

# DaisyFamily: Guide to care time reservations

These instructions describe the functions of DaisyFamily's care time calendar. There may be differences in the operating methods of municipalities and private daycare centers, so please follow the instructions you receive.



You can access the booking calendar by selecting the calendar button from the main menu on the left side of DaisyFamily or, for example, on the phone screen at the bottom of the front page of DaisyFamily.



Please also familiarize yourself with the instructions found behind the question mark.

The current day is shown in the calendar circled in green. The check-in time is shown, if the check-out has not been done yet.

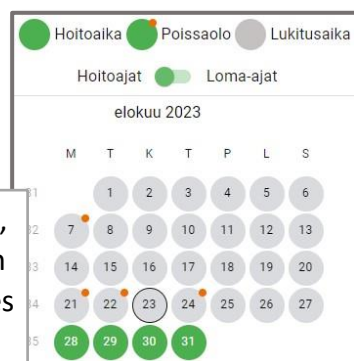
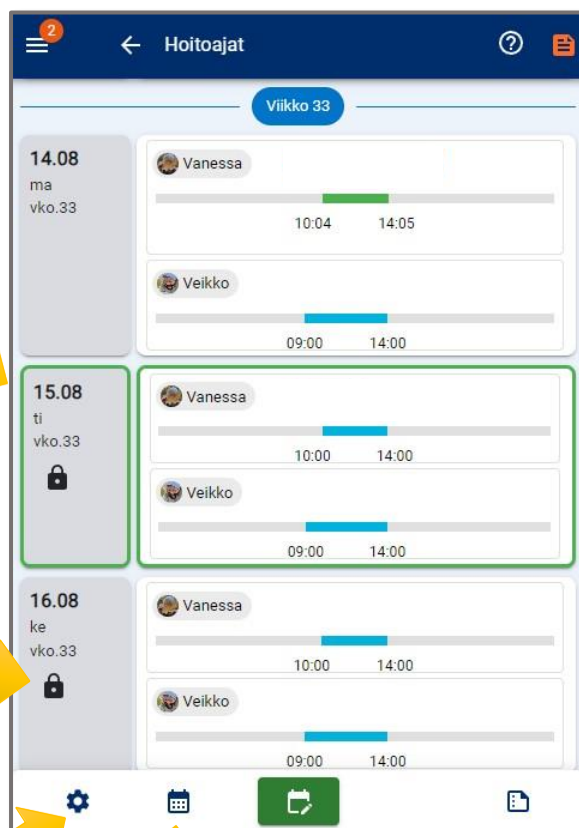
The locked day is marked with a picture of a lock. The normal lock-in time (e.g. 2 or 3 weeks) is on a gray background. You can only mark an absent or sick day for a locked day.

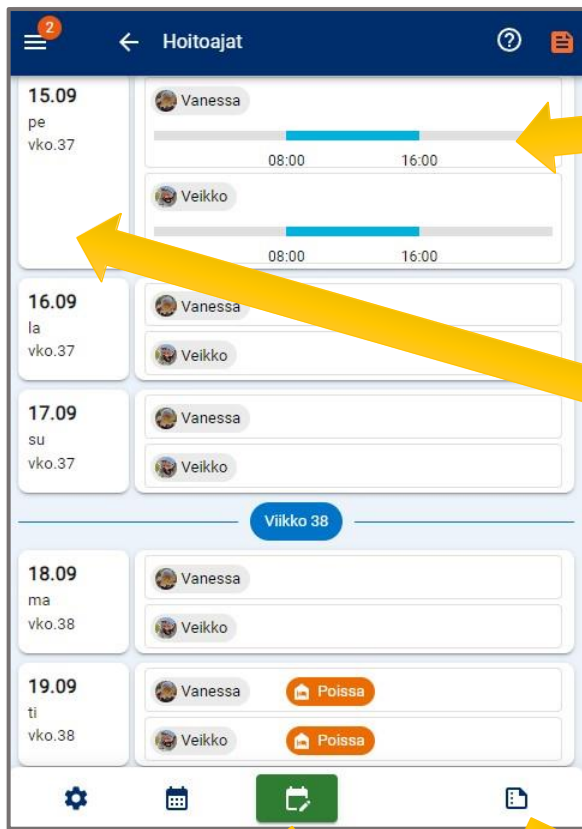
Näytettävät Lapset

Oletushoitoaika

In the settings, you can choose the children to be shown in the scrolling view and set the default time used for bookings. NOTE! For all days, you still have to make a care time reservation or mark your absence.

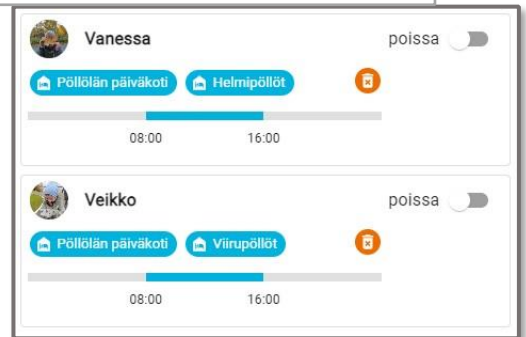
In the monthly summary, you can see the situation of bookings and absences on a monthly basis.





The care reservation is shown in the calendar with the time. In the same way, you can also see the actual care time for past days.

You can open the day view by pressing on the date. Here you can see additional details regarding the reservation, and you can also add a mark of absence or delete the reservation if it is not during the lock-in period.



Editing care time reservations is done from the green button. You can make new reservations and absences, as well as edit and delete them.

Used care time shows the reserved and spent care time of the month. You can also find the invoicing criteria here.



# Making a care reservation

1. Select the green edit booking button at the bottom of the booking calendar.
2. Select "New caretime" to make a reservation.
3. Choose for which child/children the reservations will be made (by default all children are selected).
4. Choose where the reservation is made for each child. Reservations for different groups/units are made separately.
5. Select the duration of the reservation
6. Choose whether to make reservations for individual says, a week or a selected time period
7. Select the days for which the reservation will be made. The selected days appear circled in blue.
8. If the child has a placement in shift care, you can also save the reservations for weekends by selecting YES when prompted.
9. Select "Save caretimes".

Note! When you want to add another reservation for the day, e.g. for shift care, this is done the same way as a regular reservation.

Ilmoita uusi hoitoaika

1. Valitse Lapset

VARIS, VANESSA ✓

1. Pöllölän päiväkoti - Helmipöllöt

VARIS, VEIKKO ✓

1. Pöllölän päiväkoti - Viirupöllöt

2. Valitse varauksen kesto

08:00 16:00

3. Valitse Päivät

PÄIVÄT VIIKOT AIKAVÄLI

syyskuu 2023

M T K T P L S

1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30

TALLENNNA VARAUKSET

Yhdelle tai useammalle lapselle on mahdollista varata viikonloppuja. Haluatko sisällyttää varaukseen viikonloput?

KYLLÄ EI ✓

# Frequently asked questions (FAQ)

1. My child is cared for in one group at the beginning of the day and in a different group for the rest of the day, for example in shift care. How do I make reservations?

Reservations must be made in two parts. First make a reservation for the early day group, then make a new reservation for another group. When making another reservation, the program will ask if you want to keep the old reservation, so choose "Yes".

2. My child is in pre-school education and early childhood education supplementing pre-school education. How do I make reservations?

It is usually enough to make one reservation for the entire time needed, and the program will automatically allocate the child's preschool time to the reservation. Some municipalities or private kindergartens do not have a function for this, in which case, if necessary, e.g. reservation slots for supplementary early childhood education separately. If necessary, please check with the staff at your child's care facility..

3. How do I delete reservations or absences?

If the reservations for that day have not been locked yet, you can delete reservations by selecting the green edit button at the bottom of the care time calendar. Select the "delete caretimes" function. Choose from whom entries will be deleted and from which days. Finally, save the deletions.

4. How do I edit reservations or marks of absence?

Start editing in the same way as a new reservation, i.e. by selecting the green edit button at the bottom of the care time calendar. Select the "New care time" function. Enter the details of the new reservation. The program will ask if you want to keep existing bookings. By selecting "Yes", a new reservation will be added in addition to the old reservation. By selecting "No", the old reservation is deleted and replaced with a new one.