Parent's Cheat Sheet

Using the OWNA app

01. Home Screen / Dashboard

02. Child Profile

03. Records & Reports

04. Quick Actions

05. Attendances

06. Change your Details

07. Documents & Policies

08. Signing the CWA Form

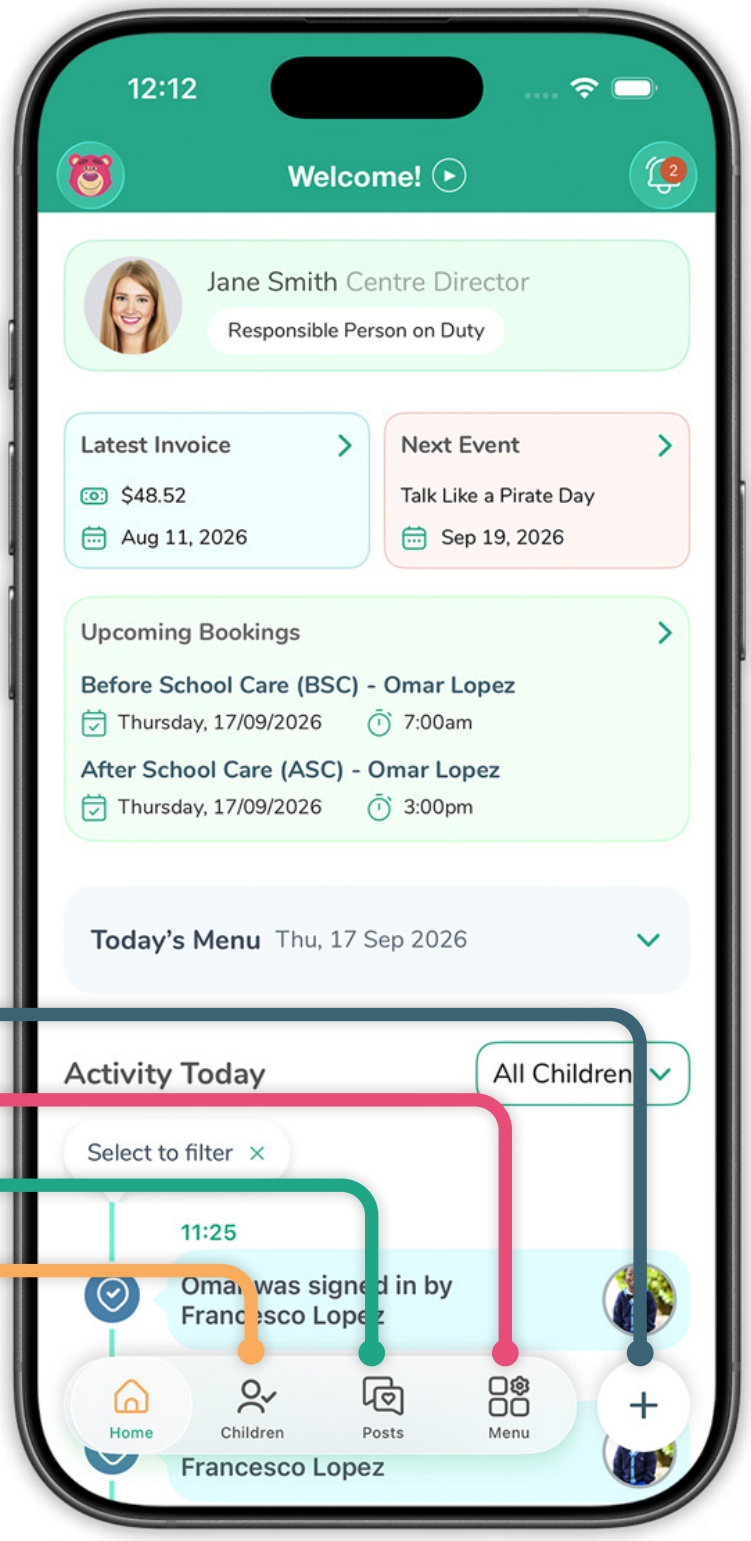
09. Signing the DDR Form

10. Statements & Invoices

01. Home Screen/Dashboard

Once you have logged in you will automatically be on the dashboard.

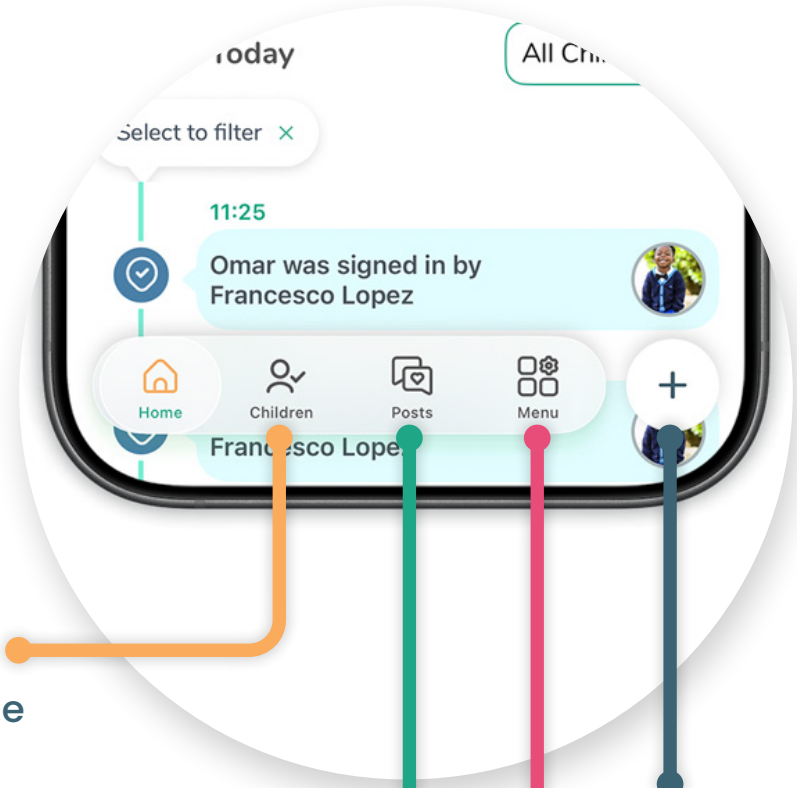
- Daily info
- Today's meals
- Statements & Invoices
- Attendances
- Person on duty
- Events



- Quick actions
- Menu
- Posts
- Children

01.b Dashboard pt.2

The bottom navigation items expanded.



Children

- Child profile
- Daily info
- Daily meals
- Statements & invoices
- Parents/guardians
- Documents
- Incidents
- Goals

Quick Actions

- Create Post
- Casual Bookings
- Hand over form
- Sign in/out (if applicable)
- Attendances
- Helpdesk (if applicable)

Posts

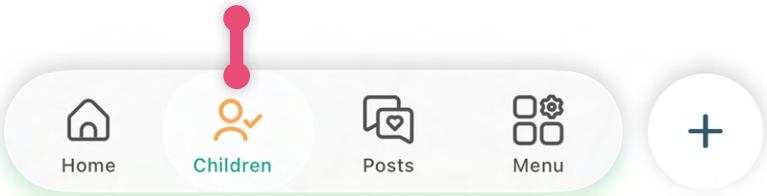
- Latest posts
- Media gallery
- Create post/message

Menu

- Settings
- Forms
- Curriculum program
- Learning grids
- Parent resources
- Logout

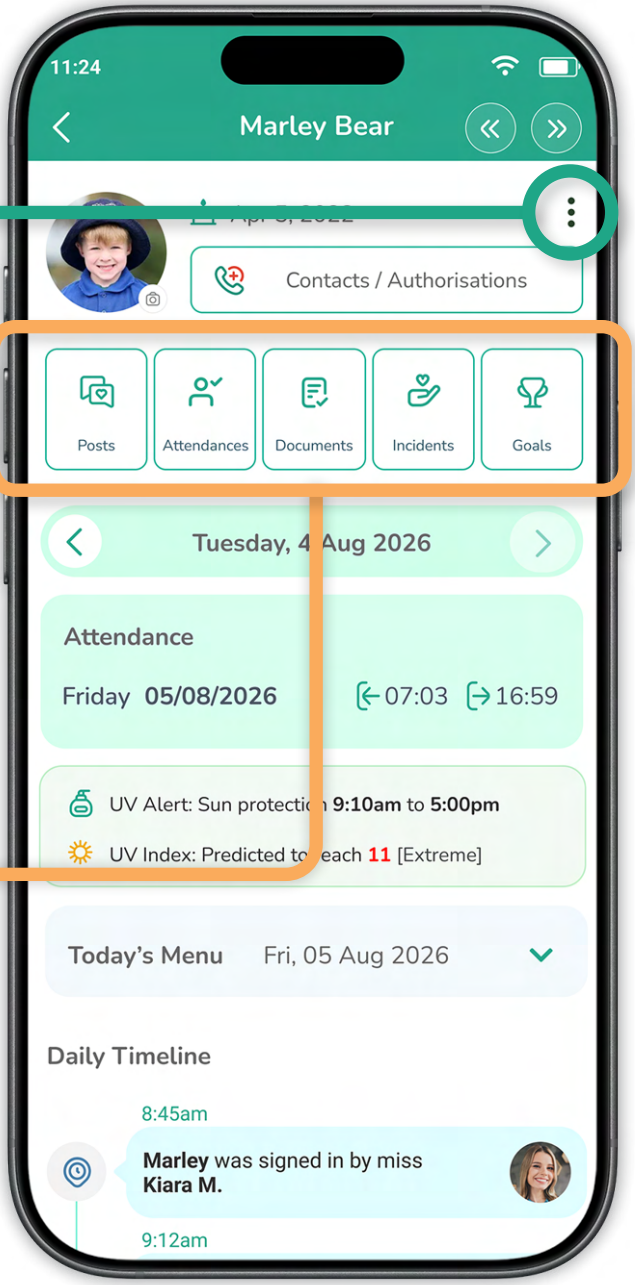
02. Child profile

1. Click on the Children tab.



- Daily info & activities
- Daily meals
- Emergency contacts
- Sleep & rest updates
- Sun protection updates
- Toilet updates

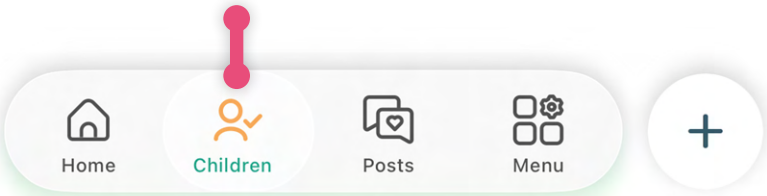
- Developmental reports
- Medication records
- Medication forms
- Sign CWA
- Booking patterns



- Related posts
- Attendances
- Documents
- Incidents
- Goals

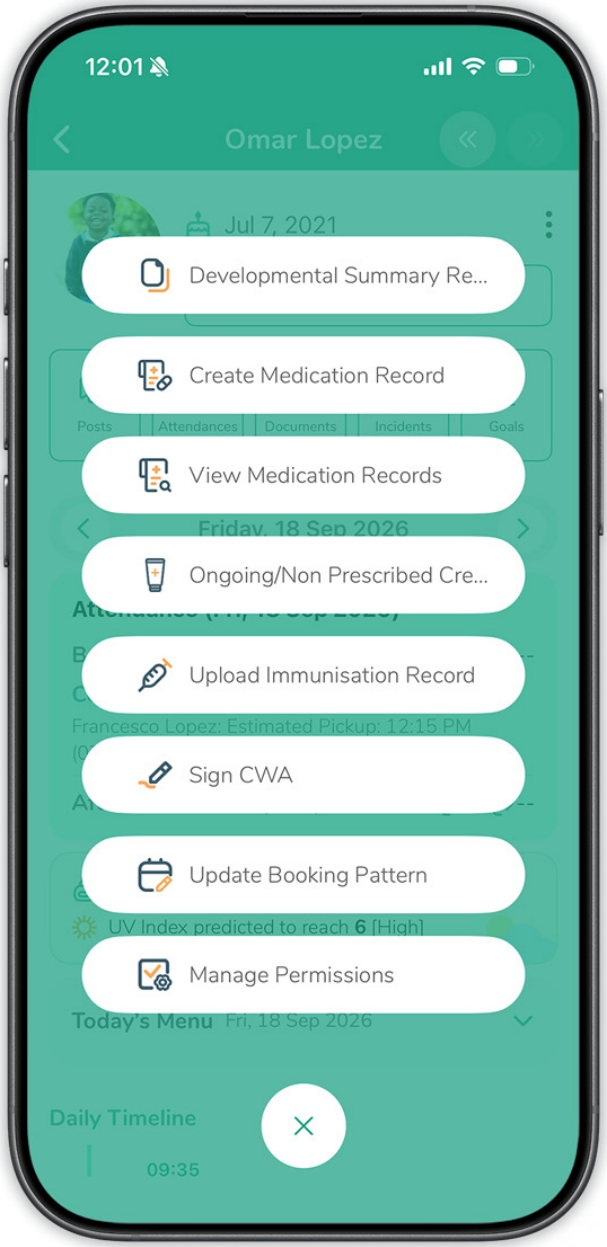
03. Records & Reports

1. Click on the Children tab.



2. Select child.

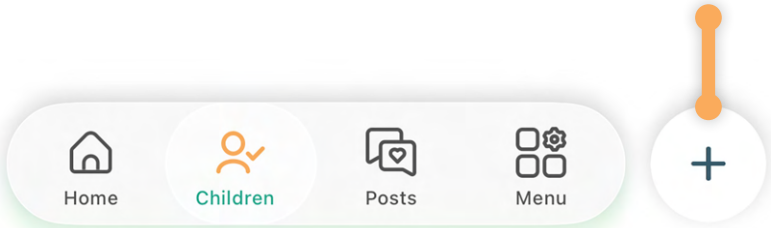
3. Click on the  three dots at the top right.



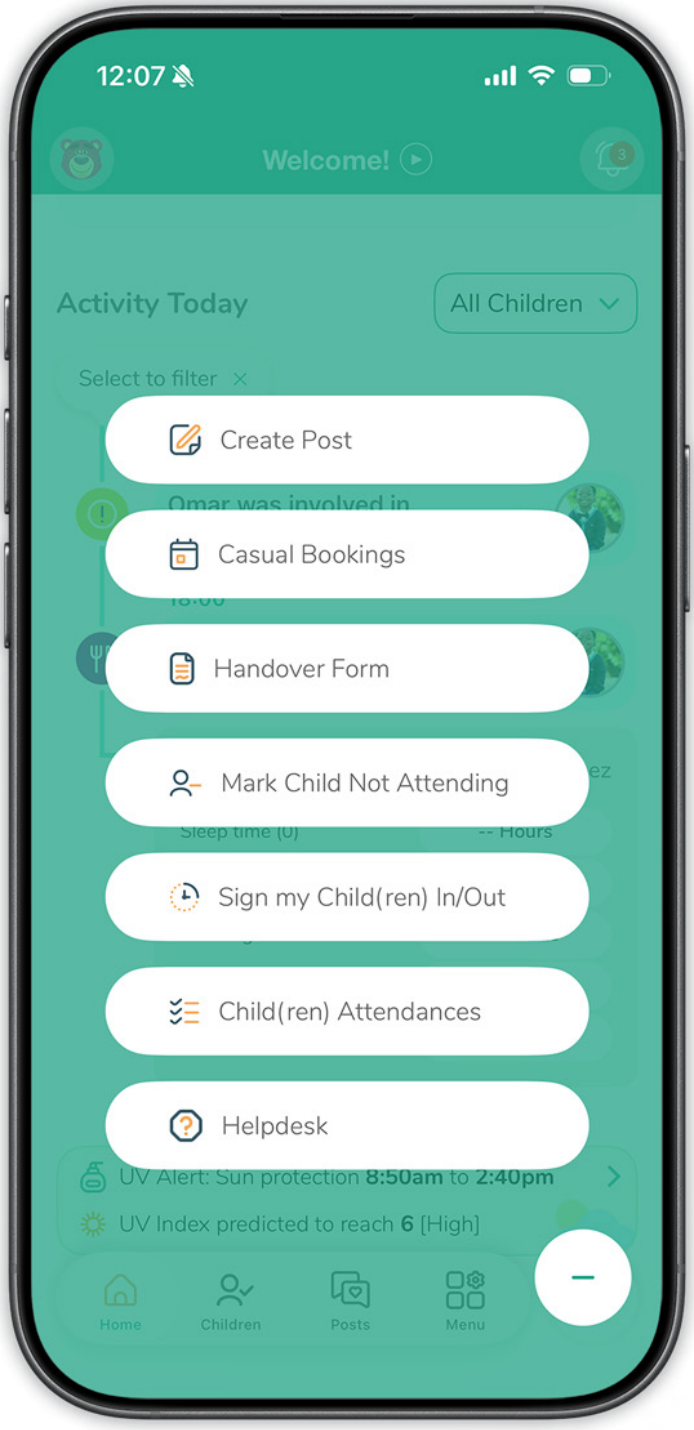
- Developmental report
- Create medication record
- View medication records
- Ongoing/non prescribed cream form
- Upload Immunisation Record
- Sign CWA
- Update Booking Pattern
- Manage Permissions

04. Quick actions

Click on the “+” button on the bottom nav.

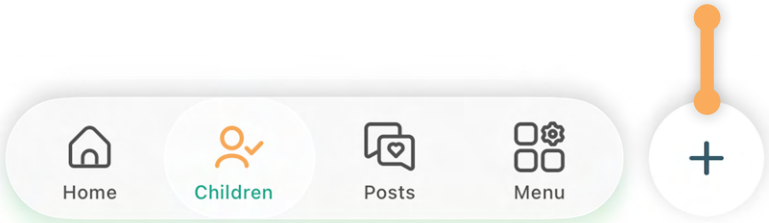


- Create your own post. Upload images, videos and private message for centre.
- Book casual days or be alerted when available.
- Leave handover information for centre.
- Let us know if your child won’t be coming in.
- Contactless Sign in/out
- View all your Child’s previous, upcoming and absent attendances.

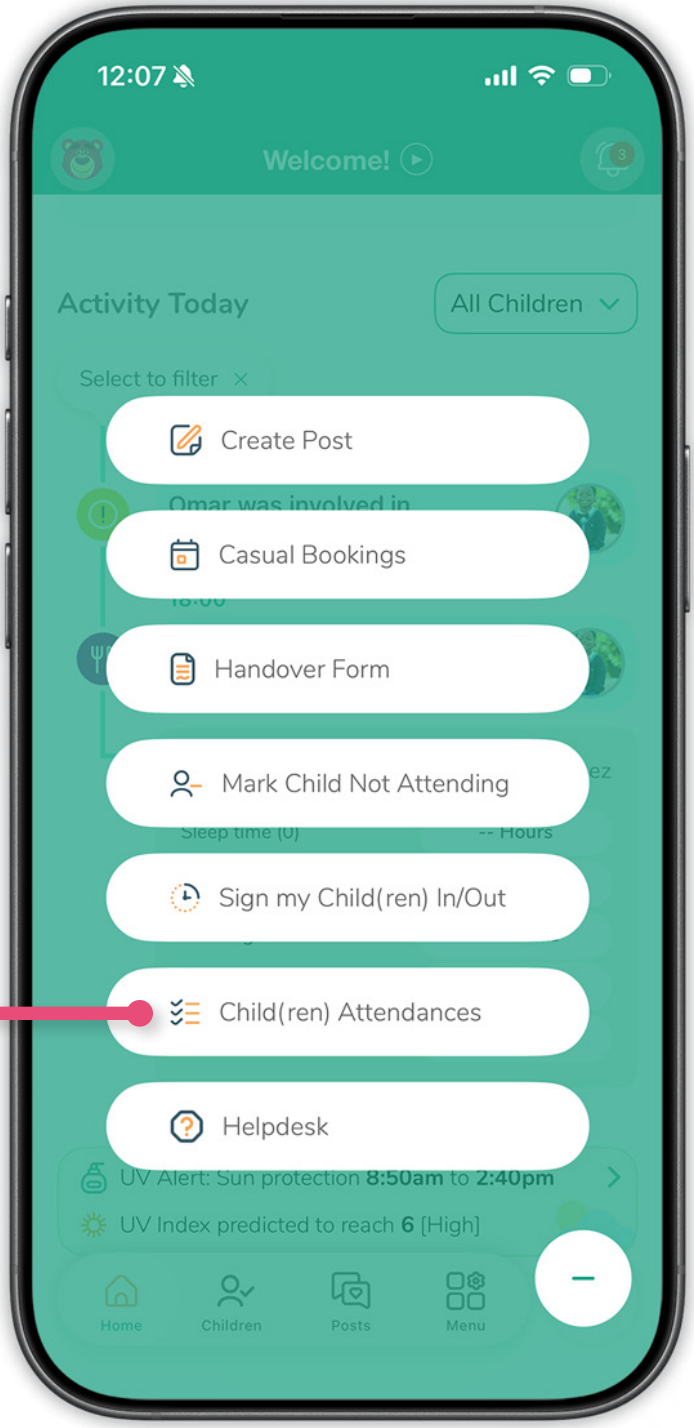


05. Attendances

Click on the “+” button on the bottom nav.

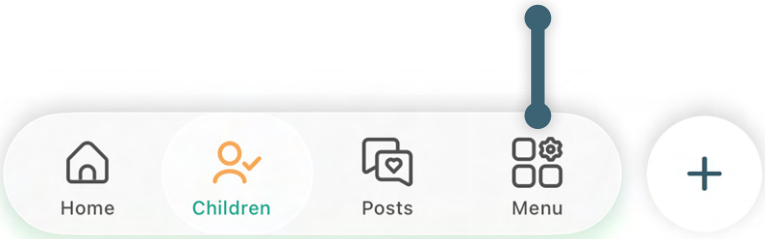


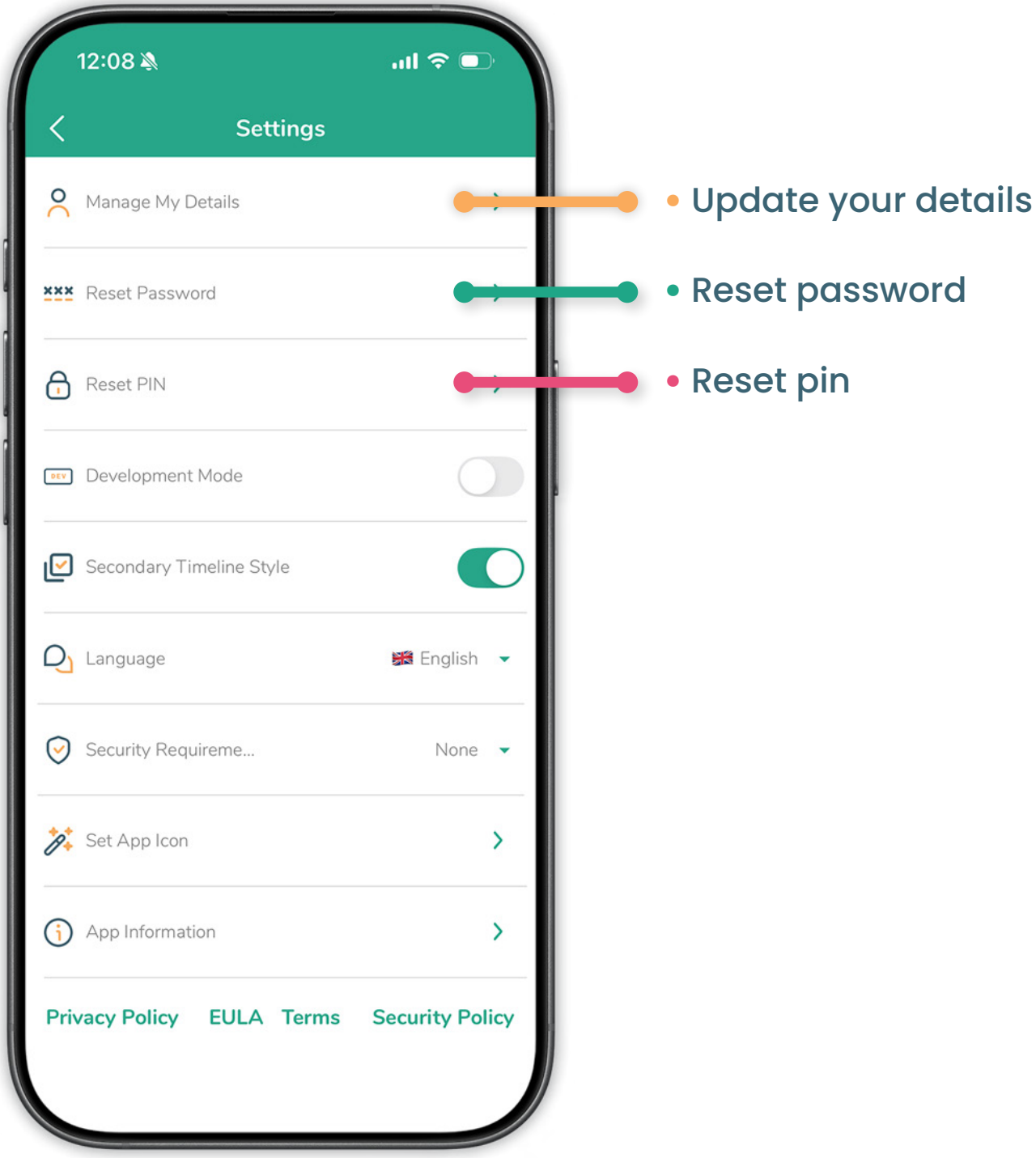
- Upcoming attendances
- Attendance history
- Absences



06. Change your details

Click on the “Menu” button on the bottom nav.



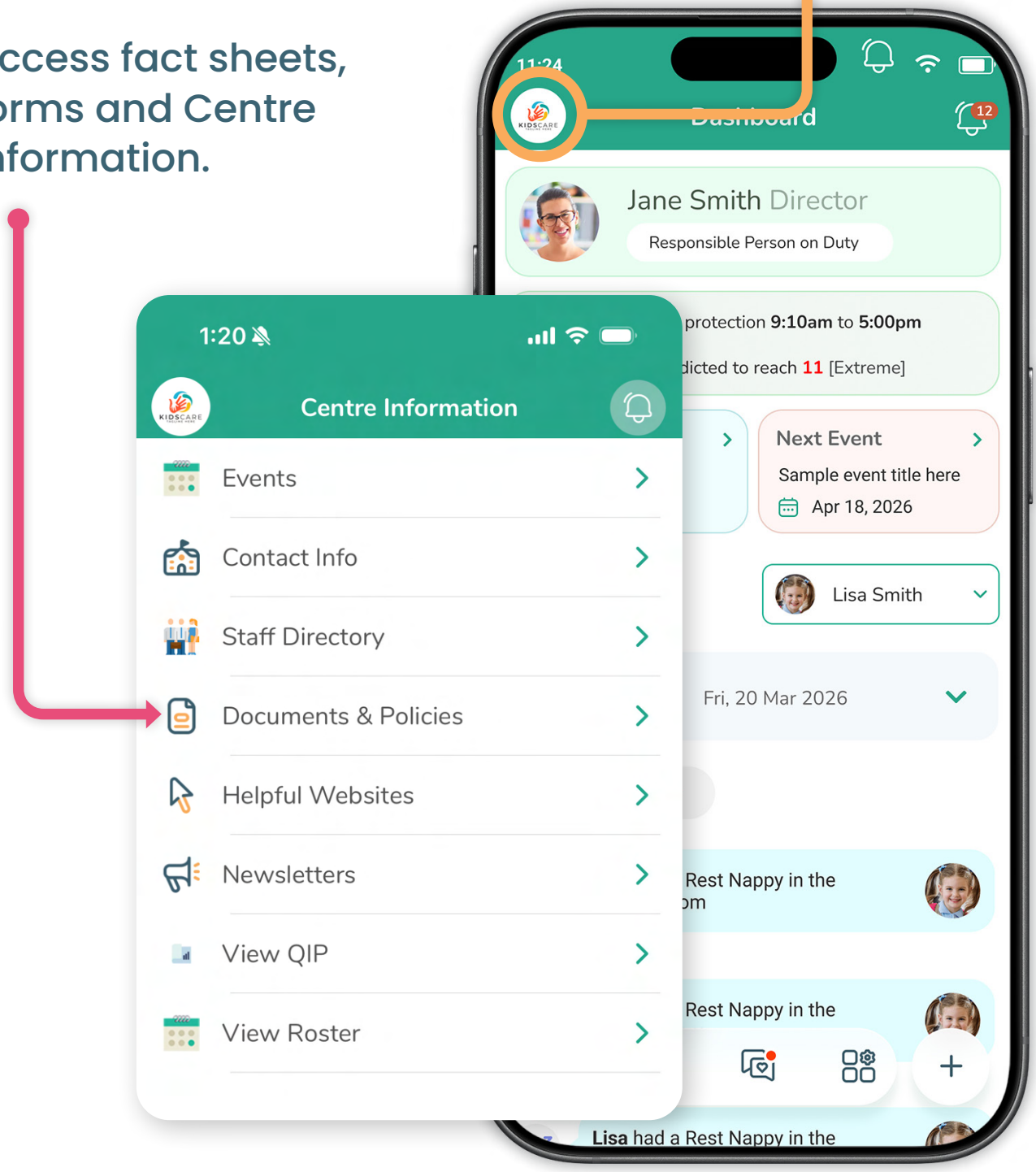


07. Documents & Policies

1. Click on the top left “Centre Profile” button.

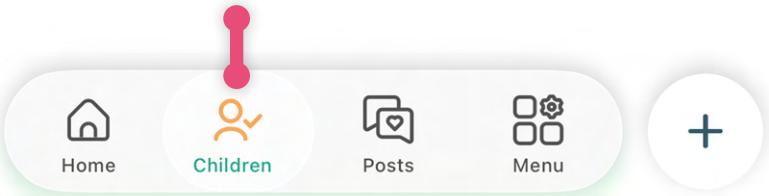
2. Click on “Documents & Policies”

Access fact sheets, forms and Centre information.



08. Signing the CWA Form

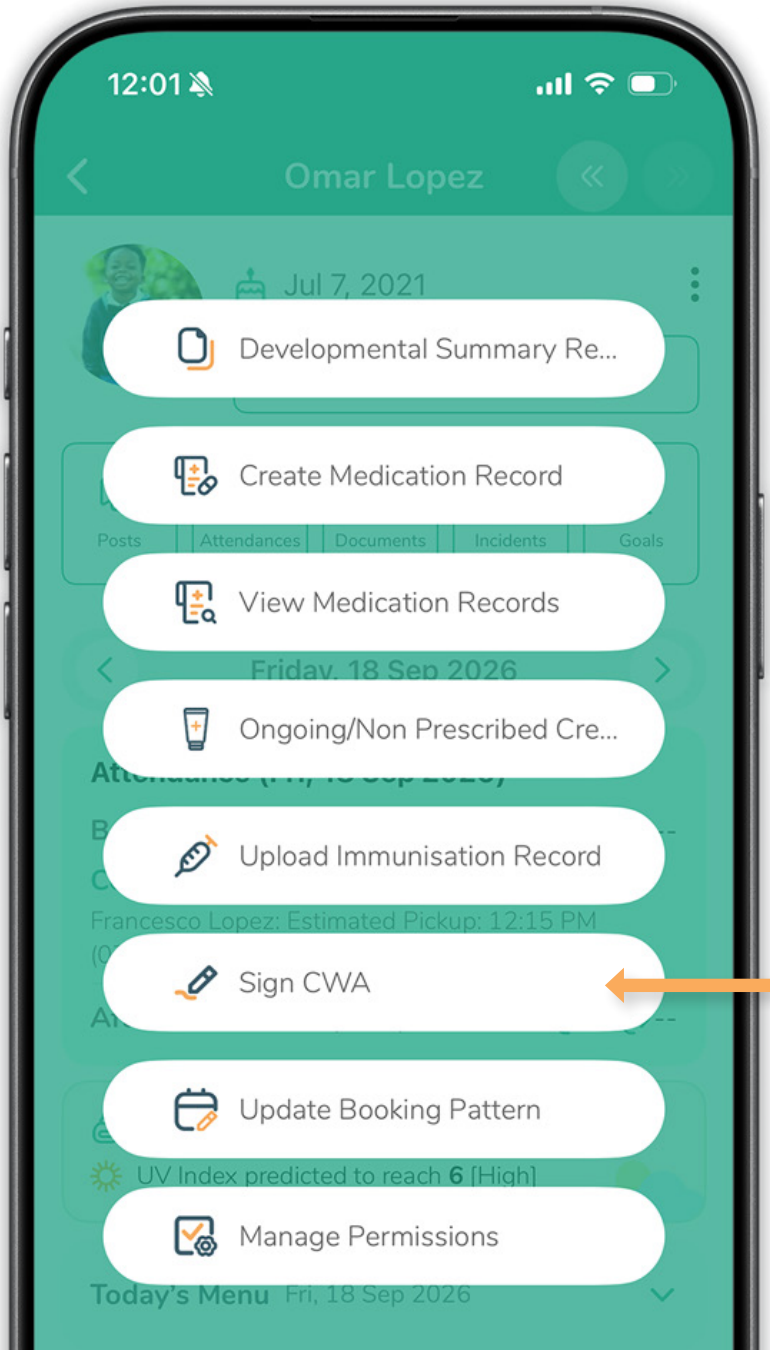
1. Click on the Children tab.



2. Click on child's name.

3. Once in the child's profile, click on the three dots at the top right.





Read through the CWA sign the signature box, and submit.

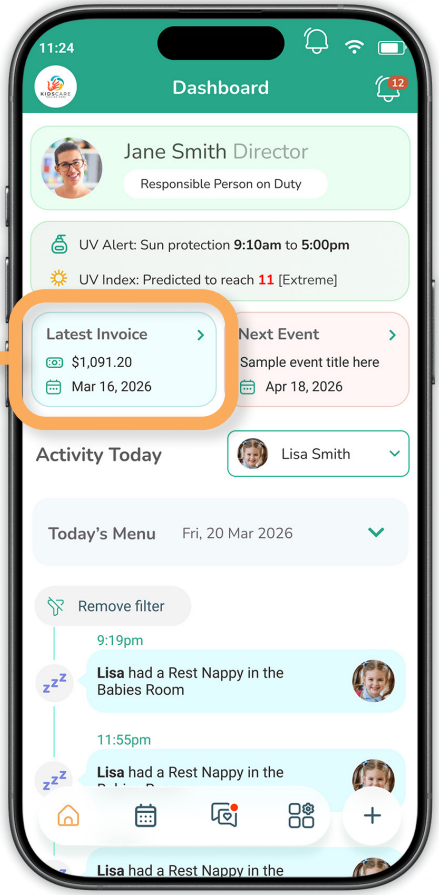
09. Signing the DDR Form

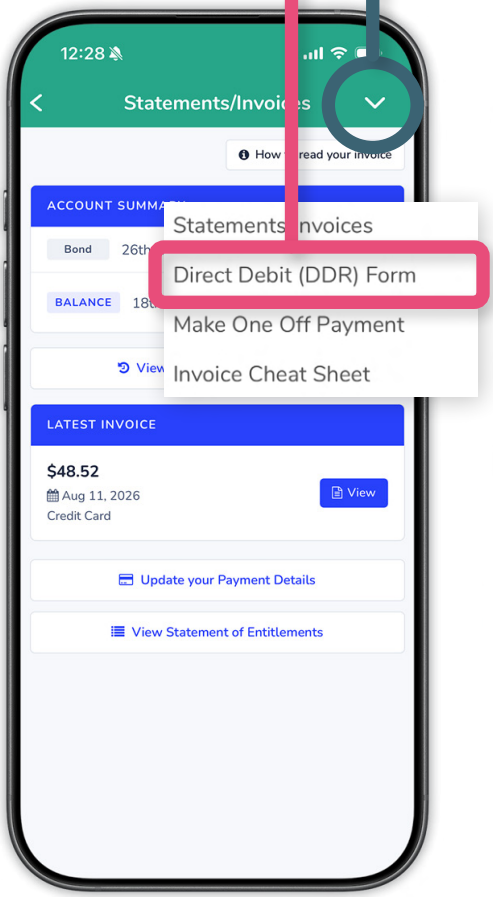
1. Click on “Latest Invoice”.

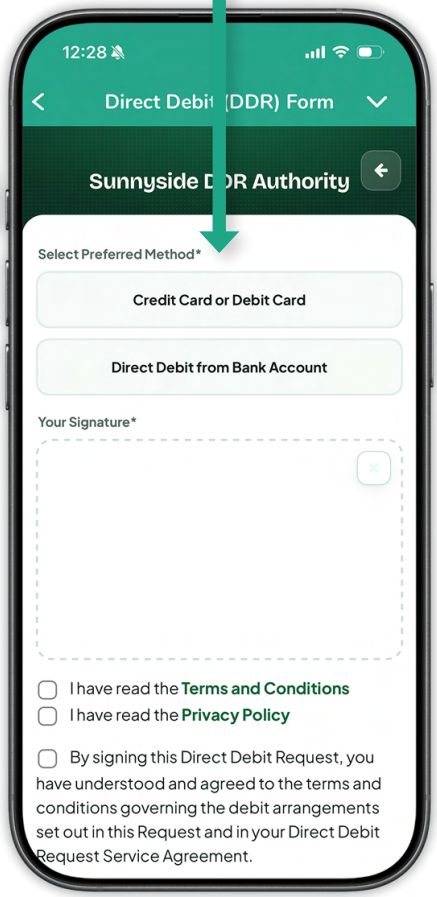
2. Click top right arrow.

3. Select “DDR Form”

4. Fill in form, sign & submit.

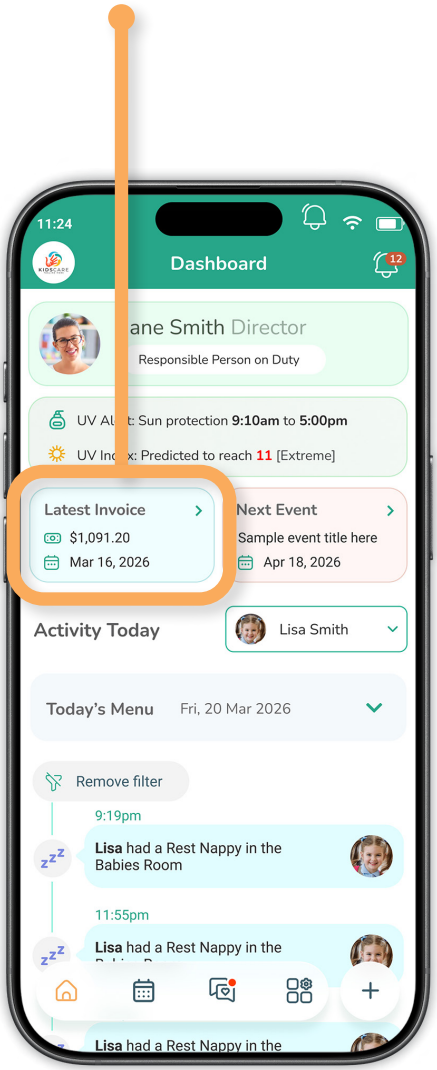






10. Statements & Invoices

Click on “Latest Invoice” from the dashboard.



- View transaction history from the last 30 days or up to 24 months
- Make a one off payments
- Sign DDR form
- Update your payment details

