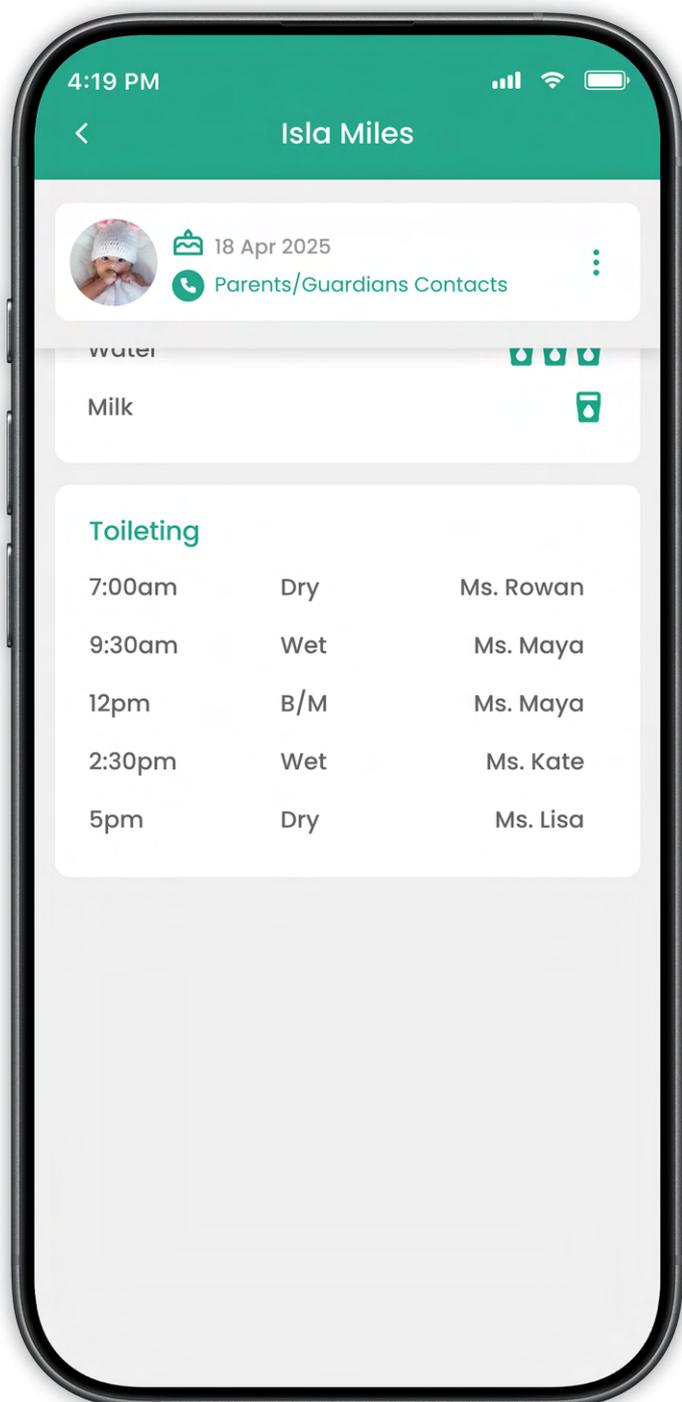


# 03 Toileting Glossary

1. Click on the  main menu button.

2. Select child.

3. Scroll down to the toileting information.



## Glossary

**B/M** Bowel Movement in Nappy (i.e. Soiled Nappy).

**Wet** Wet Nappy.

**Dry** Nappy was Dry.

**Diarrhea** Nappy had Diarrhea.

**Loose B/M** Loose Bowel Movement (not diarrhea).

**Toilet - B/M** Bowel Movement done in Toilet.

**Toilet - Wet** Urinated in Toilet.

**Toilet - Accident** Didn't quite make it to the toilet.

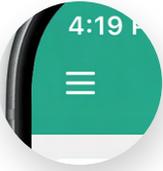
**Toilet - Attempted** Had a try on toilet but no results.

**Toilet - Refused** Didn't need to go OR refused to go to toilet.

**Nappy Rash Cream** Cream applied to child's bottom.

## 04

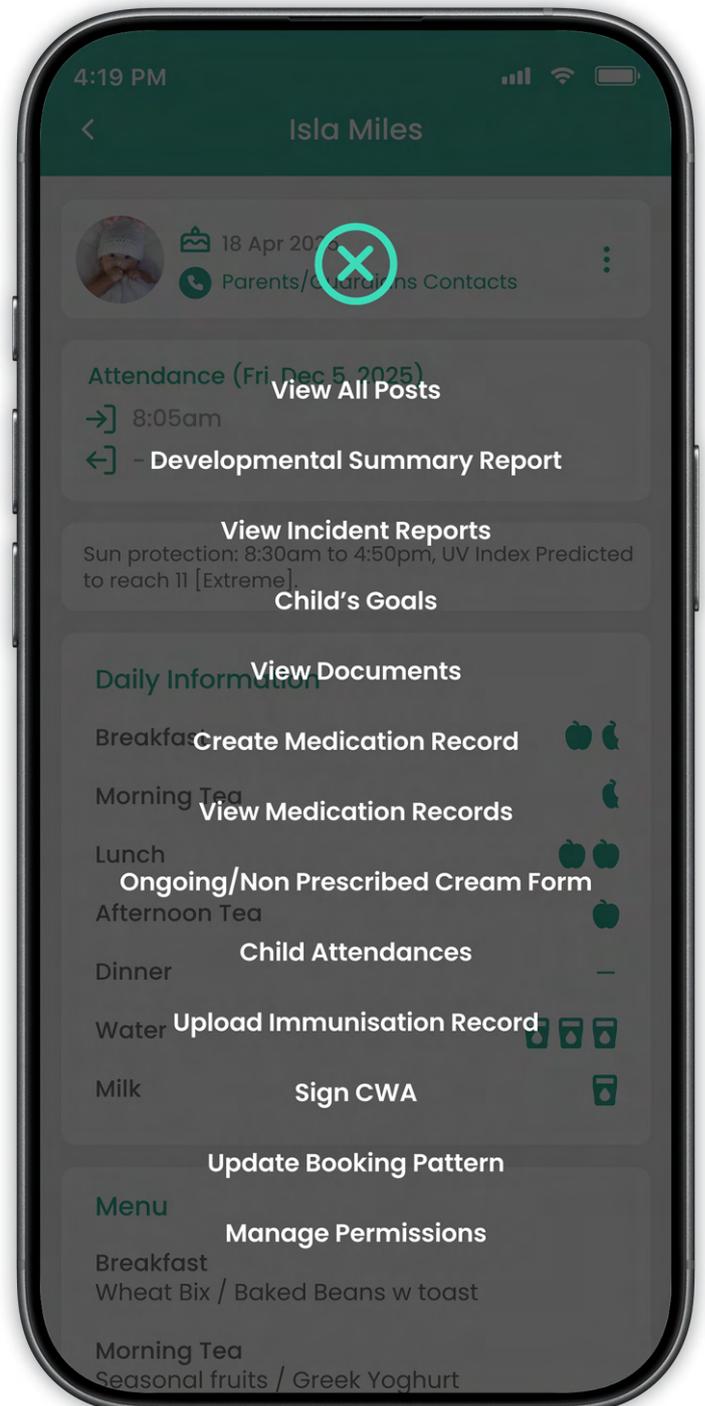
# Records & Reports

1. Click on the  main menu button.

2. Select child.

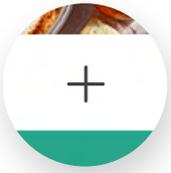
3. Click on the  three dots at the top right.

- Ongoing/non prescribed cream form
- Upload Immunisation Record
- Update Booking Pattern (if enabled by the service)
- Manage Permissions (if enabled by the service)

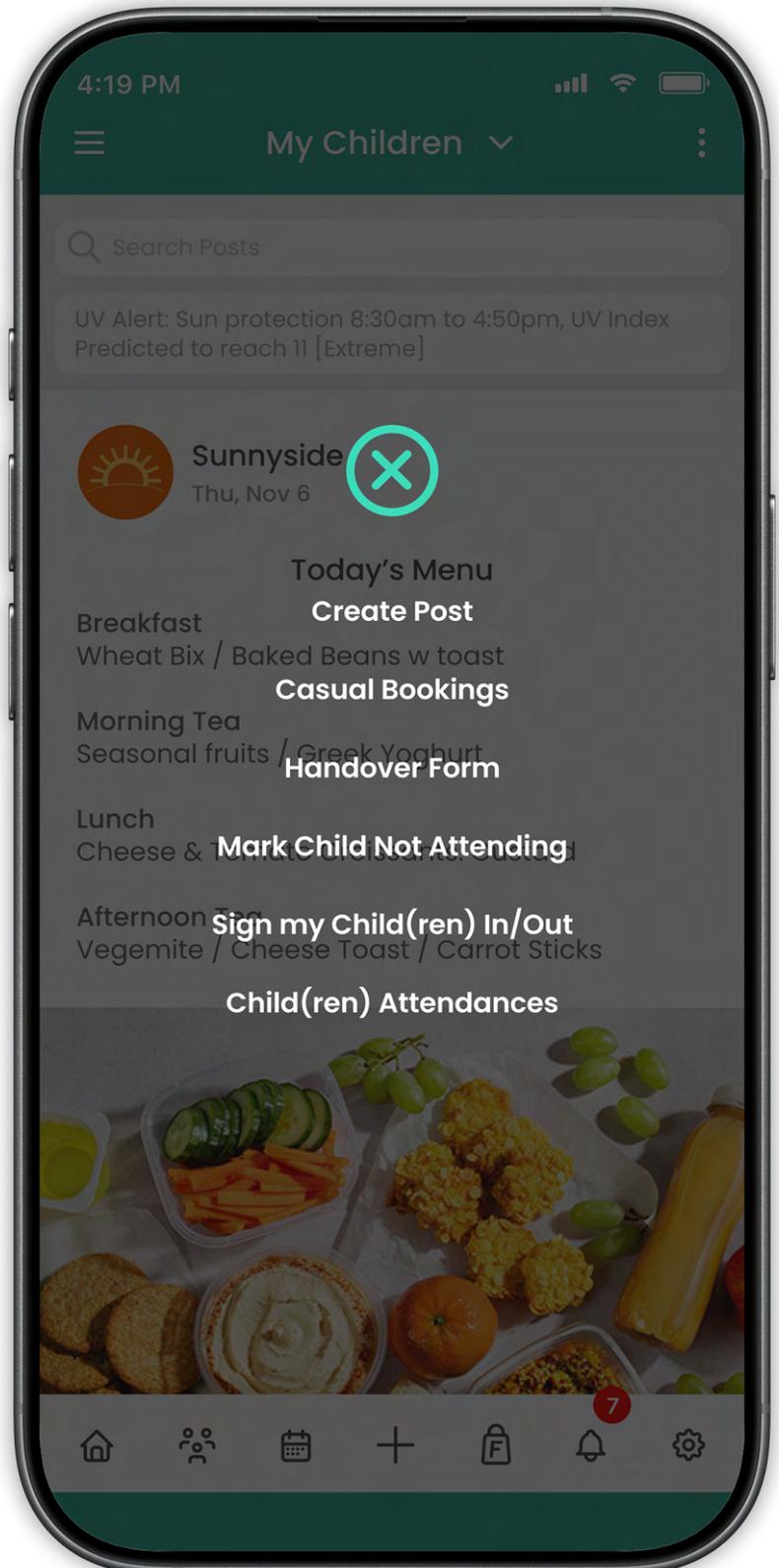


05

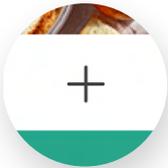
# Task Centre

1. Click on the  "+" button from the home screen

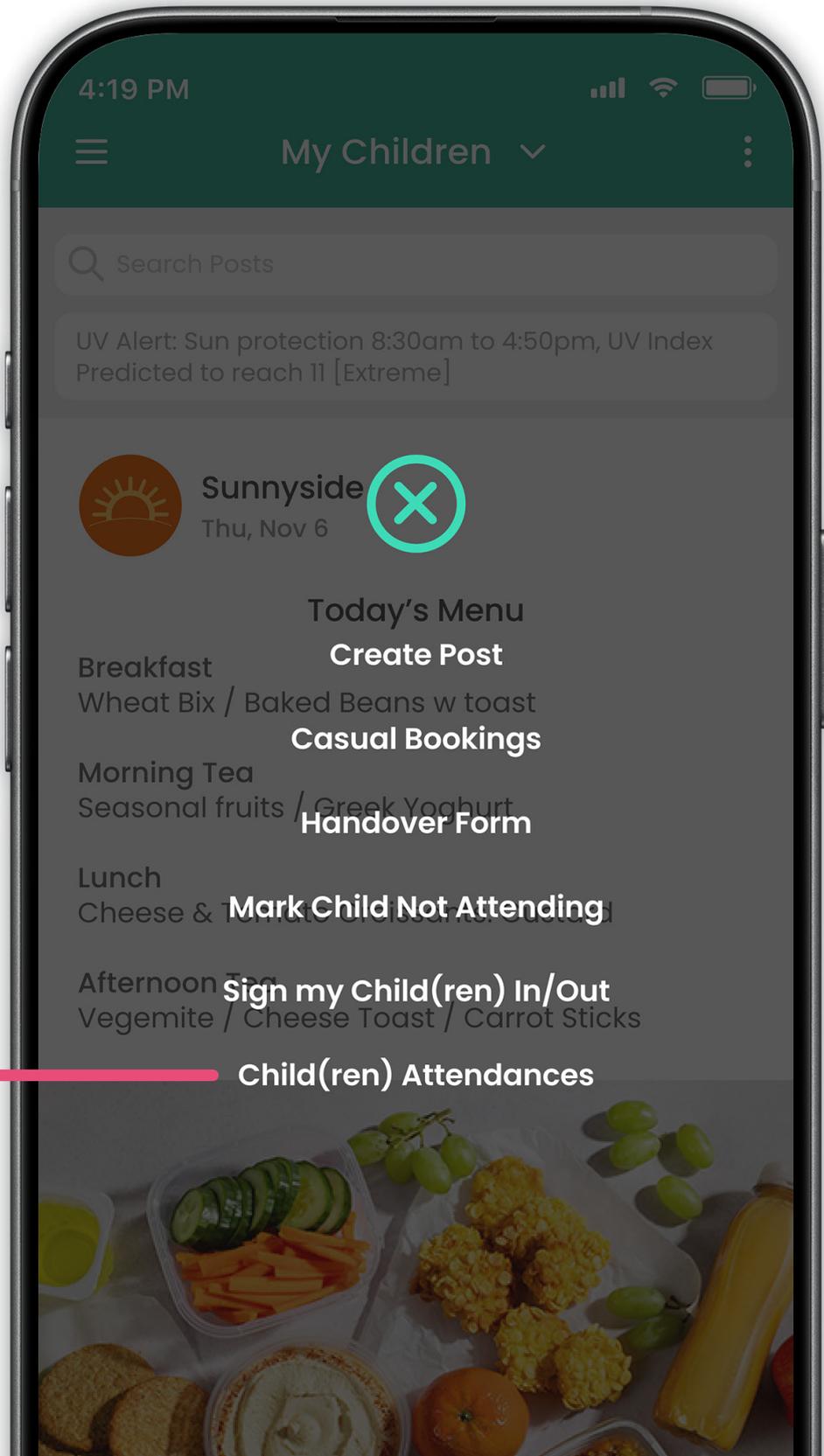
- Create your own post. Upload images, videos and private message for centre.
- Book casual days or be alerted when available.
- Leave handover information for centre.
- Let us know if your child won't be coming in.
- Contactless Sign in/out
- View all your Child's previous, upcoming and absent attendances.



# 06 Child(ren) Attendances

1. Click on the  "+" button from the home screen.
2. Select "Child(ren) Attendances" from the options.

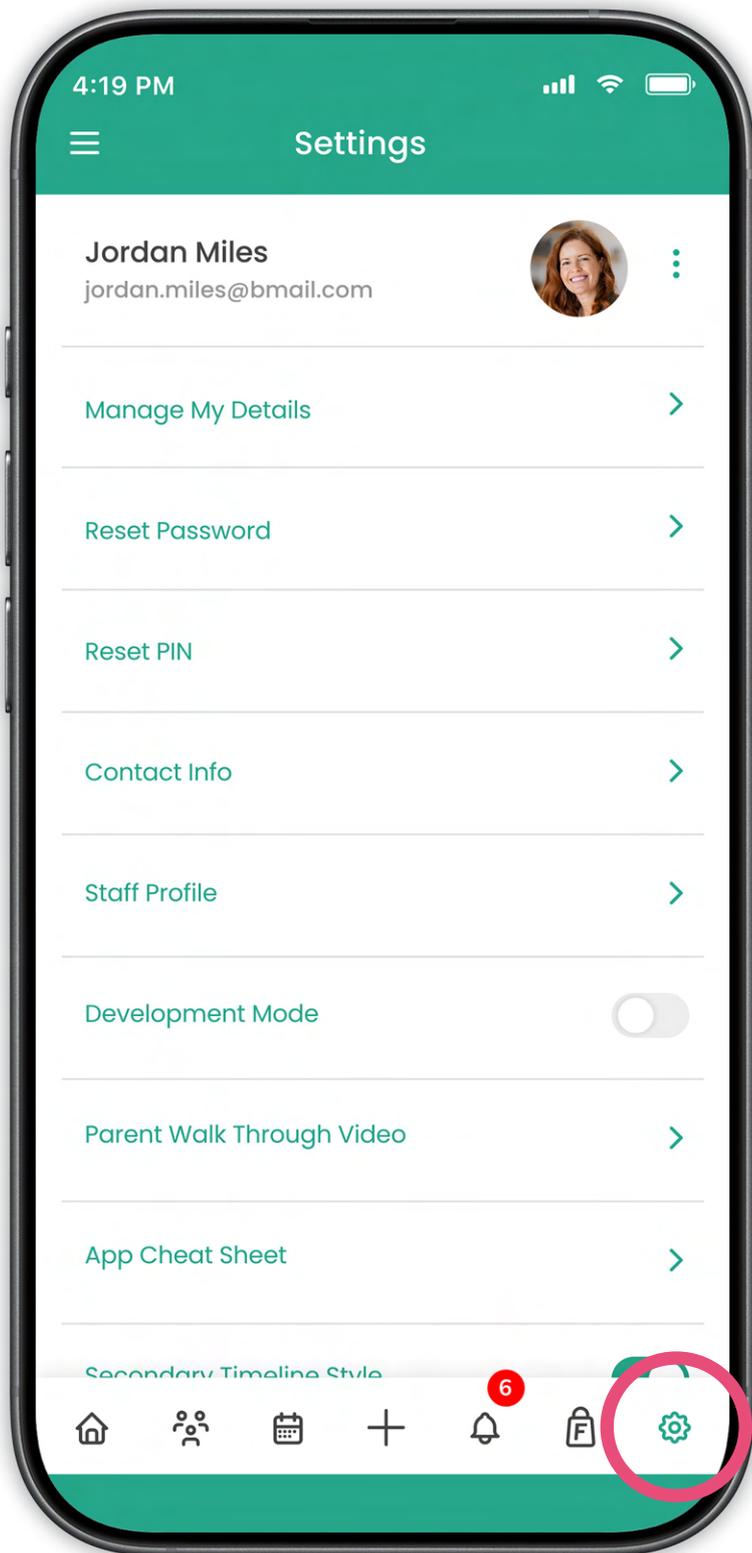
- Upcoming attendances
- Attendance history
- Absences



Child(ren) Attendances

# 07 Change your details

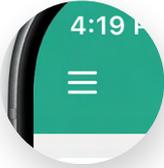
1. Click on  Settings button from the home screen .



- Update your details
- Reset password
- Reset pin

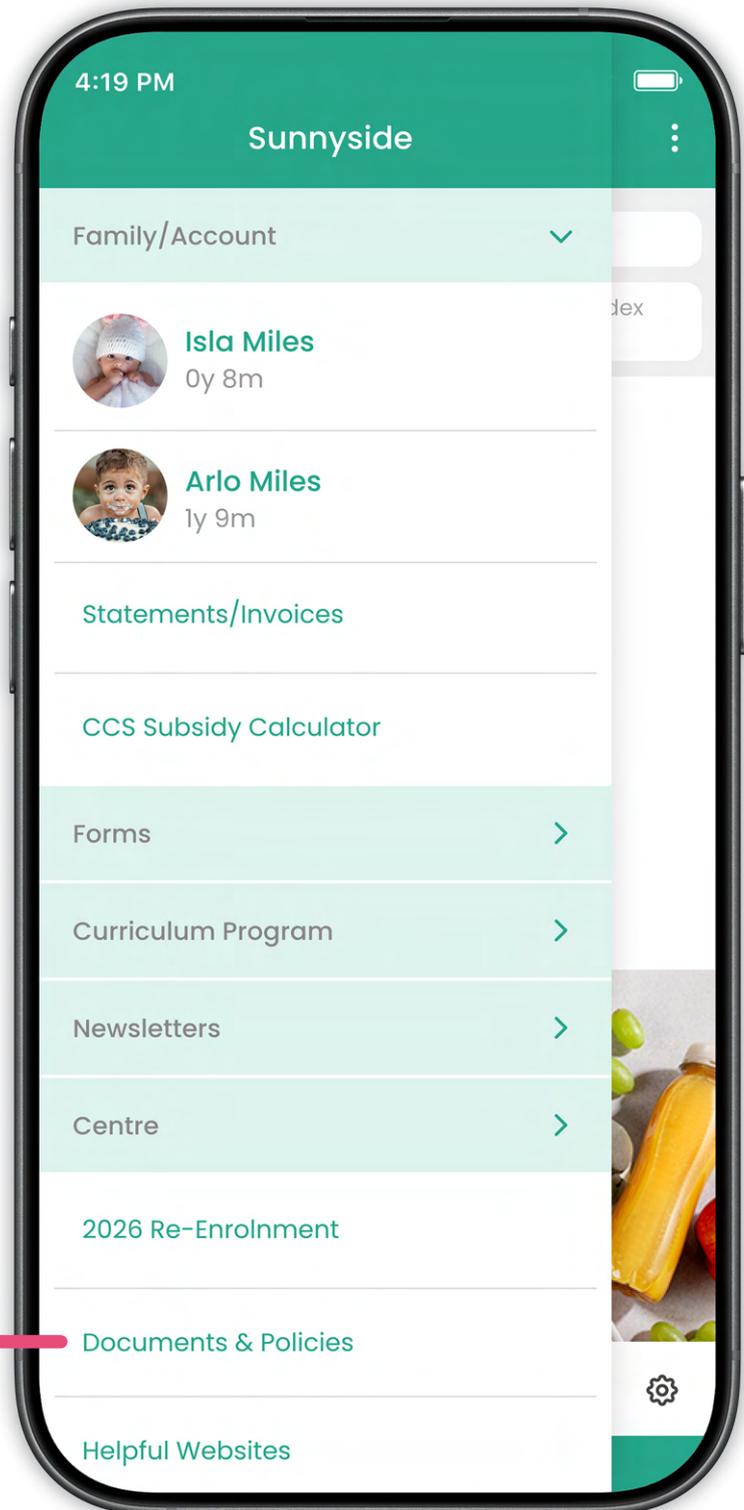
08

# Documents & Policies

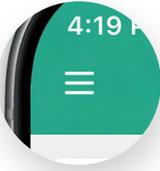
1. Click on the  main menu button.

2. Scroll down to “Documents & Policies”

Access fact sheets, forms and Centre information.

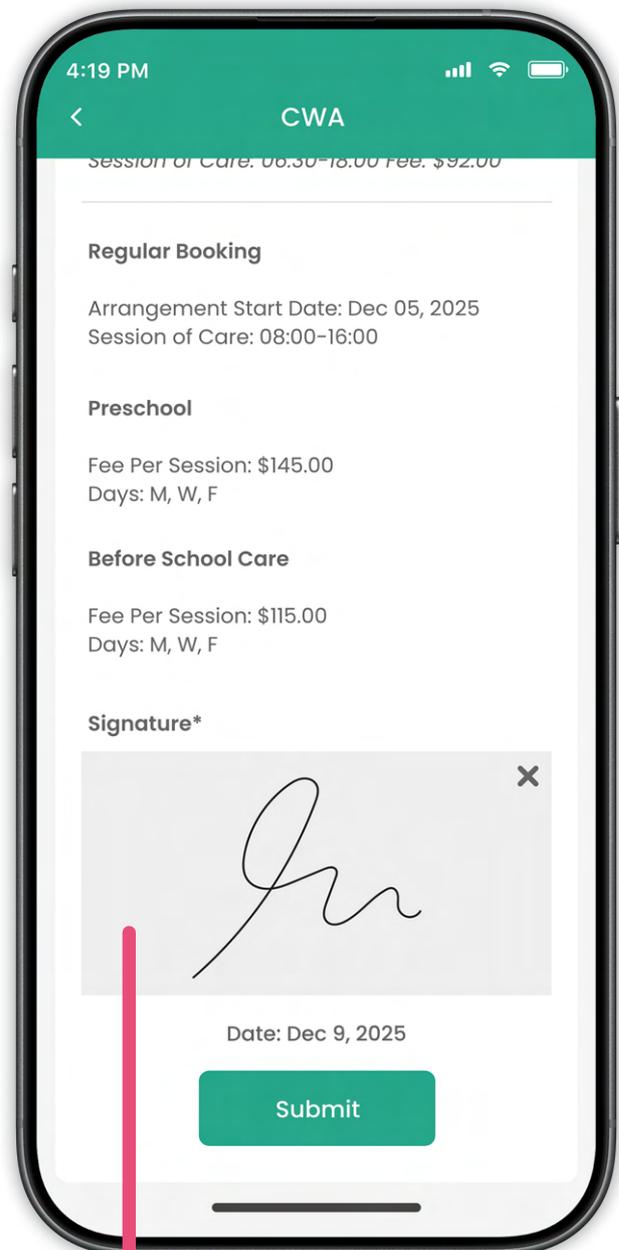
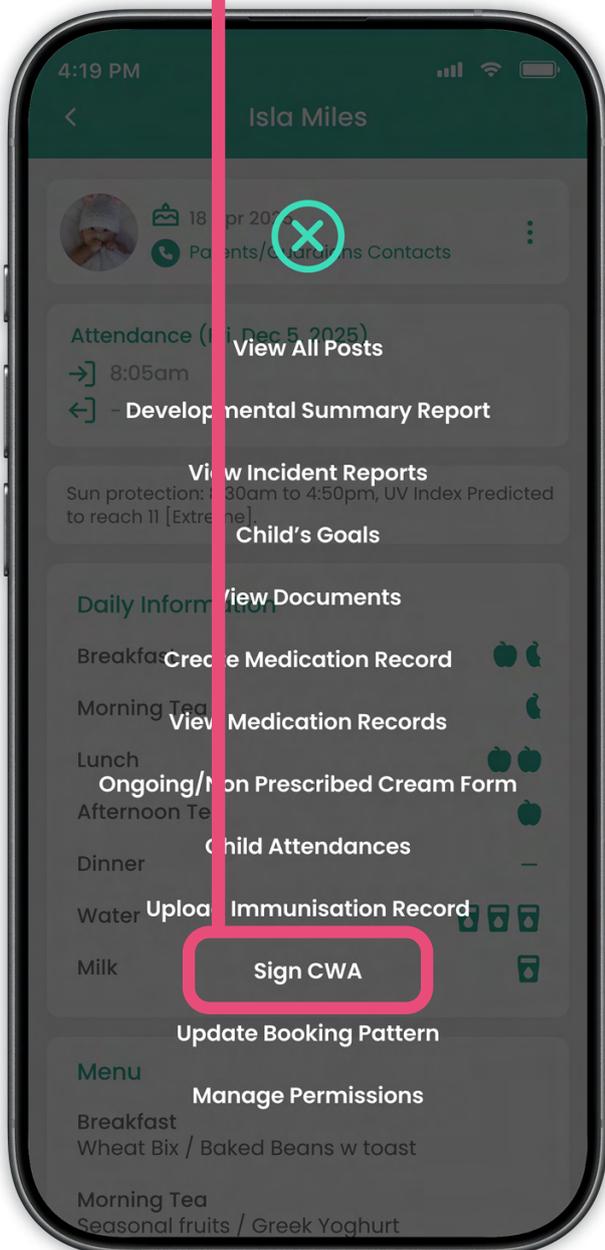


# 09 Signing the CWA Form

1. Click on the  main menu button.

2. Select child.

3. Click on the  three dots at the top right.



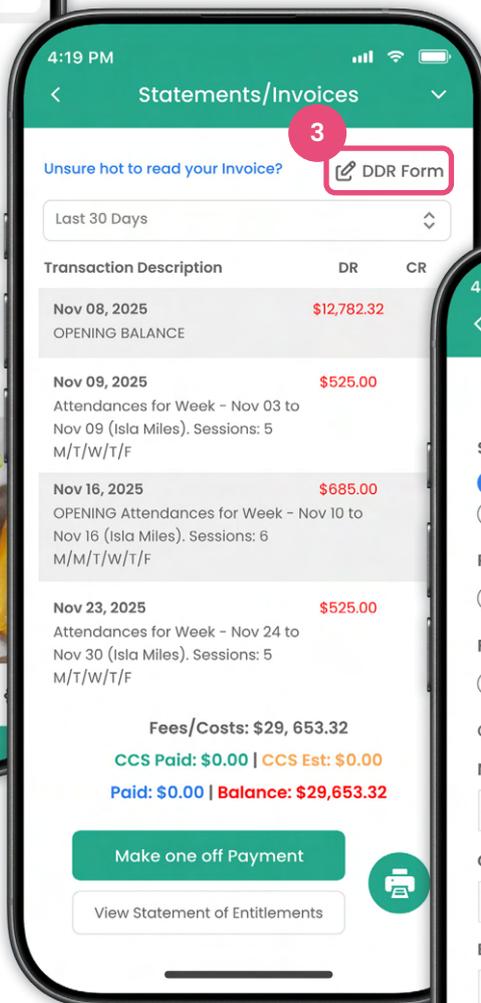
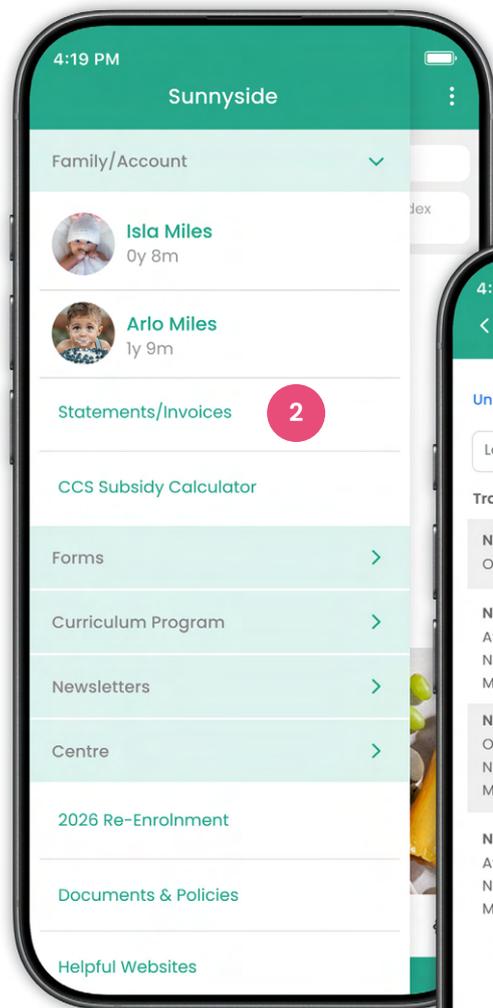
Read through the CWA and sign the signature box.

# 10 Signing the DDR Form

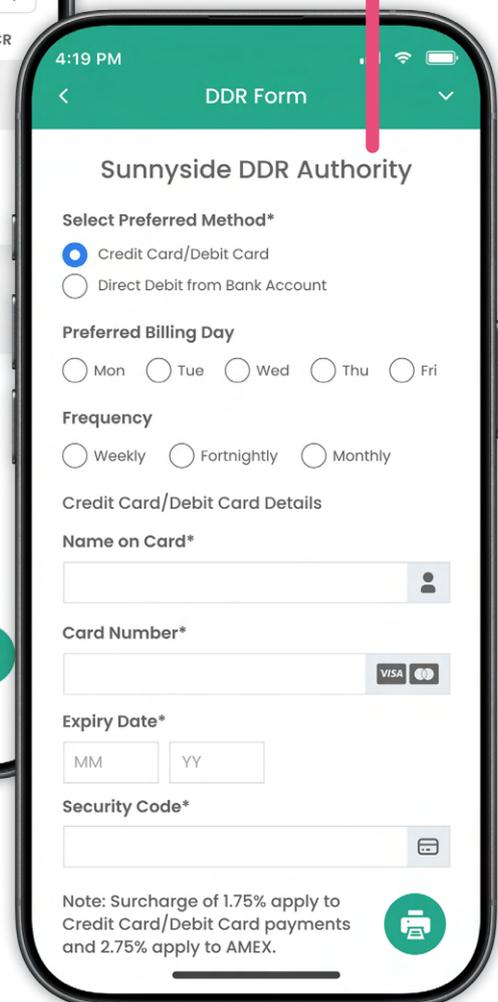
1. Click on the  main menu button.

2. Select Statements & Invoices.

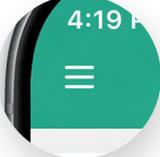
3. Select "DDR Form"



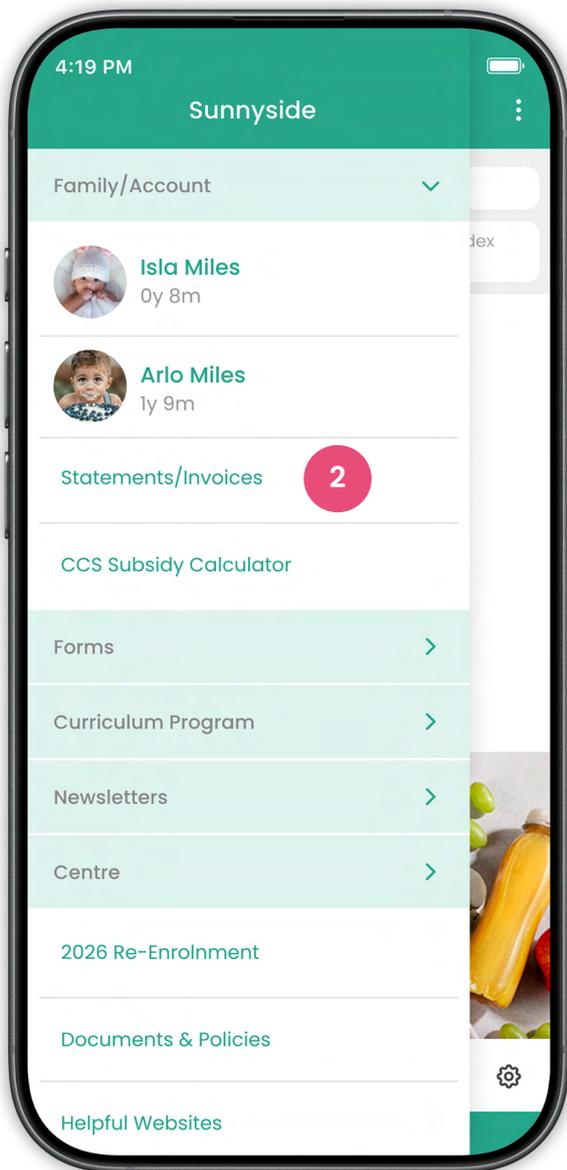
Fill in form,  
sign and submit.



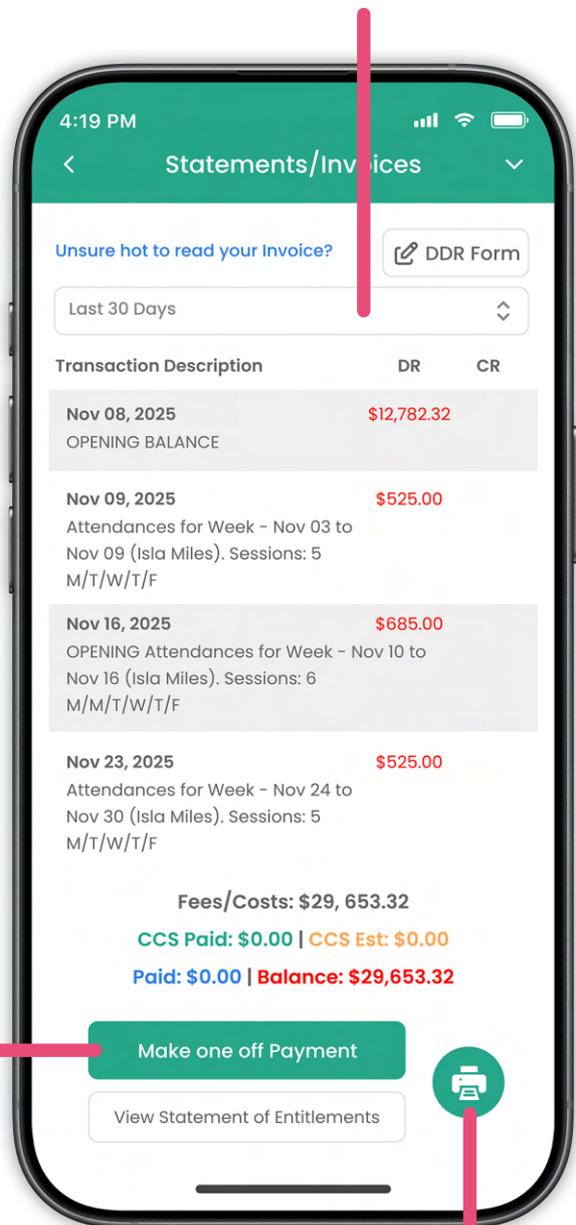
# 11 Statements & Invoices

1. Click on the  main menu button.

2. Select Statements & Invoices.



View your statements from the last 30 days or up to 24 months.



Scroll to the bottom to make a one off payment.



Print your statements and invoices whenever you see this icon.