



User Manual Leoba Software

Parent App

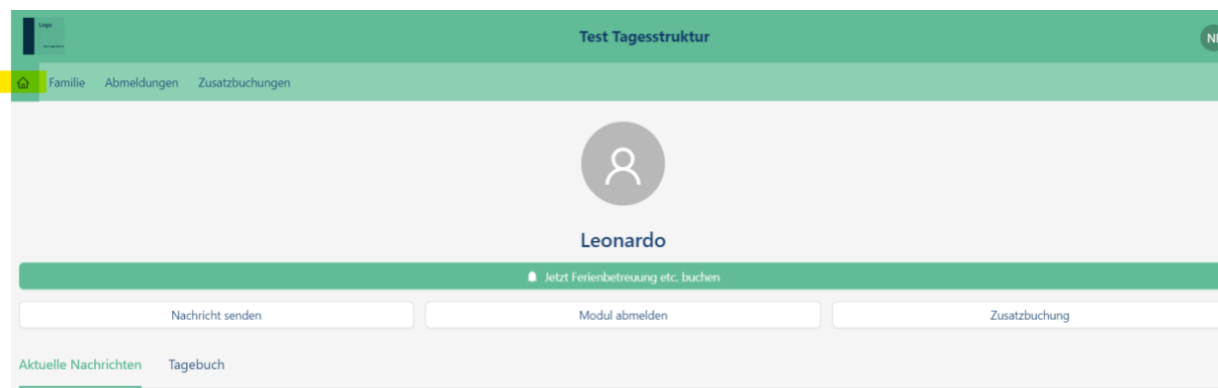
Version from 17.02.2024

Table of Contents

Main View of the Parent App	3
Edit Your Own Data	3
Care Contract	4
The following functions are available:	5
Contract Changes.....	5
Add Sibling Children	5
Messages.....	6
Current Messages.....	6
Diary.....	7
Absences	7
Absence Archive	8
Additional Bookings	8
Additional Bookings Archive	9
Contact.....	10

Main View of the Parent App

After successful registration you will find yourself in the main view of the parent app. You can always switch to the main view using the yellow highlighted home button.



Edit Your Own Data

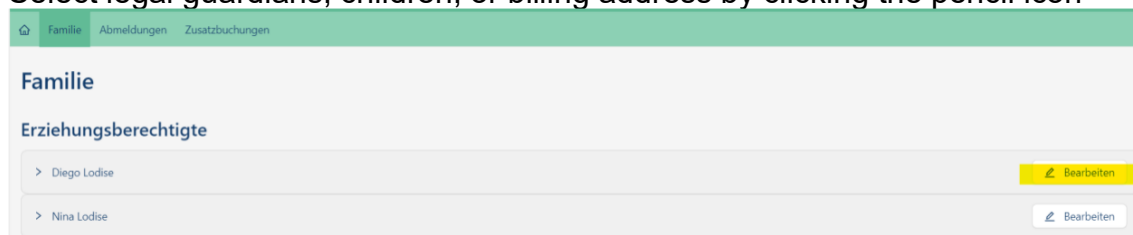
In the “Family” section you can view the data you entered into the online registration form. You are responsible for keeping the data up to date and making changes when necessary.

Proceed as follows:

1. Family



2. Select legal guardians, children, or billing address by clicking the pencil icon



3. Select the specific field in the respective view and enter the correct information

Person Editieren ✕

Vorname *

Diego


Nachname *

Lodise

Geschlecht

▼

Geburtsdatum

Datum auswählen 

Strasse und Hausnummer *

Im Winkel 11

PLZ *

5102

Ort *

Rupperswil

Mobile Nummer *

+41

798422566

Email

Zivilstand

▼

Beruf

Arbeitgeber


Speichern

4. Click the “Save” button at the bottom right

Note: The institution will automatically be informed of the changes.


Care Contract


The care contract is available under the “Family” category under the respective child.


 Familie  Abmeldungen  Zusatzbuchungen

Familie


Erziehungsberechtigte

> Diego Lodise  Bearbeiten

> Nina Lodise  Bearbeiten

Kinder  Hinzufügen

▼ Leonardo Lodise


Verträge  Zusätzliche, regelmäßige Module buchen

Aktiv

Erstellt Am: 13.1.2024

Betreuung Ab: 13.1.2024

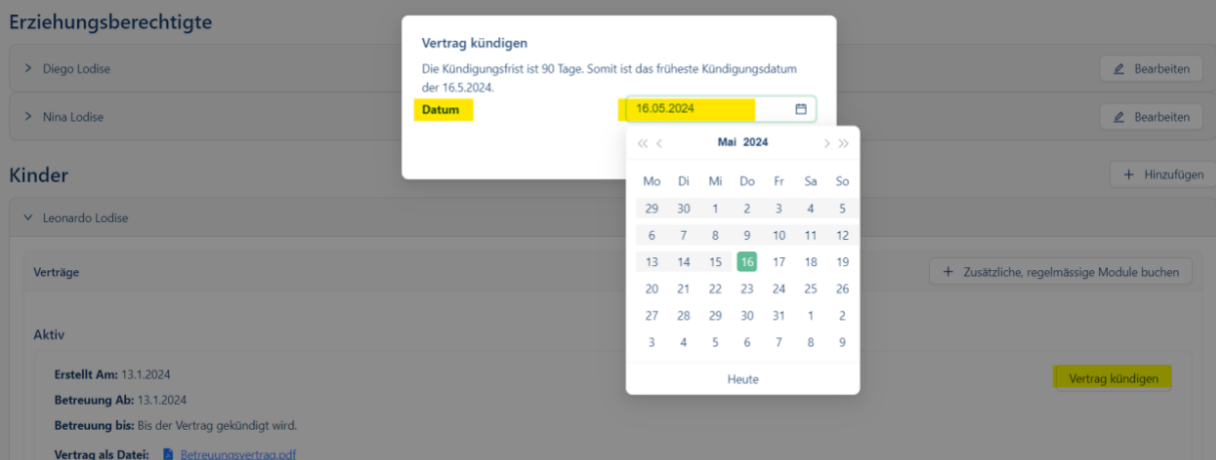
Betreuung bis: Bis der Vertrag gekündigt wird.

Vertrag als Datei:  Betreuungsvertrag.pdf  Vertrag kündigen

User Manual Parent App

The following functions are available:

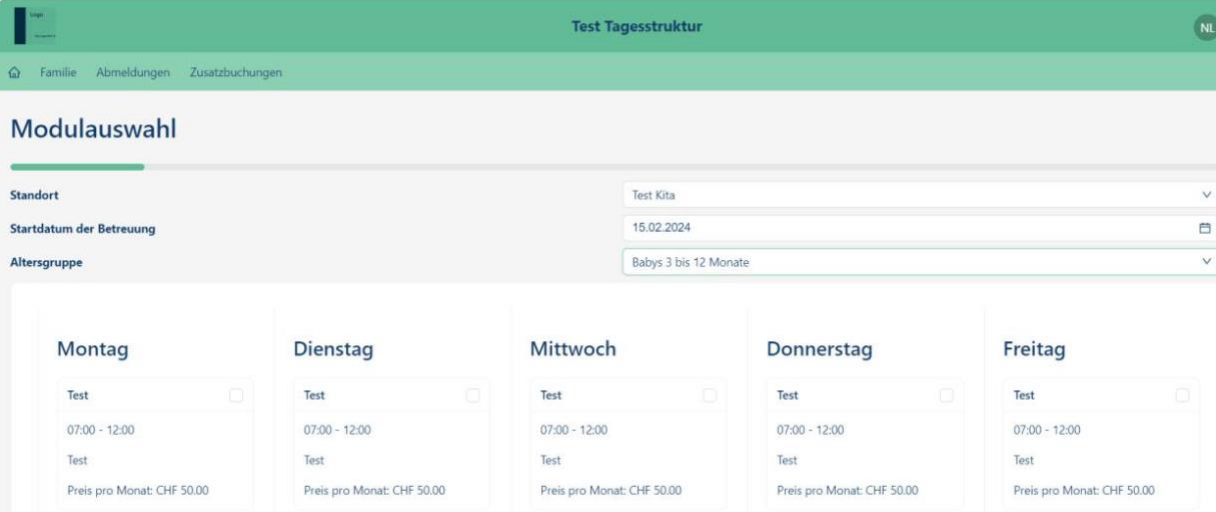
- Download contract as PDF
- Terminate contract



The screenshot shows the 'Erziehungsberechtigte' (Authorized Parent) section with a list of children: Diego Lodise and Nina Lodise. Below this is the 'Kinder' (Children) section for Leonardo Lodise. A modal titled 'Vertrag kündigen' (Terminate contract) is open, displaying the text: 'Die Kündigungsfrist ist 90 Tage. Somit ist das früheste Kündigungsdatum der 16.5.2024.' Below this text is a date picker showing '16.05.2024'. A calendar for May 2024 is also visible, with the 16th highlighted. The background shows details for Leonardo Lodise, including 'Verträge' (Contracts) and 'Aktiv' (Active) status, with a 'Vertrag als Datei' (Contract as file) link.

Contract Changes

Please inform the institution management of any contract changes. They will apply the adjustments for you as appropriate.



The screenshot shows the 'Modulauswahl' (Module Selection) screen. At the top, there's a header 'Test Tagesstruktur' and a language selector 'NL'. Below the header, there are navigation links: 'Familie', 'Abmeldungen', and 'Zusatzbuchungen'. The main section is titled 'Modulauswahl' and contains three dropdown menus: 'Standort' (Location) set to 'Test Kita', 'Startdatum der Betreuung' (Start date of care) set to '15.02.2024', and 'Altersgruppe' (Age group) set to 'Babys 3 bis 12 Monate'. Below these, there are five columns representing the days of the week: Montag, Dienstag, Mittwoch, Donnerstag, and Freitag. Each column contains a 'Test' button, a time slot '07:00 - 12:00', and a price 'Preis pro Monat: CHF 50.00'.

Add Sibling Children

Using the app, you can also add sibling children. You no longer need to complete the entire registration form, only the child form.

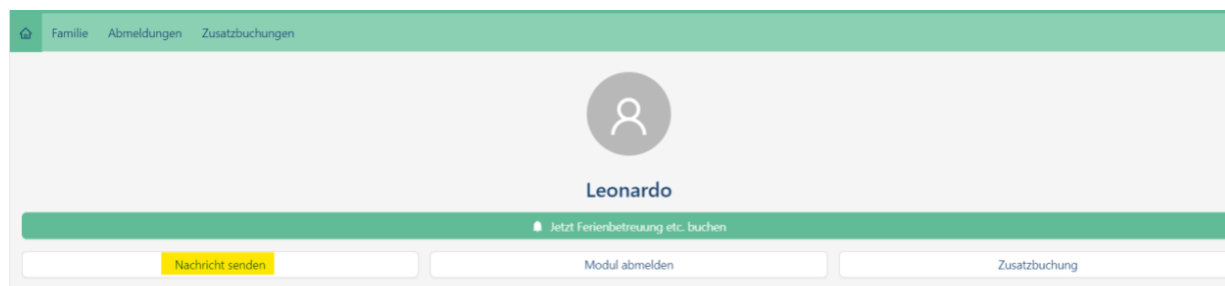
Proceed as follows:



Messages

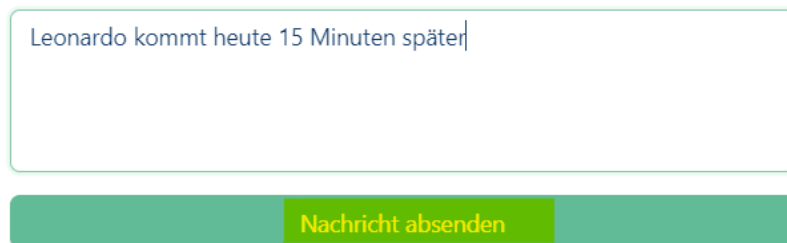
Using the message function, you can send messages to the institution and receive them via push notification.

To send messages, click “Messages”, enter a note, and then click “Send message”.



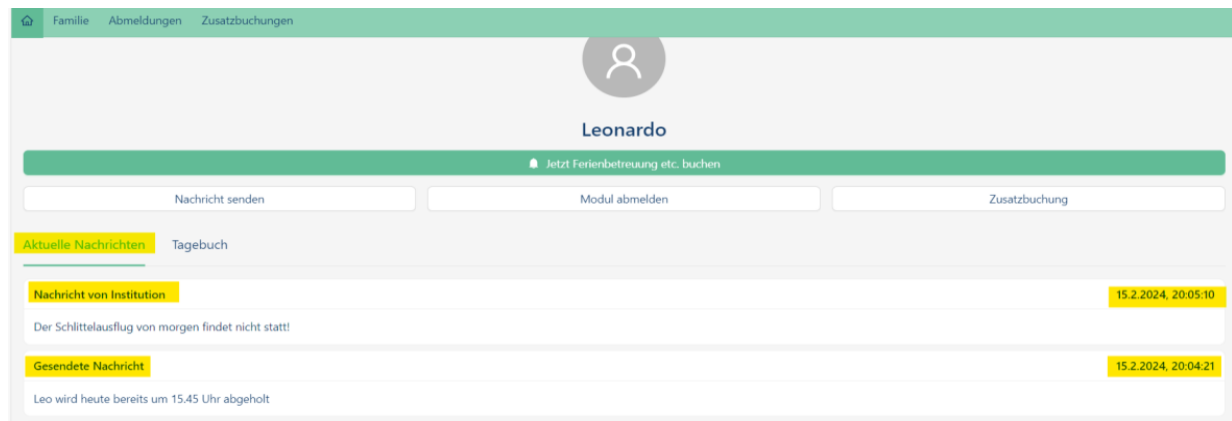
✕

Neue Nachricht erstellen



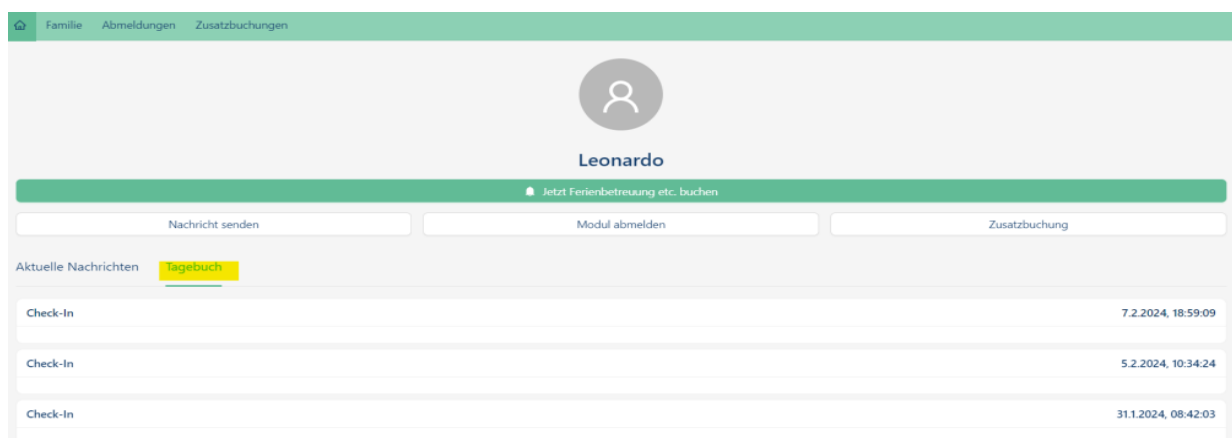
Current Messages

Under the “Current Messages” section you will find all messages you have sent to the institution. You will also see messages sent by the institution to you. On the right side of the message you can see the date and time a message was sent.



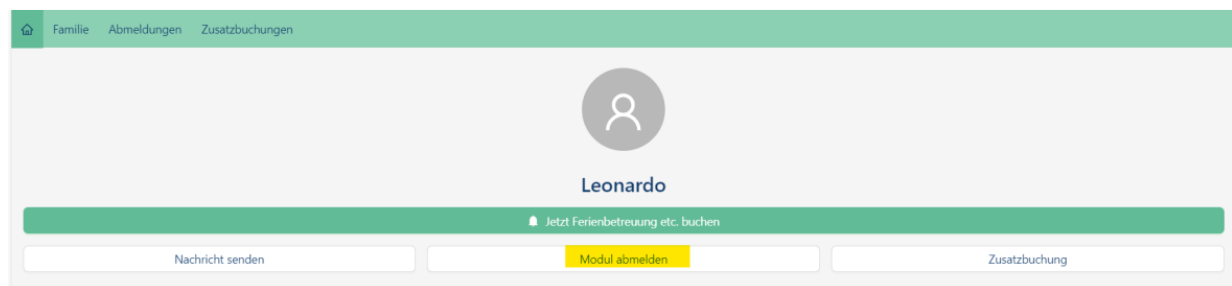
Diary

In the “Diary” function you receive information about your child’s daily routine in care. This requires that the institution uses this function for documentation.



Absences

Absences due to illness, holidays or other reasons can be reported using the “Absences” section.



Proceed as follows:

1. Enter absence date or period
2. Select the specific module(s)
3. Enter a note
4. Click “Report module absence”

Modul abmelden

Datum 15.02.2024 

Bis 15.02.2024 

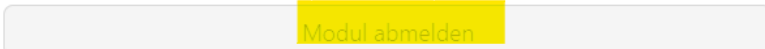
☐ Donnerstag

☐ Test

Grund 

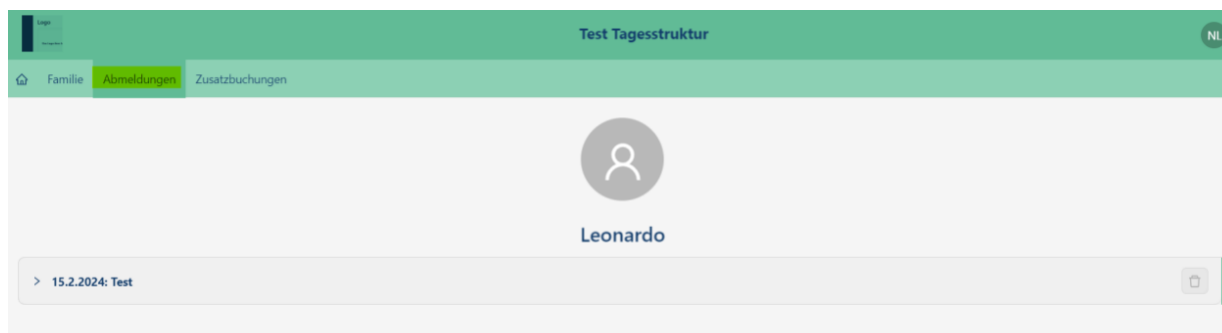
Notiz

Sie müssen eine Notiz hinterlegen um die Buchung abzuschliessen.



Absence Archive

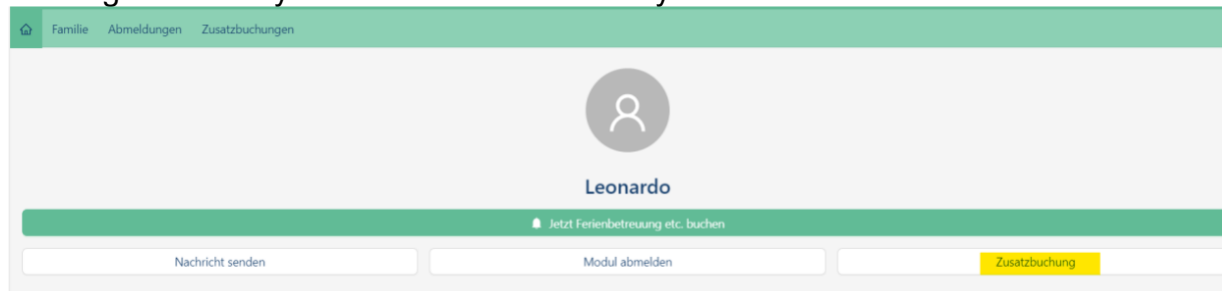
Here you will find an overview of all submitted absences.



The screenshot shows the 'Test Tagesstruktur' header with a user profile for 'Leonardo'. The navigation bar includes 'Familie', 'Abmeldungen' (highlighted), and 'Zusatzbuchungen'. Below the profile, a list item shows '> 15.2.2024: Test' with a trash icon.

Additional Bookings

Using the “Additional Bookings” function you can make extra bookings. These are bookings that you have not already selected in the care contract.



The screenshot shows the 'Zusatzbuchungen' section for 'Leonardo'. A green banner at the top says 'Jetzt Ferienbetreuung etc. buchen'. At the bottom, there are three buttons: 'Nachricht senden', 'Modul abmelden', and 'Zusatzbuchung' (highlighted in yellow).

You can select a date or date range, choose the respective module, and send the booking request. Please note the text in the green box.

Zusätzlich buchen

Die Institutionsleitung kann den zusätzlichen Tag je nach Kapazitäten annehmen oder ablehnen.

Datum

16.02.2024



Bis

16.02.2024



✓ Freitag

✓ Test - CHF 12.00












Notiz

Sie müssen eine Notiz hinterlegen um die Buchung abzuschliessen.

Speichern

Additional Bookings Archive

Here you will find an overview of all additional bookings made. Please note the symbol on the right, which informs you whether additional bookings have been accepted or declined.

Familie			Abmeldungen	Zusatzbuchungen
			 Leonardo	
> 9.1.2024: Modul 2			Bestätigung noch offen	 
> 9.1.2024: Ferienbetreuung Herbst / 8 A (Gruppe Raupe)			Bestätigt	 
> 9.1.2024: Ferienbetreuung Herbst / 8 A (Gruppe Raupe)			Bestätigt	 
> 8.1.2024: Administrationsmodul			Bestätigung noch offen	 
> 2.1.2024: Modul 2			Bestätigung noch offen	 
			Alle anzeigen	

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