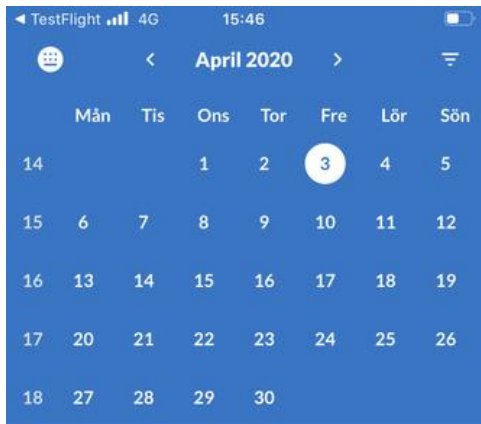# Pick up/Drop off

Via the Calendar input
you will find the new
function Download
and leaving.

Click on the blue icon to
see an overview of the
month's times
and enter times for
the coming days.

The black info box
is displayed the first
times the user accesses
this page after
the update.

Overview

This is yours overview view.
You see it all current month and can click you through the months.

Overview

Click to get more info.

When you click on a day with times, a new window opens where you can see any comments reported on that day. And that you can edit from here (If the day is not locked)

Icons

On this day there is a comment
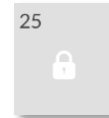
08:00
17:00 Your reported times this day

08:00
17:00 The time has been reported absent

12
Ledig
The day has passed and has been reported as Free

11
Ledig
The day is reported as Free

25
The day is locked by admin or is a day that has already passed

Dina tider har sparats!
A banner confirms that your times have been saved in the system.

LÅT STÅ!

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Insert/change individual day

Click on the day you want to add time to or change.

Add time for the current day. Write any comment to the staff. click *Save my times*.
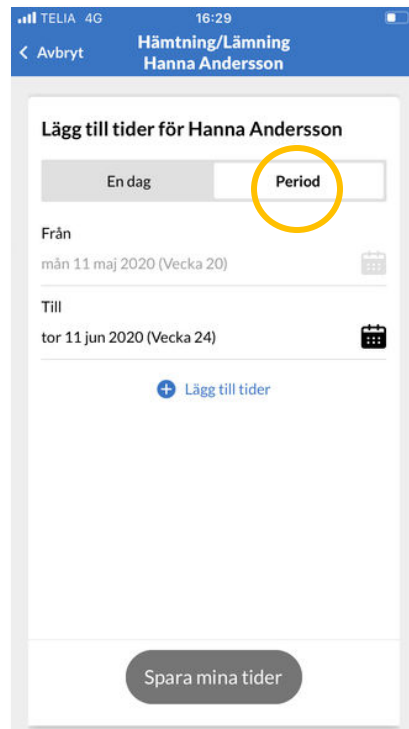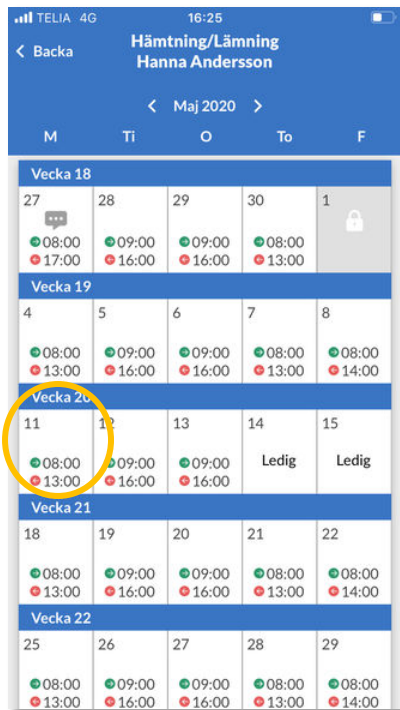
ATTENTION! The option to enter comments is a setting that the preschool/school chooses whether they want to use or not.

Add/change several days (1/4)

Click on first day in the range you want to add time to or change.

Click Period.

Choose an additional date. click*Add times.*

If you want to change the starting date, go to the overview again.

Add/change several days (2/4)

In this view you can choose:

Standard time: Same time every day during the period.

Standard week: Various times for each day of a weekly schedule.

All: Marks all weeks within the period.

Odd: Marks all odd weeks within the period.

Smooth: Marks all even weeks within the period.

Add/change several days (3/4)

When you have confirmed your periodization choices, you will return to this view. Here you get an overview

the weeks in your chosen time span.

Now you can:
- Open weekly and check and change posted times.
- Click *Add times* to add another one

  periodization.
- Click *Save my times* to submit the times to the school.

ATTENTION!

Your times have not been saved in the system until you clicks on *Save my times.*

Post comment several days 4/4
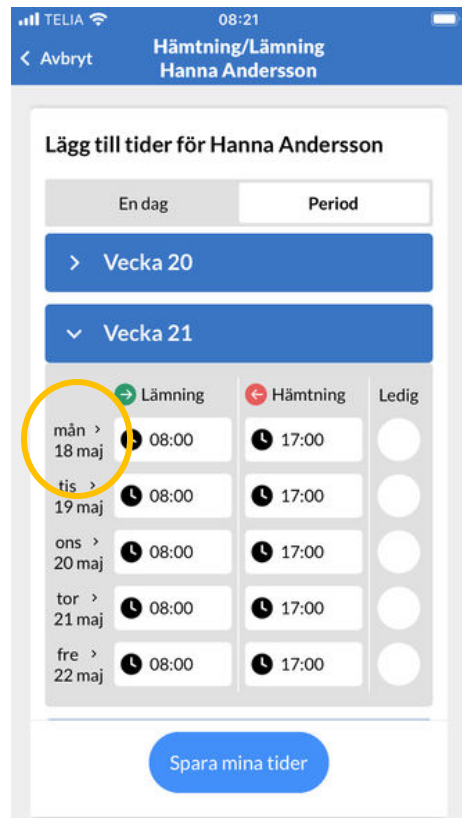
If you want to add comment, click on the date of the day you want to post a comment.

Enter your comment and click on *clear*.
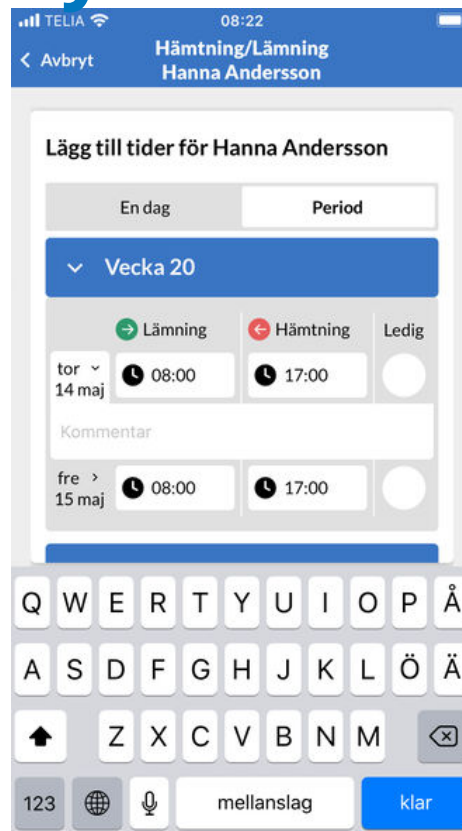
ATTENTION! The option to enter comments is a setting that the preschool/school chooses whether they want to use or not.

Copy times to siblings

If you have children who walk *on the same preschool/school* comes you get the option to copy the times to siblings.

Click the toggle on the child you want to copy times to and click then on *Save my times.*

Free button
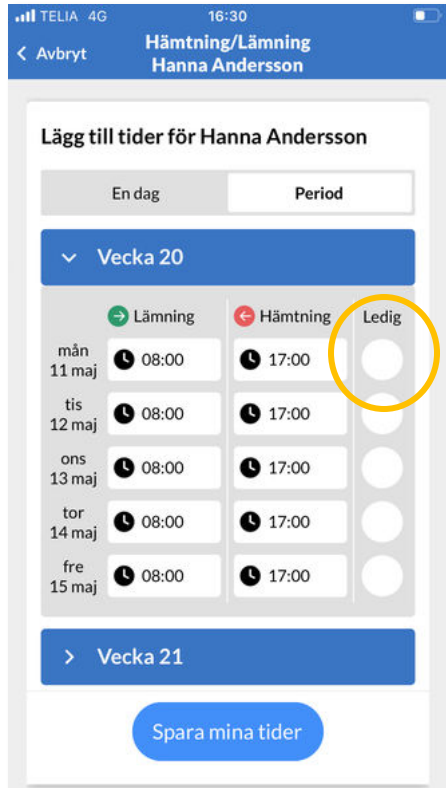
In the app, you can click that the child should be free. Then the times are grayed out and generate the comment *Free* for the staff.

In the system there is no corresponding button, it is an add-on that is only available in the app. But the result is the same as if you leave the times blank for a day and only write the comment Free.

To think of

ATTENTION!

Your times have not been saved in the system until you click on *Save my times.* You will then receive a banner confirming that the time has been saved.

If you enter times, they overwrite any times already submitted for the selected day or the selected period.

Days marked with a lock that is forward in time are times that the administrator at your school has locked. If you have questions about why the day is locked, contact your school. This can be, for example, study days.

ATTENTION!

You cannot report your child's absence in case of illness, for example, via the Pick-up/drop-off function. This still takes place via the Absence entry in the app!

The option to enter comments is a setting that the preschool/school chooses whether they want to use or not.

LÅT STÅ!

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To think of

ATTENTION!
Prerequisites for the guardians to be able to submit times via this function in the app is that the child/student is in a group/teaching group that is marked to be used for pick-up/drop-off. If the function does not appear with the guardian, they may need to close the app and cold start it. (This means that you do not have the app resting in the background. In this way, all functions are updated again if a system change has taken place.)

We welcome feedback on Pick-up and drop-off. Either you send it via the Feedback function in the app or you can send an email to appsupport@schoolsoft.se.

LÅT STÅ!