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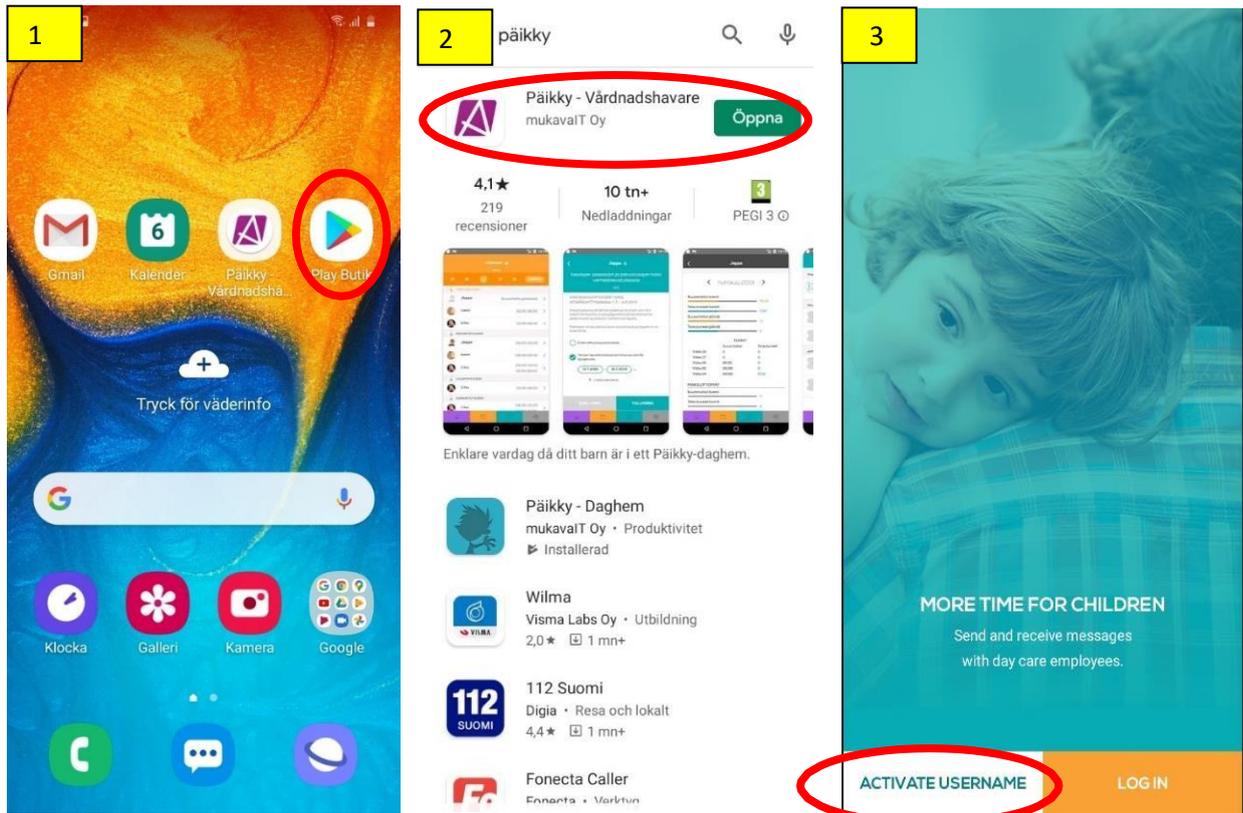
1. Go to the Play Store (App-Store) and download "Päikky-Guardian" (Huoltaja/Vårdnadshavare)
2. "Open" the app.
3. "ACTIVATE USER NAME". (NOTE! If you have already used Päikky on the web, you can "LOG IN").
4. Select service provider "Pedersöre kommun" and "IDENTIFY".
5. Identify yourself with online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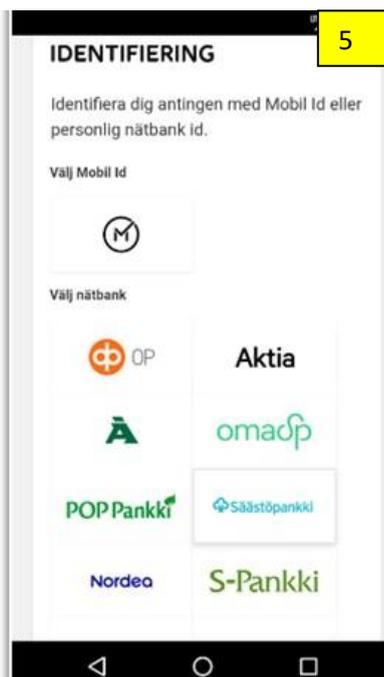
6. Enter a password and repeat it. "ENTER PASSWORD".

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

Welcome to Päikky!
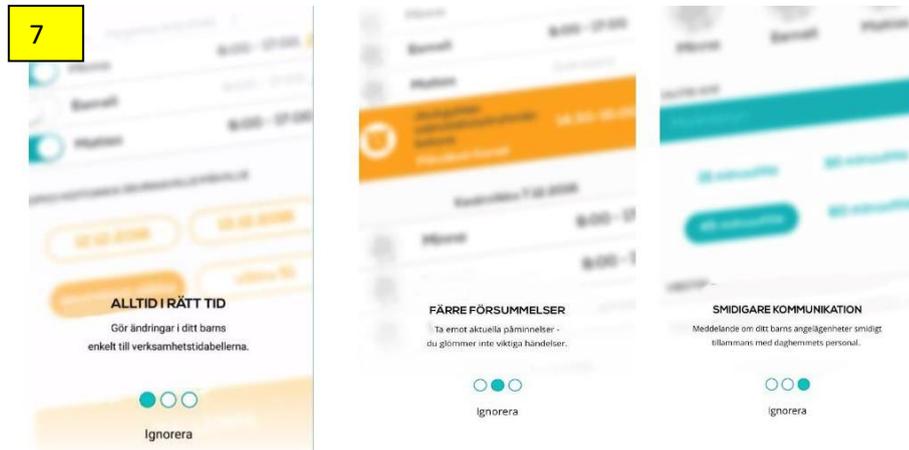
7. Scroll through the information pages.

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 11 days in advance (Wednesday) before the week closes!**
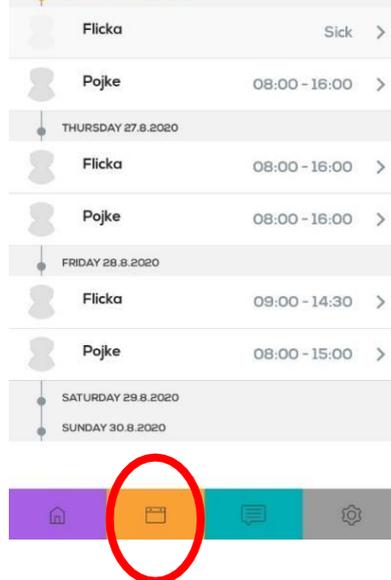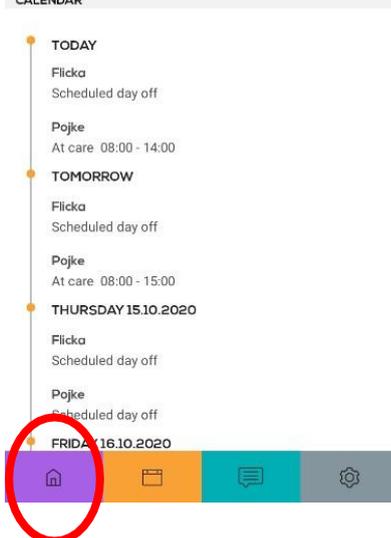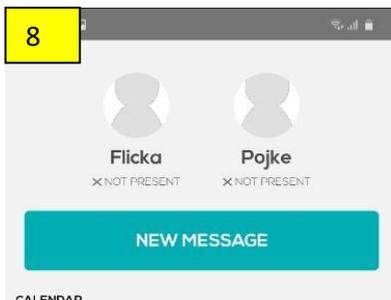
Calendar open

Calendar locked

If the calendar is locked, you can only report absence.
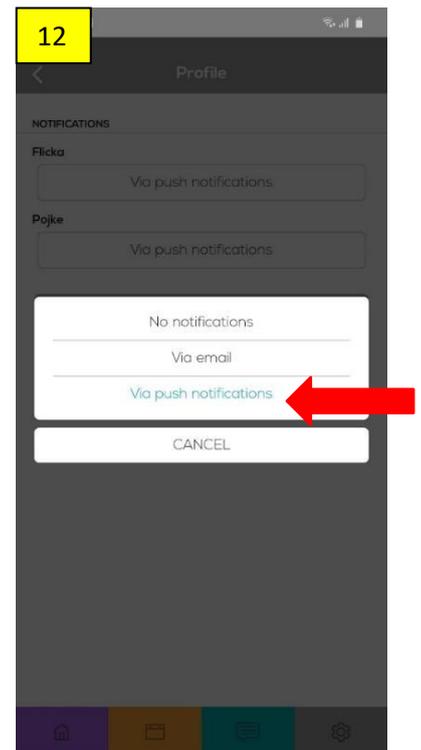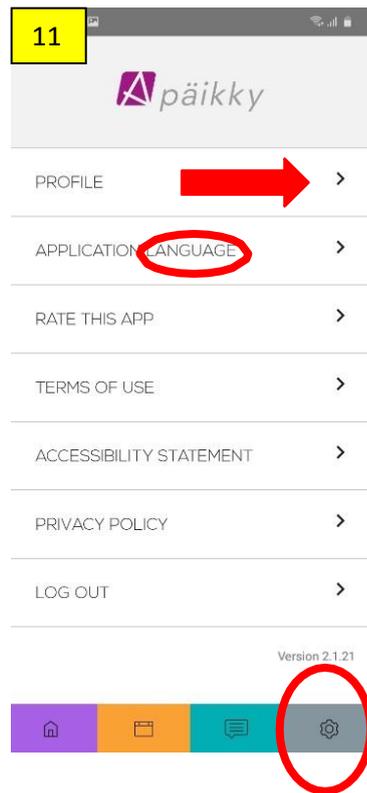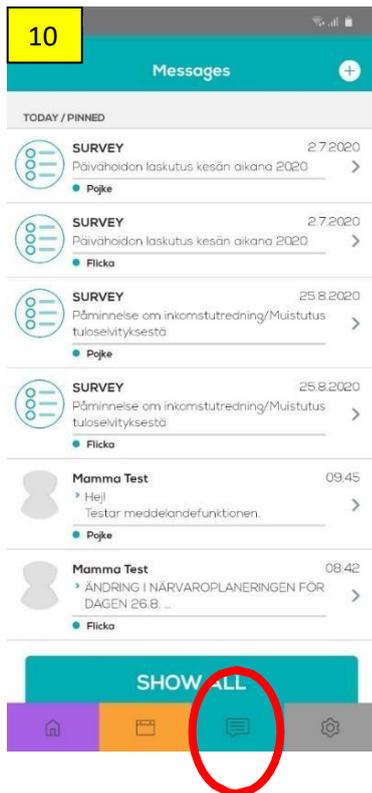
10. **Messages:** Here you can read information messages and respond to surveys. It is important that you follow what is happening on Päikky!

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

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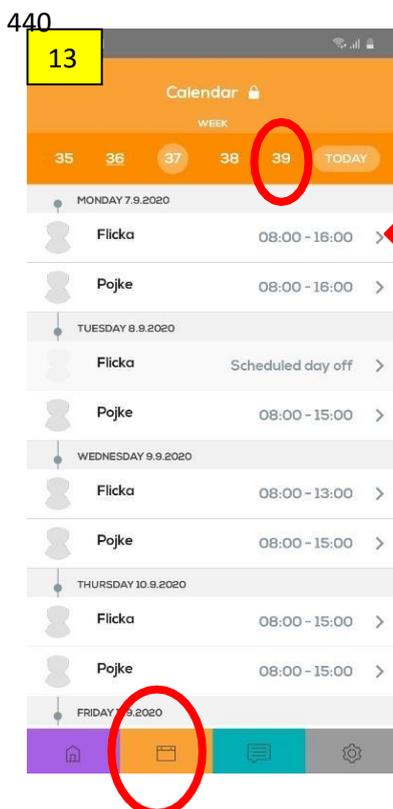
13. Activate the **Calendar** and the week you want to schedule. The week must be "open".

Calendar 🔒

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 11 days in advance. This means that you need to plan e.g. week 37 already during week 35, no later than Wednesday before 24 p.m.
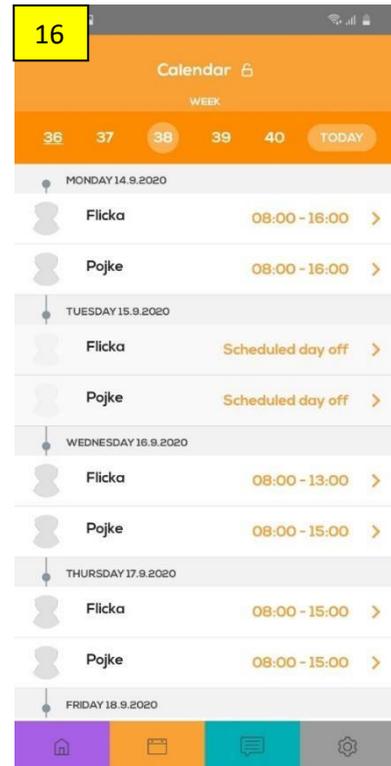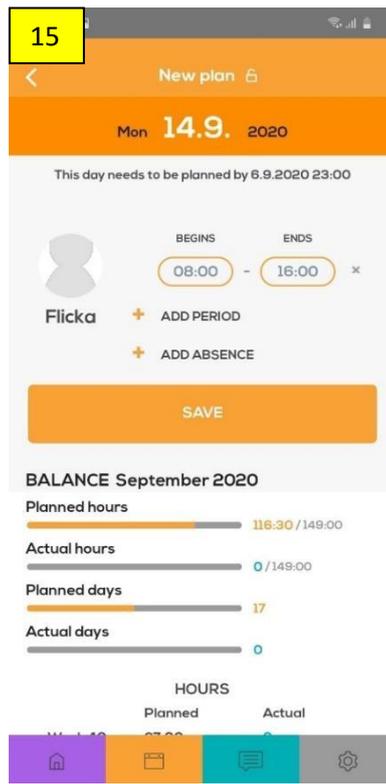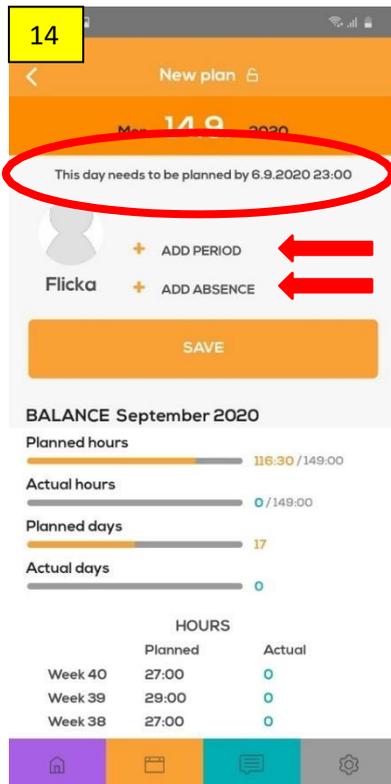
14. **New plan:** "Add period" or "Add absence" and "SAVE". Here you also see a reminder when the days have to be planned. Under the heading BALANCE you see planned and actual hours and days.

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".
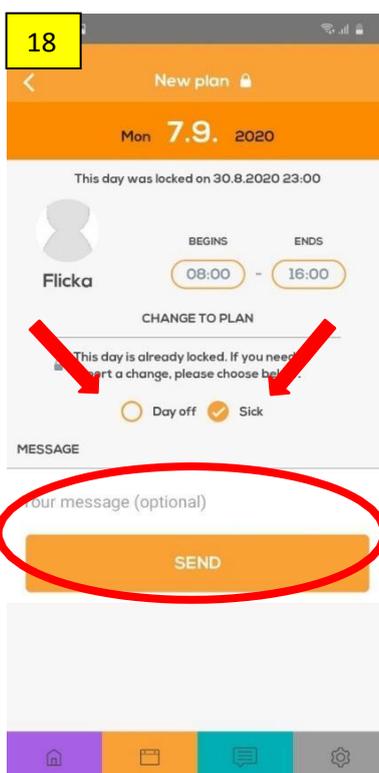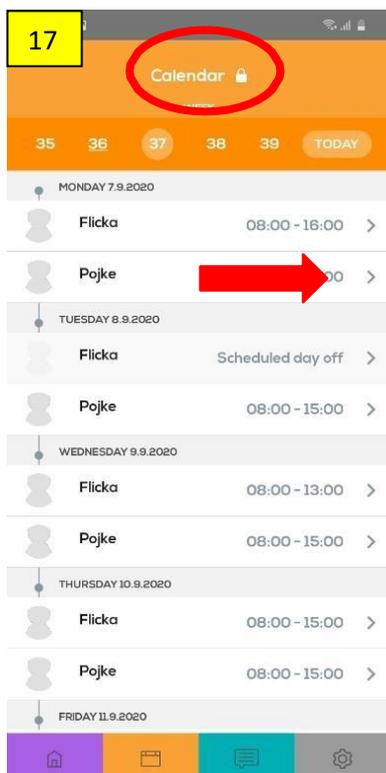
17. In a locked calendar you can only report absence. Activate the day by pressing the arrow next to the child's name.

18. Then select "Day off" or "Sick". Feel free to write additional information and press "SEND".

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In case of problems, contact Yvonne Löf, 044 7557660 yvonne.lof@pedersore.fi

Good luck!