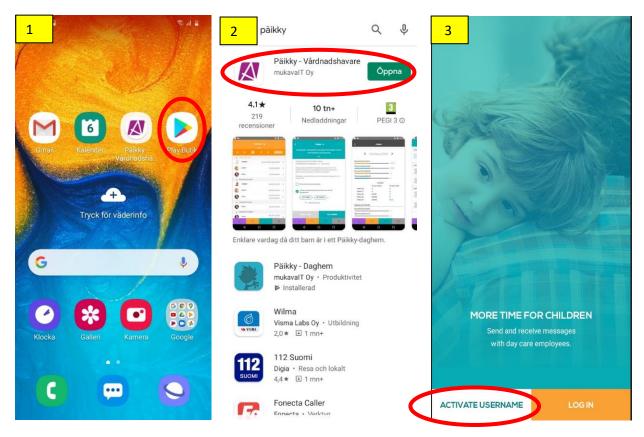
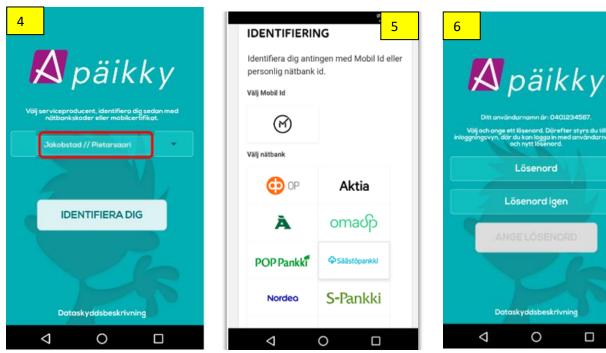
## How to use Päikky on the phone



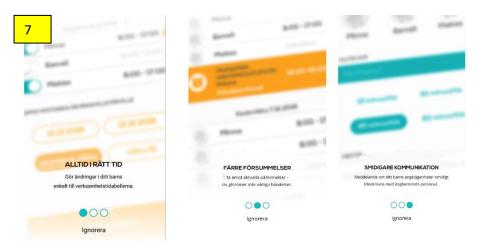
- 1. Go to the Play Store (App-Store) and download "Päikky-Guardian" (Huoltaja/Vårdnadshavare)
- 2. "Open" the app.
- 3. "ACTIVATE USER NAME". (NOTE! If you have already used Päikky on the web, you can "LOG IN").
- 4. Select service provider "Jakobstad/Pietarsaari" and "IDENTIFY".
- 5. Identify yourself with online banking codes or mobile certificates.
- 6. Enter a password and repeat it. "ENTER PASSWORD".



You can now log in by entering a password and selecting a service provider ("Jakobstad / Pietarsaari"). NOTE! Phones based on right-to-left languages will display the content from right to left.



## Welcome to Päikky!



## 7. Scroll through the information pages.

8. **Home:** Here you see your child/children and current calendar: today, tomorrow ... Here you can also write "NEW MESSAGE" to the day care place. If you have several children, choose which child the message is about. Write and "SEND MESSAGE".

9. **Calendar:** Here you see the child's day care times "Today" and week by week. Here you also start the planning of day care times. More information about planning day care times at figures 13-18. **Remember to plan the times well in advance, no later than 8 days in advance (Sunday) before the week closes!** 

* ta *	9 Calendar 🔒	Calendar 6 Calendar open
Flicka Pojke × NOT PRESENT × NOT PRESENT NEW MESSAGE	33 34 35 36 37 TODAY MONDAY 24.8.2020 TUESDAY 25.8.2020 WEDNESDAY 26.8.2020	Calendar 🔒 Calendar locked
CALENDAR	Flicka Sick >	If the calendar is locked, you
<ul> <li>TODAY</li> <li>Ficka</li> <li>Scheduled day off</li> <li>Pojie</li> <li>At care 08:00 - 14:00</li> <li>TOMORROW</li> <li>Ficka</li> <li>Scheduled day off</li> <li>Pojie</li> <li>At care 08:00 - 15:00</li> <li>THURSDAY 15.10.2020</li> <li>Ficka</li> <li>Scheduled day off</li> <li>Pojie</li> <li>Ficduled day off</li> <li>Ficiol 116:10.2020</li> </ul>	Pojke       08:00-16:00 >         THURSDAY 27.8.2020       8:00-16:00 >         Pojke       08:00-16:00 >         Pojke       08:00-16:00 >         FRIDAY 28.8.2020       8         Flicka       09:00-14:30 >         Pojke       08:00-15:00 >         SATURDAY 28.8.2020       \$	can only report absence.

i الديني المراجع	a a construction of the second se	Sali 🕯 💦 🚬
10	<b>11</b>	12
Messages +	🔊 päikky	< Profile
TODAY / PINNED	parkky	NOTIFICATIONS
SURVEY 2.7.2020 Päivähoidon laskutus kesän aikana 2020	PROFILE	Flicka     Via push notifications
SURVEY 2.7.2020 Paivähoidon laskutus kesän aikana 2020	APPLICATION LANGUAGE	Pajke     Via push notifications
SURVEY 258.2020 Pôminnelse om inkomstutredning/Mulistutus tuloseWityksestő	RATE THIS APP	> No notifications
Pojke     SURVEY     25.8.2020     Påminnelse om inkomstutredning/Mulistutus     >	TERMS OF USE	Via email     Via push notifications
Flicko	ACCESSIBILITY STATEMENT	> CANCEL
Mamma Test 0945  Heij Testar meddelandefunktionen.	PRIVACY POLICY	>
Mamma Test 08.42 > ANDRING I NÄRVAROPLANERINGEN FÖR DAGEN 26.8,	LOG OUT	<b>``</b>
• Ficka		sion 2.1.21

10. **Messages:** Here you can read information messages and respond to surveys. It is important that you follow what is happening on Päikky!

11. Settings: Here you can set up how you want to be informed about messages. By activating your profile and select "Via push notifications"/"SAVE", you will be reminded on the phone if there comes new information on Päikky. Here you also can choose in which language you want to use Päikky.

## How to plan the times of day care

13			-		Sal i	
	1	Calend	ar 🔒			
WEEK						
			38	39	TODAY	
e MON	DAY 7.9.202	0				
	Flicka			08:00	- 16:00	>
8	Pojke		)	08:00	- 16:00	>
UE	SDAY 8.9.20	20				
	Flicka		Sche	duled	day off	>
	Pojke			08:00	- 15:00	>
WE	ONESDAY 9.9	2020				
	Flicka			08:00	- 13:00	>
	Pojke			08:00	- 15:00	>
тни	RSDAY 10.9.2	2020				
	Flicka			08:00	- 15:00	>
	Pojke			08:00	- 15:00	>
FRID	0202.6 TYA	1				
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13. Activate the **Calendar** and the week you want to schedule. The week must be "open".

Every day, Monday to Friday, must be planned for each child. Activate the day by pressing the arrow next to the child's name.

For most guardians, Saturday and Sunday are locked days in the calendar, but if the days are active and you do not need shift care, the days should be planned with absence. See figure 14.

The calendar will be locked 8 days in advance. This means that you need to plan e.g. week 37 already during week 35, no later than Sunday before 23 p.m.

Å	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
35	During	this week	you plan	the times	for w. 37	before	23 p.m.
36							
37	8-15	8-15	Scheduled day.off	8-15	8-15		

14 <sup>©</sup>	15 <sup>3</sup> ®al à	16 <sup>}</sup>		
New plan 6	✓ New plan 合	Calendar 🔒		
		WEEK		
Mor 14 9 2020	Mon 14.9. 2020	36 37 38 39 40 TODAY		
This day needs to be planned by 6.9.2020 23:00	This day needs to be planned by 6.9.2020 23:00	MONDAY 14.9.2020		
+ ADD PERIOD	BEGINS ENDS	Flicka 08:00 - 16:00 >		
Flicka + ADD ABSENCE	08:00 - 16:00 ×	Pojke 08:00 - 16:00 >		
	Flicka + ADD PERIOD	TUESDAY 15.9.2020		
SAVE	+ ADD ABSENCE	Flicka Scheduled day off		
BALANCE September 2020	SAVE	Pojke Scheduled day off >		
Planned hours		WEDNESDAY 16.9.2020		
Actual hours	BALANCE September 2020	Flicka 08:00 - 13:00 >		
Planned days	Planned hours 116:30/149:00			
17	Actual hours	Pojke 08:00 - 15:00 >		
Actual days	O/149:00 Planned days	+ THURSDAY 17.9.2020		
HOURS	17	Flicka 08:00 - 15:00 >		
Planned Actual	Actual days 0			
Week 40 27:00 0	HOURS	Pojke 08:00 - 15:00 >		
Week 39 29:00 0	Planned Actual	FRIDAY 18.9.2020		
Week 38 27:00 0				

14. **New plan:** "Add period" or "Add absence" and "SAVE". Here you also see a reminder when the days have to be planned. Under the heading BALANCE you see planned and actual hours and days. 15. Select hours "Begins" and "Ends" and "SAVE". NOTE! Phones based on language which is read from right to left will show the content from right to left ("Ends" - "Begins").

16. Plan from Monday to Friday (Saturday and Sunday). As long as the calendar is open, you can make changes and "SAVE".

