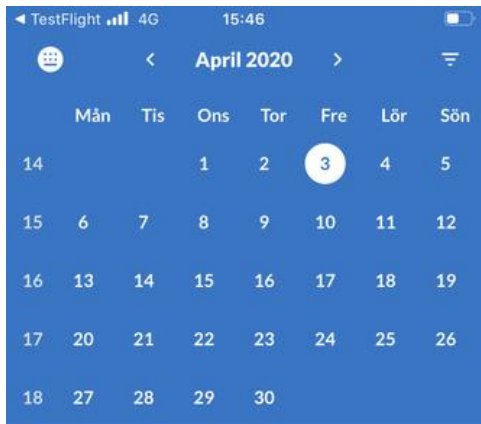


Pick up/Drop off



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

TELIA 4G 16:25

Hämtning/Lämning
Hanna Andersson

< Maj 2020 >

M Ti O To F

Vecka 18				
27	28	29	30	1
08:00 17:00	09:00 16:00	09:00 16:00	08:00 13:00	🔒
Vecka 19				
4	5	6	7	8
08:00 13:00	09:00 16:00	09:00 16:00	08:00 13:00	08:00 14:00
Vecka 20				
11	12	13	14	15
08:00 13:00	09:00 16:00	09:00 16:00	Ledig	Ledig
Vecka 21				
18	19	20	21	22
08:00 13:00	09:00 16:00	09:00 16:00	08:00 13:00	08:00 14:00
Vecka 22				
25	26	27	28	29
08:00 13:00	09:00 16:00	09:00 16:00	08:00 13:00	08:00 14:00

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



Overview

Maj 2020				
M	Ti	O	To	F
Vecka 18				
27	28	29	30	1
08:00 17:00	09:00 16:00	09:00 16:00	08:00 13:00	
Vecka 19				
4	5	6	7	8
08:00 13:00	09:00 16:00	09:00 16:00	08:00 13:00	08:00 14:00
Vecka 20				
11	12	13	14	15
08:00 13:00	09:00 16:00	09:00 16:00	Ledig	Ledig
Vecka 21				
18	19	20	21	22
08:00 13:00	09:00 16:00	09:00 16:00	08:00 13:00	08:00 14:00
Vecka 22				
25	26	27	28	29
08:00 13:00	09:00 16:00	09:00 16:00	08:00 13:00	08:00 14:00

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)

Maj 2020				
M	Ti	O	To	F
Datum mån 27 apr 2020 (Vecka 18)				
Dina rapporterade hämtnings- och lämningstider: → 08:00 ← 17:00				
Din kommentar Mormor hämtar				
Lärarens kommentar OK/Anders				
Tillbaka		Ändra/Lägg till		
25	26	27	28	29
08:00 13:00	09:00 16:00	09:00 16:00	08:00 13:00	08:00 14:00



Icons



On this day there is a comment



Your reported times this day



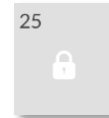
The time has been reported absent



The day has passed and has been reported as Free



The day is reported as Free



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.

Insert/change individual day



TELIA 4G 16:25

Hämtning/Lämning
Hanna Andersson

< Backa

< Maj 2020 >

M Ti O To F

Vecka 18

27	28	29	30	1
08:00 17:00	09:00 16:00	09:00 16:00	08:00 13:00	

Vecka 19

4	5	6	7	8
08:00 13:00	09:00 16:00	09:00 16:00	08:00 13:00	08:00 14:00

Vecka 20

11	12	13	14	15
08:00 13:00	09:00 16:00	09:00 16:00	Ledig	Ledig

Vecka 21

18	19	20	21	22
08:00 13:00	09:00 16:00	09:00 16:00	08:00 13:00	08:00 14:00

Vecka 22

25	26	27	28	29
08:00 13:00	09:00 16:00	09:00 16:00	08:00 13:00	08:00 14:00

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*.



TELIA 4G 16:29

Hämtning/Lämning
Hanna Andersson

< Avbryt

Lägg till tider för Hanna Andersson

En dag Period

Datum

mån 11 maj 2020 (Vecka 20)

Lämning Hämtning Ledig

mån 11 maj 08:00 13:00

Kommentar

Valfritt

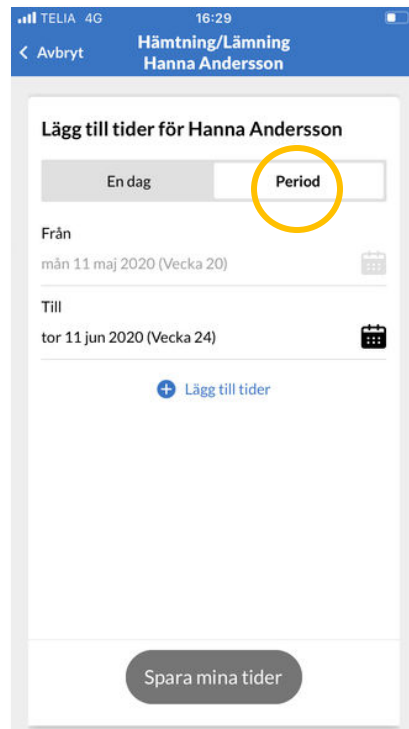
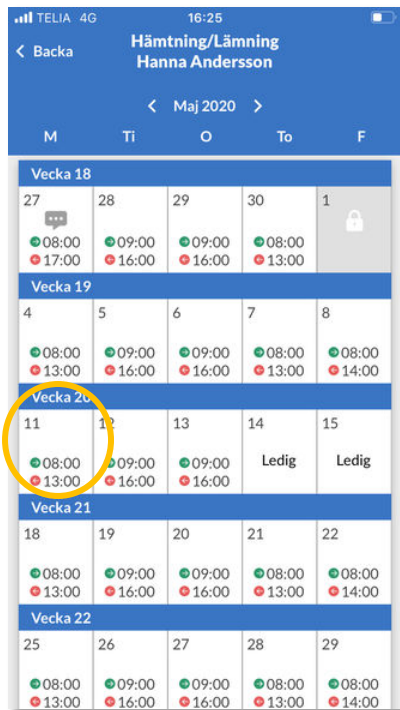
Spara mina tider

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)



Lägg in en stadartid för hämtning och lämningsstider för vald period.

Standardtid Standardvecka

Lämning Hämtning Ledig

08:00 17:00

Välj de veckor som du vill att tiderna kommer att bli upprepade på:

Alla Udda Jämna

20 21 22 23 24

Avbryt Bekräfta

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.

Lägg in en stadartid för hämtning och lämningsstider för vald period.

Standardtid Standardvecka

Lämning Hämtning Ledig

mån	08:00	17:00	
tis	08:00	17:00	
ons	08:00	17:00	
tor	08:00	17:00	
fre	08:00	17:00	

Välj de veckor som du vill att tiderna kommer att bli upprepade på:

Alla Udda Jämna

20 21 22 23 24

Avbryt Bekräfta

Add/change several days (3/4)



	Lämning	Hämtning	Ledig
mån > 18 maj	🕒 08:00	🕒 17:00	⦿
tis > 19 maj	🕒 08:00	🕒 17:00	⦿
ons > 20 maj	🕒 08:00	🕒 17:00	⦿
tor > 21 maj	🕒 08:00	🕒 17:00	⦿
fre > 22 maj	🕒 08:00	🕒 17:00	⦿

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.

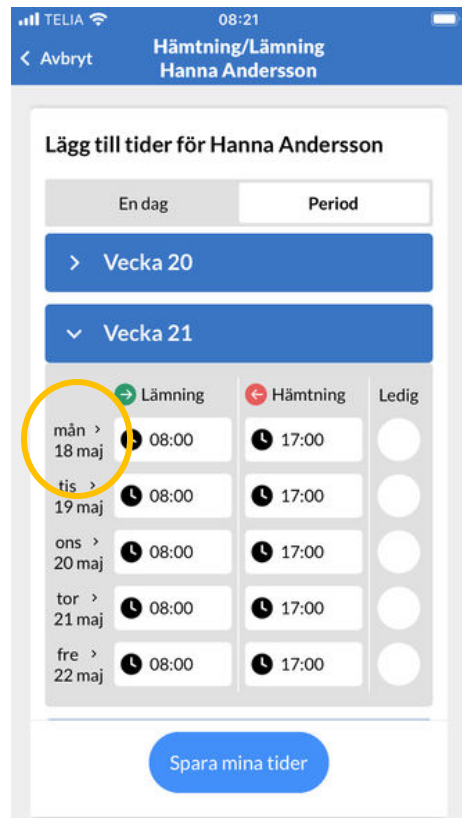
Now you can:

- 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!

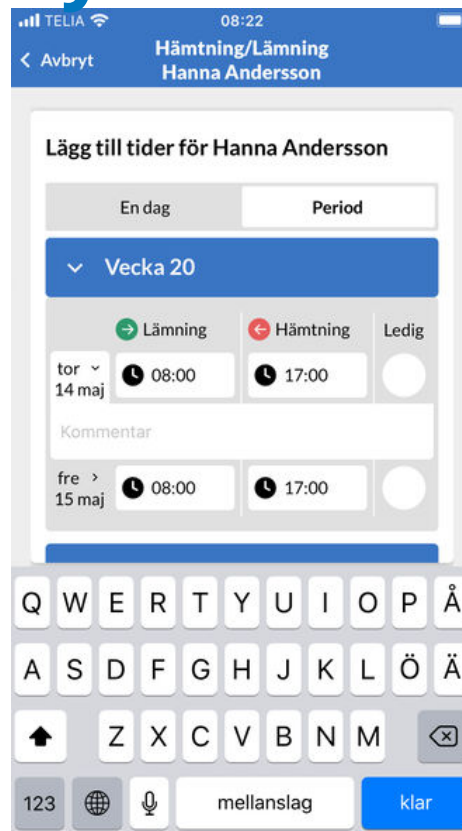
Your times have not been saved in the system until you clicks on *Save my times*.

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



TELIA 11:46

< Avbryt Hämtning/Lämning Hanna Andersson

Lägg till tider för Hanna Andersson

En dag Period

Datum
tor 14 maj 2020 (Vecka 20)

→ Lämning ← Hämtning Ledig

tor 14 maj 08:00 14:00

Kommentar
Valfritt

Kopiera tider till syskon
Filip Andersson

Spara mina tider

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*.

TELIA 11:46

< Avbryt Hämtning/Lämning Hanna Andersson

Lägg till tider för Hanna Andersson

En dag Period

Från
tor 14 maj 2020 (Vecka 20)

Till
sön 14 jun 2020 (Vecka 24)

Kopiera tider till syskon
Filip Andersson

+ Lägg till tider

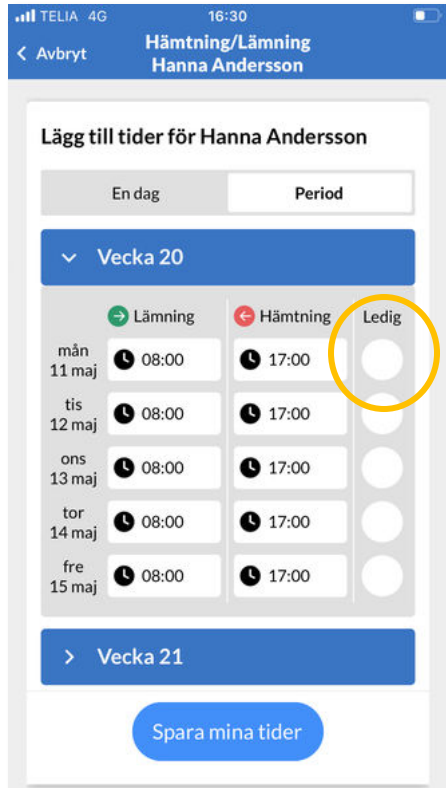
Vecka 20

→ Lämning ← Hämtning Ledig

tor > 14 maj 08:00 17:00

Spara mina tider

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.



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.