Tempus

Set schedule/leaves

Webpage
1. Log in to tempushemma.se
2. Click **Set schedule/leaves**
3. Fill out the hours in the white text boxes, for example "*6.35 - 16:45*".
   a. If the child will be on leave, click **On leave**.
4. Click **+** if the child has split hours throughout the day.
5. If the child is arriving on its own, check the box **Arriving self**.
6. If the child is departing on its own, check the box **Departing self**.
7. Select **Home w/** if someone else is picking up the child from daycare.
8. Leave eventual message directed to the personnel in the box **More info**.
   (it will be displayed on the daycare's tablet).
9. In order to copy one week's schedule, click **Copy...** and select child and weeks for which the schedule should be copied to.
10. For more information on how to schedule, you can click the blue question mark in the upper right corner.

The App
1. Press the green plus button at the bottom right
2. Select **New schedule** or **New On leave**
3. Mark the days
4. Select child and add times
5. Fill in the other information as needed
6. It is also possible to press on a particular day on the overview in order to add a schedule or time off
7. To copy the schedule instead, select **Copy**

Report absence

Webpage
1. If the child needs treatment outside of the daycare, click **Report absence**
2. Select which child the report is for.
3. Select which date(s) in the calendar.
4. You may voluntarily select a reason for the absence below **Absence category** and/or a message. (It will only be displayed to authorized personnel).
5. Click the button **Report absence**.

The App
1. Press the green plus button at the bottom right
2. Select **New absence**
3. Select child
4. Mark the days
5. Select part of a day or whole day
6. Press the **Report absence** button

More information can be found at: tiny.cc/tempus-new-caregivers