



KIDSADMIN PARENT PORTAL & PARENT APP

MANUAL- 2020



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INTRODUCTION

The parent portal has been developed to share information about the care of your children. With the parent portal you can:

- View the schedule of your child
- Request extra daycare or change existing requests
- Look at the activities of your child (logbook)
- Send messages to the group
- View pictures of your child
- Submit changes of your personal data
- View and download documents

In addition, Kidsadmin has its own mobile app for iOS and Android devices.

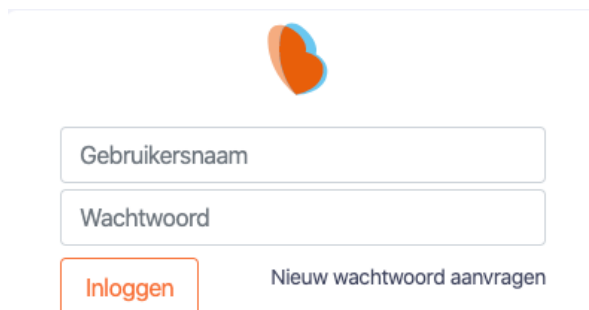
This manual explains how to use the parent portal and app. Some options might be unavailable depending on the choices of your childcare organization.



PARENT PORTAL

FIRST TIME LOGIN

Go to the website of your childcare organization where you find a link to the parent portal. When clicking the link, a login page of the parent portal appears:



When logging in for the first time, a password needs to be requested. Click on [nieuw wachtwoord aanvragen]. Your username is the e-mail address you provided to the childcare organization.



After completing these steps, an email will be sent to the email address. Click on the link to create a password.



The screen below will show. Enter the desired password twice and click on change password [wijzig wachtwoord]. The password must contain at least 8 characters.



Ouderportaal resetten

Voer hieronder 2 maal uw nieuwe wachtwoord in, na het wijzigen van uw wachtwoord dient u opnieuw in te loggen.

wachtwoord

Wachtwoord

Wijzig wachtwoord

Once all steps have been completed, you will return to the login screen. You can now log in with your e-mail address and password.

Uw wachtwoord is gewijzigd.

Gebruikersnaam

Wachtwoord

Inloggen

Nieuw wachtwoord aanvragen



DASHBOARD

Once logged into the parent portal, the dashboard with the data of the child selected on the top left side of the screen is visible. You will see an overview of the future planning. Below a bar that describes your child's latest activities. These activities are written in the logbook by the group.

LOGBOEK (LOGBOOK)

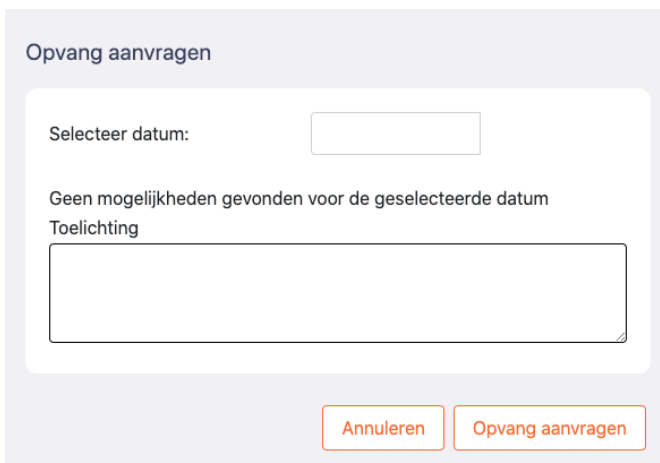
When opening the logbook all activities the group has entered about your child in the last 3 weeks is shown. When select a start and end date at the top of the screen, past activities can be viewed.

PLANNING (SCHEDULE)

At planning the child's schedule for the coming 3 weeks is shown. By adjusting the start and/or end date at the top of the page the range can be changed.

REQUESTING AN ADDITIONAL DAY

To request an additional day, click [Opvang aanvragen] at the top right of the page. You will be directed to a new page, where you will find an overview of your previous requests. By clicking [Nieuwe aanvraag] the following pop-up window will appear:



Opvang aanvragen

Selecteer datum:

Geen mogelijkheden gevonden voor de geselecteerde datum

Toelichting

Now select the desired date, time and add a remark if necessary. Complete the request by clicking [Opvang aanvragen]. The request will now be visible at the "Aanvragen" overview with the status of all requests. The possible statuses are "in behandeling (pending)", "goedgekeurd (approved)" or "afgewezen (rejected)".



SWAPPING OR CANCEL DAY

You can swap (ruilen), change (wijzig) or cancel (afmelden) days via the parent portal.

Monday 30 March 2020	13:00-16:30	Vertikale*	
Monday 6 April 2020	13:00-16:30	Vertikale*	afmelden ruilen Wijzig
Monday 13 April 2020	13:00-16:30	Vertikale*	afmelden ruilen Wijzig

Swap days

When clicking the [ruilen] button, you can swap an entire day.

Ruiling aanvragen

Ruilen van: 18-05-2020

Ruilen naar: 

Select a date and click [Ruiling aanvragen]. The request will now be sent to your childcare organization. Once they have assessed the request and approved or rejected it, you will be notified by email. You will also find the current status of your request by “Aanvragen”.

Change the time of a planned day

If you want to change the time of a scheduled day, select [wijzig].

Tijd wijziging aanvragen

Huidige Planning

Groep: Vertikale* Tijd: 13:00 - 16:30

Nieuwe tijden

Starttijd: Eindtijd:

The current timeframe is stated at the top. Select the new times and click [Wijziging aanvragen]. The request will now be sent to your childcare organization. Once they have assessed the request and approved or rejected it, you will be notified by email. You will also find the current status of your request by “Aanvragen”.



Cancel a day

To cancel a (part of a) day, click the [Afmelden] button. The cancellation will be sent to the childcare organization.

Afmelden

Weet je zeker dat je je wilt afmelden voor deze dag?

[Annuleren](#) [AFMELDEN](#)



BERICHTEN (MESSAGES)

In the portal you can send messages to the group. At "berichten" you will see the sent and received messages with the option to send a new message at the bottom of the page.

FOTO'S (PICTURES)














Pictures linked to your child are visible via "Foto's". All pictures are displayed here including the date the picture was added to the program.

GEGEVENS (DATA)

To view and change your child's personal data, go to "Gegevens". Here you find an overview of the data administered by your organization. If you want to submit a change, click the [Wijziging aanvragen] button. The request will now be sent to your childcare organization for approval. You cannot change the data again until this change has been processed.

AANVRAGEN (REQUESTS)

The status of all requests is available via "Aanvragen". The possible statuses are "in behandeling (pending)", "goedgekeurd (approved)" or "afgewezen (rejected)".

-  Dashboard
-  Logboek
-  Planning
-  Berichten
-  Foto's
-  Gegevens
-  Aanvragen
-  Contracten
-  Jaaropgaven
-  Jaarbegrotingen
-  Mijn gegevens
-  Facturen
-  Budgetten

DOCUMENTS

You can view important documents such as contracts, annual statements and invoices via the parent portal. You can also print and download the documents to your computer. Via "budgetten" you can see the status of the budget you have used per product.

MIJN GEGEVENS (MY DATA)

You can view your own personal data in the portal via "Mijn gegevens". You can report a change the same way as with your child's data. This is personal, so the parent logging in can only view and change his or her own data.

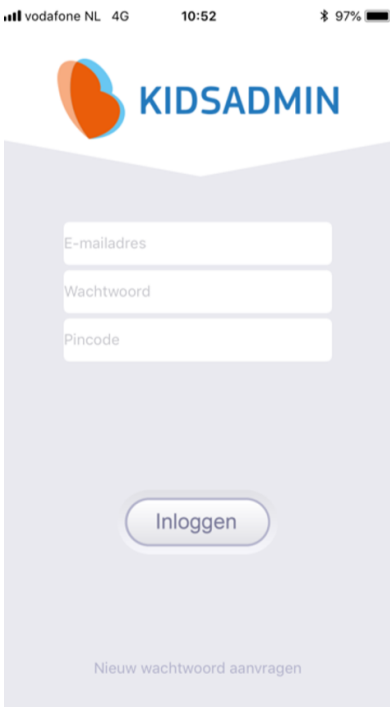
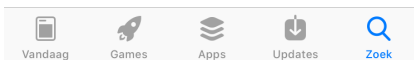


PARENTAL APP

INSTALLATION AND LOGIN



Go to the Appstore or Playstore and search for the Kidsadmin ouderportaal app. Download and install the app on your phone.



When opening the app the login screen is shown. The email address and password are the same as for the parent portal. The pincode is provided by your childcare organization.

Are you unable to log in? You can request a new password. Please note: you must now also use the new password in the parent portal.



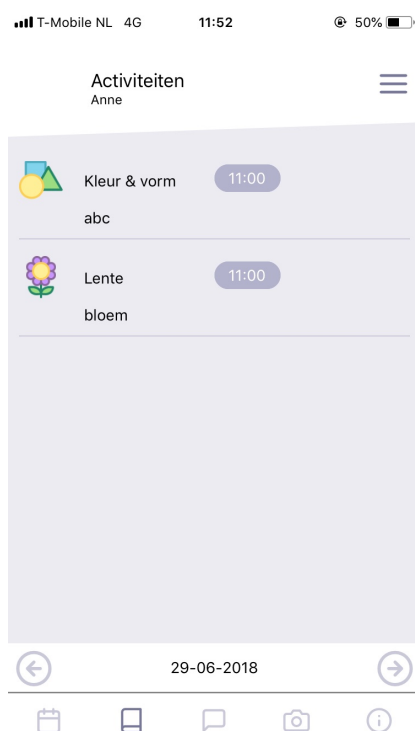
HOW TO USE THE PARENTAL APP

The app is connected to the parent portal. In the app you will see different tabs at the bottom bar. At the top right of the menu, you can select another child's data, if relevant.



PLANNING (SCHEDULE)

In the first tab of the app, you can see your child's schedule for the entire month. By clicking on the arrows at the bottom left, you can scroll forward or backwards for a month. It is not possible to request contract changes via the app. For this you need to contact the administration of your childcare organization. An additional day can be requested via the parent portal.



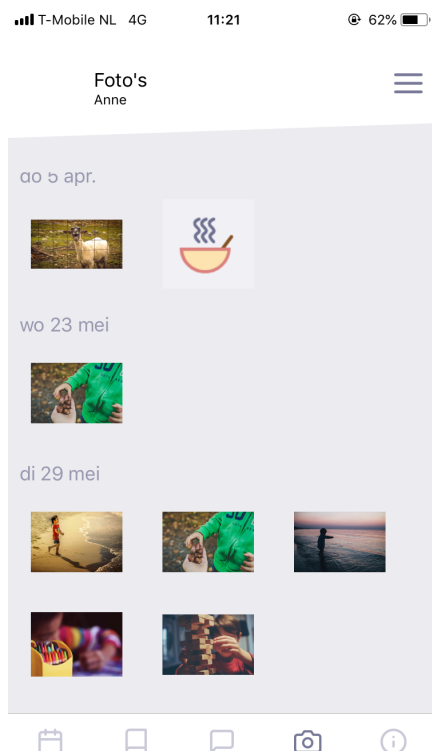
ACTIVITEITEN (ACTIVITIES)

Under the second tab you find your child's logbook. Here you see the activities that have been entered by the group. By clicking on the arrows at the bottom of the screen, you can select another day.



BERICHTEN (MESSAGES)

Via the "berichten" tab, you can send messages to the group. When you receive a message in the app, you will receive a push notification unless you have disabled this feature on your phone.



FOTO'S (PICTURES)

Under the tab "foto's" you will find the pictures the group added in chronological order. The latest photos can be found below. By scrolling up, you can also find all previous pictures. By clicking on a picture, you can open it in a large format.



T-Mobile NL 4G 11:21 62%

GEGEVENS (DATA)

Gegevens
Anne

Voornaam:
Anne

Achternaam:
Sestig

Geboortedatum:
04-06-2008

Geslacht:
Meisje

Calendar icon, Mobile icon, Chat icon, Camera icon, Info icon



The “Gegevens” tab shows your child's personal data. You can submit a change via the parent portal.